

**REGULAR SESSION**

**January 17, 2023**

**BE IT REMEMBERED** that the Board of Franklin County Commissioners met in Regular Session at the Franklin County Courthouse in Winchester, Tennessee, on January 17, 2023 at 7:00 pm. Sheriff Tim Fuller led everyone in pledging allegiance to the flag. Commissioner Johnny Hand gave the invocation. County Clerk Tina Sanders recorded the minutes. Mayor Guess recognized Leadership Franklin County.

**ROLL CALL:**

**William Anderson, Jr**

**Carolyn Wiseman**

**Dale Schultz**

**Tyler Bauer**

**Johnny Hand**

**Bruce McMillan**

**Spike Hosch**

**Charles Keller**

**Jarad Shetters**

**David Eldridge, Jr**

**Grant Benere**

**Glenn Summers**

**Monica Baxter Jeffers**

**Lydia Curtis Johnson**

**PRESENT (15)**

**ABSENT (1) David Kelley**

**Chairman Guess Declared a Quorum.**

**Public Hearing:**

- 1. Rezoning from R-1, Single family Residential to C-1, Commercial Restricted. 5<sup>th</sup> Civil District. Franklin County Property Map No.86, Parcel 31.01 (Part). Location- State Route 16(Rowe Gap Road). Size-approximately 2.00+/-acres. Applicant- Chandler Hunt (Berry Engineers. LLC), Agent for Jeff Lowe. (Dollar General) Chandler Hunt spoke for the change. Speaking against the Dollar General were Phillip Wilkerson and Mary Santiago. \*\*Motion to Pass the rezoning was made by Bauer, 2<sup>nd</sup> by McMillan to approve. Roll Call Vote, passed. 8 Ayes, 7 Nays  
Roll Call as follows:  
FOR- WILLIAM ANDERSON, JR; TYLER BAUER, JOHNNY HAND, BRUCE MCMILLAN, SPIKE HOSCH, JARED SHETTERS, DAVID ELDRIDGE, JR., GRANT BENERE.  
NO-CAROLYN WISEMAN, SCOTTIE RIDDLE, DALE SCHULTZ, CHARLES KELLER, GLENN SUMMERS, MONICA BAXTER JEFFERS, LYDIA CURTIS JOHNSON.**

2. **Approval of Minutes**  
**Regular called session December 5, 2022**  
**\*Motion to Approve by Wiseman, 2<sup>nd</sup> by Riddle, all aye voice vote approved.**
  
3. **Report of the Finance Director**  
**A) Finance Director Report November 2022**  
**\*Motion by Wiseman. 2<sup>nd</sup> by Johnson to Receive and File, all aye voice vote, approved.**
  
4. **Recommendation/Communications**  
**None**
  
5. **Committee/Department Reports**
  - a. **Trustee's Interest Report Nov 2022**
  - b. **Local Option Sales Tax Report Nov 2022**
  - c. **Finance Committee Minutes Nov 2022**
  - d. **Legislative Committee Minutes Nov 2022/Employee Handbook**
  - e. **Inter-Category Amendments 11/1-12/31/2022**
  - f. **Department Quarterly/Annual reports**  
**Chancery Court/Clerk Master**  
**Circuit Court Clerk**  
**County Clerk**  
**Planning & Zoning**  
**Register of Deeds**  
**Veteran's Service Office**  
**Franklin County Reentry**

**\*Motion by Anderson to Combine A-F, 2<sup>nd</sup> by Hand to Receive and File, all aye voice vote, approved.**

**6. Resolutions 1a-0123 Resolution Amending the Highway Fund Budget of Franklin County, Tn for the Fiscal Year Ending June 30, 2023**  
**Resolutions 1b-0123 Resolution Amending the Franklin County Board of Education General Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023**  
**Resolution 1c-0123 Amending the Franklin County Board of Education General Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023.**  
**Resolutions 1d-0123 Resolutions Amending the Franklin County Board of Education General Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023.**  
**\*\*\*Motion by Anderson, Jr, 2<sup>nd</sup> by Benere to combine Resolutions a-d, Roll Call Vote- approved 15 Ayes.**

**7. Resolution 1e-1023 Resolution Amending the Franklin County Board of Education General Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023.**  
**\*\*\*Motion by Riddle, 2<sup>nd</sup> by Shetters to Approve, Roll Call Vote, 15 ayes, Approved.**

**Resolution 1f-0123 Resolution Amending the Franklin County Board of Education General Purpose School Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Johnson, 2<sup>nd</sup> by Bauer to approve, Roll Call Vote, all aye vote, Approved.**

**Resolution 1g-0123 Resolution Amending the Solid Waste Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by McMillan 2<sup>nd</sup> by Hand to approve, Roll Call Vote, all aye vote, Approved.**

**Resolution 1h-0123 Resolution Amending the County General Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023**

**Resolution 1i-0123 Resolution Amending the County General Fund of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023**

**Resolution 1j-0123 Resolution Amending the County General Funds Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Anderson, Jr., 2<sup>nd</sup> by Shetters to Combine Resolutions h-j, Roll Call Vote, all ayes, Approved.**

**Resolution 1k-0123 Resolution Approving A TRANE US INC Energy Conservation & Infrastructure Improvement Program for the School Board Utilizing State of Tennessee Energy Efficient Schools Initiative Program Loan and other Sources. \*\*\*Motion by Hosch, 2<sup>nd</sup> by McMillan to approve, Roll Call Vote, all aye vote, Approved.**

**Resolution 1l-0123 Resolution to establish an updated Occupational Safety and Health Program Plan, Devise Rules and Regulations, and to Provide for a Safety Director and the Implementation of such Program Plan. \*\*\*Motion by Anderson, Jr 2<sup>nd</sup> by Johnson to Approve, voice vote all aye Vote. Brief discussion with Anderson Jr wants Chris Guess as Mayor to do small supplement for EMA Director Scott Smith as Director of the Occupational Program.**

**Resolution 1m-0123 Resolution Authorizing an Agreement with the Franklin County Library Board of Trustees for a Property Purchase to Accommodate a Future Library Expansion. Co Chairman Eldridge gave brief discussion. \*\*\*Motion by Eldridge and 2<sup>nd</sup> by Riddle to Approve, Roll Call Vote, all aye vote, Approved.**

**AMBULANCE SERVICE 1/17/2023 \*\*\*MOTION BY RIDDLE, 2<sup>ND</sup> BY WISEMAN TO SUPPEND RULES..... Special called Finance meeting before Regular Schedule County Commission meeting for the Commission to approve funding for the Ambulance Service. The Finance Committee approved to send to FULL COUNTY COMMISSION TO APPROVE \$50,000 FOR FIVE MONTHS (FEBURARY 2023-JUNE 2023). This money will be moved from the ARP (AMERICAN RESCUE PLAN) A Committee of 5 to 7 County Commissioners will be formed to study the issues of the Ambulance Service to continue the services of the Citizens of Franklin**

County. \*\*\*Motion by Wiseman and 2<sup>nd</sup> by McMillan to Approve, Roll Call Vote, all ayes, Approved.

**8. ELECTIONS/APPOINTMENTS**

**a. Appointments for January 17, 2023**

\*\*\*Motion by Riddle, 2<sup>nd</sup> by Anderson, Jr to approve, all aye vote, APPROVED.

**b. Approval of (6) Notary Applications\*\*\*Motion by Anderson, Jr, 2<sup>nd</sup> by Wiseman to approve, Roll Call Vote, all ayes, Approved.**

\*\*\*Motion by Riddle to adjourn 7:30pm, 2<sup>nd</sup> by Wiseman

**Benediction: Commissioner Johnny Hand**

# F.C. Planning & Zoning Department

## NOTICE OF PUBLIC HEARING

In conformity with TCA-13-7-105, a public hearing will be held by the Franklin County Board of Commissioners on January 17, 2023 at 7:00 P.M. at the Franklin County Courthouse to consider the adoption of amendment(s) to the Zoning Map of Franklin County.

### **THE FRANKLIN COUNTY REGIONAL PLANNING COMMISSION RECOMMENDED IN FAVOR OF THE FOLLOWING PROPOSED REZONING:**

1. Rezoning from R-1, Single Family Residential to C-1, Commercial Restricted. 5<sup>th</sup> Civil District. Franklin County Property Map No. 86, Parcel 31.01 (Part). Location – State Route 16 (Rowe Gap Road). Size – approximately 2.00 +/- acres. Applicant – Chandler Hunt (Berry Engineers, LLC), Agent for Jeff Lowe.

The proposed amendment(s) may be reviewed in the Planning/Zoning Department, Courthouse Basement Room 109, Winchester TN. All persons affected by the proposed amendment(s) are invited to appear in person or be represented by agent or petition for the purpose of expressing themselves in support of or in opposition to the rezoning and zoning text amendments.

This 21<sup>st</sup> day of December, 2022.

Janet Petrunich

Director/Building Commissioner

Franklin County Planning and Zoning Department

Winchester, TN 37398

Phone (931) 967-0981 Fax (931) 962-1462 E-mail at [jpetrunich@franklincotn.us](mailto:jpetrunich@franklincotn.us)

**\*Building Permits are required in Franklin County\***

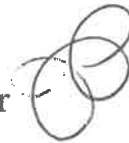
# Franklin County Planning & Zoning Department

## Memo

January 6, 2023

**To:** Franklin County Board of Commissioners

**From:** Janet Petrunich, Director/Building Commissioner



**Re:** Rezoning for Chandler Hunt (Berry Engineers, LLC), Agent for Jeff Lowe

**THIS REZONING FAILED AT THE SEPTEMBER 19<sup>TH</sup>,  
2022 FRANKLIN COUNTY COMMISSION MEETING DUE  
TO LACK OF A MOTION.**

**THE FRANKLIN COUNTY REGIONAL PLANNING COMMISSION  
RECOMMENDS THE FOLLOWING ITEM FOR REZONING:**

Rezoning from R-1, Single Family Residential to C-1, Commercial Restricted.  
5th Civil District. Franklin County Property Map No. 86, Parcel 31.01 (Part).  
Location – State Route 16 (Rowe Gap Road). Size – approximately 2.00 +/-  
acres. Applicant – Chandler Hunt (Berry Engineers, LLC), Agent for Jeff  
Lowe.

**MEMO**

DATE: December 1, 2022  
TO: Franklin County Planning  
FROM: Berry Engineers  
RE: Rezoning Request for Dollar General project on Rowe Gap Rd

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This site had previously requested a rezoning with Planning Commission recommending approval on August 30<sup>th</sup>, 2022, but failed to pass County Commission on September 19<sup>th</sup>, 2022, due to a lack of motion. The main concern raised at the County Commission meeting was regarding traffic, and if TDOT would approve a driveway at this location. To address this concern, a design plan for the driveway was submitted to TDOT for approval. TDOT has reviewed the proposed plan and found that it adequately meets their standards and have approved this plan. This approval has been submitted along with the new rezoning request.



STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION

REGION 2 TRAFFIC ENGINEERING

7512 VOLKSWAGEN DRIVE  
CHATTANOOGA, TENNESSEE 37416  
(423) 892-3430

BUTCH ELEY  
DEPUTY GOVERNOR &  
COMMISSIONER OF TRANSPORTATION

BILL LEE  
GOVERNOR

November 30, 2022

**\*\*NOT A PERMIT\*\***

Berry Engineers, LLC.  
Attn: Chandler Hunt  
63 Broad Street NW  
Cleveland, Tennessee 37311

**Re: Highway Entrance Permit  
State Route 16, Log Mile 14.615LT  
Franklin County  
Dwg #2-28-26-T0451-016**

Mr. Hunt:

The TDOT Regional Traffic Engineering office in Chattanooga has received conceptual site and grading plans for a proposed Dollar Genrak to be located along State Route 16 in Franklin County, TN. These plans were created by Berry Engineers dated November 8, 2022. TDOT has approved a final site and grading plan for this location and is ready to issue a permit to allow this work to be performed on State right-of-way in accordance with these approved plans.

This letter of approval is valid as long as the approved plans do not change. If the plan needs to change, this letter shall be considered null and void, and the revised plan will need to be reviewed and approved by the TDOT Regional Traffic Engineering office before a permit can be issued.

Additionally, prior to issuance of the permit, TDOT will require copies of the recorded deed and any pertinent easements.

When you wish to begin the TDOT permitting process, please contact me at [Zach.Johnson@tn.gov](mailto:Zach.Johnson@tn.gov) or via telephone at 423-510-6914. With the site and grading plans already approved, that only helps to expedite the process.

Best Regards,



Zach Johnson  
Assistant Regional Traffic Engineer

Enclosure

Cc: Mr. Sam Penny (email)  
File

447



## STAFF REPORT

Date: August 30, 2022  
To: Franklin County Regional Planning Commission  
From: Staff

### General Information

Applicant: Chandler Hunt (Berry Engineers LLC).  
Status of Applicant: Agent for Jeff Lowe, Property Owner.  
Requested Action: Rezoning a portion of a parcel from R-1, Single Family Residential to C-1, Commercial Restricted.  
Purpose: To allow the development of a Dollar General and/or any other Use Permitted in a C-1, Commercial Restricted zoned district.  
Existing Zoning: R-1, Single Family Residential.  
Location: 5th Civil District; Parcel 31.01 (Part), Franklin County, TN Property Map No. 86, located on Rowe Gap Road (State Highway 16).  
Size: Approximately 2.00 +/- acres.  
Existing Land Use: Open.  
Surrounding Land Use/ and Zoning:  
North - Open/R-1, Single Family Residential.  
South - Open, Agricultural/A, Agricultural.  
East - Open, Agricultural/A, Agricultural.  
West - Residential, Agricultural/A, Agricultural.

Applicable Regulations: Franklin County Zoning Resolution - Article VI, Section 1 (Page 36); Article VIII, Section 2 (Page 64) and Article XV (Page 117).

### Specific Information

Previous Actions: The parcel was zoned A, Agricultural with the Adoption of Zoning in 1974. A Minor Division of property was approved by the Planning Commission Secretary on 12/31/2014 creating a 1.00 +/- acre parcel with remaining acreage of 5.05 +/- acres. However, it appears the Minor Division was never recorded. The Franklin County Board of Commissioners rezoned the property from A, Agricultural to R-1, Single Family Residential September 22, 2021.  
Access: The subject portion of the parcel fronts Rowe Gap Road for approximately 330'. Rowe Gap Road is a State Route with a 100' ROW and an asphalt surface.

- Utilities:** A six (6) inch water line runs along the west side of Rowe Gap Road. Potable water is provided by Winchester Utilities. Power is provided by the Duck River Electric Membership Corporation. Sanitary waste disposal is assumed to be by individual septic tank system.
- Fire Protection:** Fire protection service is provided by the Belvidere Volunteer Fire Department. There are no fire hydrants located in the general area.
- Other Public Services:** Police protection is provided by the Franklin County Sheriff's Department.
- Drainage/Flood:** Drainage is generalized to the northeast. There are no apparent low-lying or ponding areas on the site, according to the USGS Quad Map. The site is not in an identified FEMA flood hazard area per Map No. 47051C0145E .
- Area Characteristics:** The immediate and general areas are characterized by agricultural activities with residential activities scattered along the roadways.
- Planning Jurisdiction:** The site is located within the Franklin County Regional Planning Commission's jurisdiction.
- Site Visit:** 8-23-22

### **Analysis**

Staff recommends the rezoning of the subject portion of the parcel from R-1, Single Family Residential to C-1, Commercial Restricted as requested.

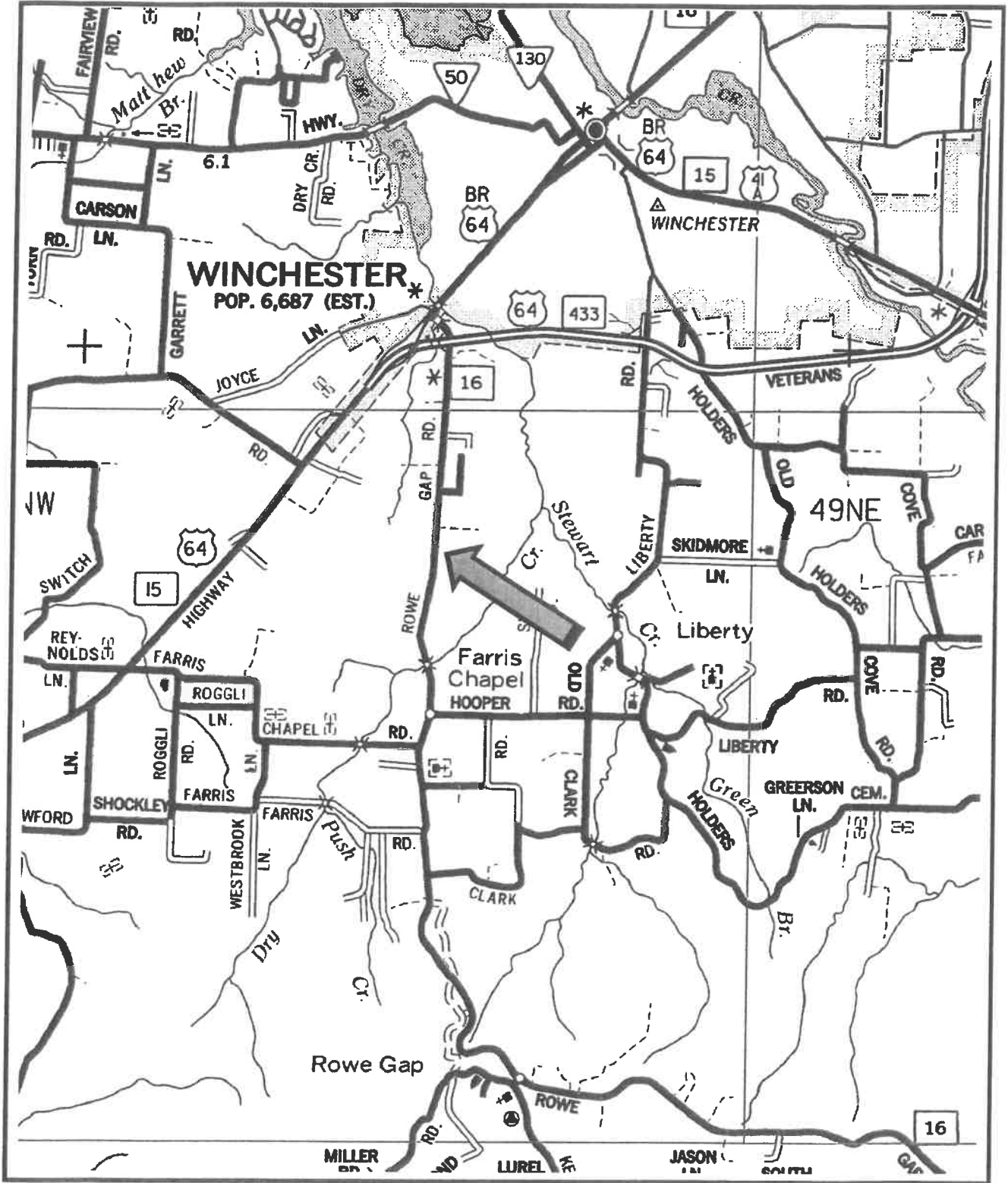
1. The proposal is generally in compliance with the intent of the C-1, Commercial Restricted zoning district provisions of the Franklin County Zoning Resolution.

### **Attachments**

1. General Location Map.
2. Survey.
3. GIS View.

JP/CB

General Map – Hunt for Lowe  
Planning Commission – 8/30/2022

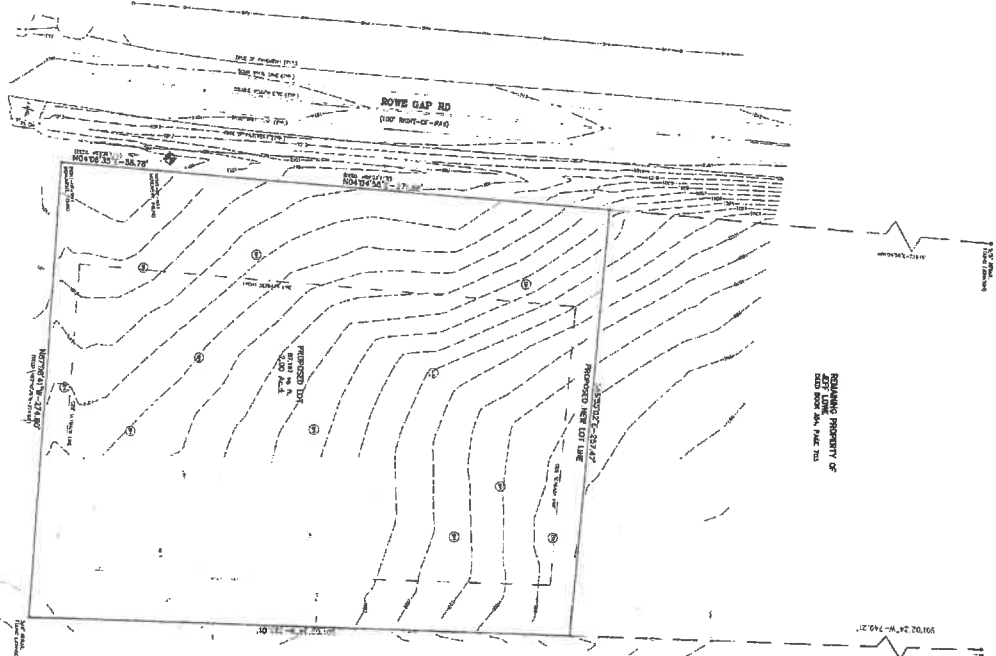






**STATE ENGINEERING**  
 STATE OF MARYLAND  
 DEPARTMENT OF TRANSPORTATION  
 DIVISION OF HIGHWAYS  
 2400 EAST BALTIMORE AVENUE  
 BALTIMORE, MARYLAND 21286  
 PROJECT NO. 2023-0462  
 SHEET NO. 1 OF 1

CONTRACT INFORMATION  
 AND BY THE CONTRACTOR  
 TO BE MAINTAINED  
 THROUGHOUT THE PROJECT  
 PERIOD OF CONTRACT PERFORMANCE  
 CONTRACT NO. 2023-0462 (1) FROM



**LEGEND OF SYMBOLS**

0.00	Contour Interval	1.00	Proposed Road Right-of-Way
1.00	Proposed Road Right-of-Way	2.00	Proposed Road Right-of-Way
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**NOTE:** THIS SURVEY IS NOT TRUSTWORTHY TO ANY OTHER PURPOSE THAN THAT FOR WHICH IT WAS MADE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AGENCIES OF THE STATE OF MARYLAND.

**BOUNDARY AND TOPOGRAFICAL SURVEY**  
 OF A PORTION OF THE PROPERTY DESCRIBED IN DEED BOOK  
 172, HARRIS ROAD - S.D. BOX 4268  
**HOPKINS SURVEYING GROUP**  
 172 Harris Road - S.D. Box 4268  
 (437) 267-3751 Office (410) 396-1000  
 Copyright - © Hopkins Surveying Group

**DAVID L. HOPKINS, JR.**  
 STATE ENGINEER  
 PROJECT NO. 2023-0462  
 SHEET NO. 1 OF 1

**GIS View - Chandler Hunt for Jeff Lowe**  
**Map 86, Parcel 31.01 (Part)**  
**Planning Commission - 8/30/2022**

**Zoning:**  
● R-1, Single Family Residential.  
All other properties shown are Zoned A, Agricultural.



**The Franklin County Regional Planning Commission – August 30, 2022.**

The Franklin County Regional Planning Commission met in a regular session on August 30, 2022 at 6:00 PM in the Franklin County Courthouse.

The members present were Chairman Dave Van Buskirk, Vice Chairman Jeremy Price, Vice Secretary David James, Greg Houston, Michael Rudder and Helen Tinnerman. Also present was Planning and Zoning Director/Building Commissioner Janet Petrunich. A Visitors' List is attached.

The minutes for the July 26, 2022 meeting were approved as written by Dave Van Buskirk.

Dave Van Buskirk addressed the audience, describing the procedures and protocol of the meeting.

Janet Petrunich introduced Case No. 14-22; Rezoning; Applicant: Chandler Hunt (Berry Engineers LLC.), Agent for Jeff Lowe, Property Owner. Location – 5<sup>th</sup> Civil District; Parcel 31.01 (Part), Franklin County, TN Property Map No. 86, located on Rowe Gap Road (State Highway 16). Petrunich read the Staff Report and the returned adjoining property owner notices. Dave Van Buskirk polled the board members for questions or comments. There were no questions or comments from the board members. Van Buskirk asked if the audience had any questions or comments. Phillip Wilkerson stated that he was opposed to the rezoning due to safety concerns with increased traffic on State Highway 16; that there were eight Dollar Generals already in Franklin County and he did not see the need for it. William Yates stated that the community did not need a Dollar General as it would not benefit many people in the area. Chandler Hunt with Berry Engineers LLC offered that Dollar General conducted research to determine the need for their stores before picking a location to build; the new Dollar Generals had a broader selection of grocery items; also that TDOT would have to approve an entrance that would be safe with regards to the traffic on Highway 16. Michael Rudder asked if a road site study had been conducted yet. Dave Van Buskirk stated that it had not been done yet. Wilkerson stated that he did not receive an adjoining property notice for the rezoning. Janet Petrunich stated that adjoining property notices were sent to all properties that adjoined the subject property and directly across the street from the subject property; that a public notice was advertised in the Herald Chronicle newspaper publication as required by law, and additionally put on the Herald Chronicle website. Paul Wilkerson expressed concerns of traffic and speed on State Highway 16. Jeremy Price offered that traffic studies would be conducted by TDOT engineers and the issuance of entrance permits were based upon those safety studies. Price asked if there was any other commercial property in the area. Petrunich offered that there was commercial property on the other side of David Crocket Parkway, less than two miles from the subject property. Dave Van Buskirk called for a motion. David James made a

motion to recommend for the requested rezoning from R-1, Single Family Residential to C-1, Commercial Restricted. Helen Tinnerman seconded the motion. All aye.

Janet Petrunich introduced Case No. 15-22; Rezoning; Applicant: Patrick Trueheart, Agent for Jack Edwards heirs, Property Owner. Location – 15<sup>th</sup> Civil District; Parcel 67.00 (Part), Franklin County, TN Property Map No. 34, located on State Highway 130 (Old Tullahoma Road). Petrunich read the Staff Report. There were no returned adjoining property owner notices. Dave Van Buskirk asked for clarification regarding the existing use of the property. Petrunich offered that in R-2 and Agricultural zoned districts, limited commercial activities were allowed under Uses Permitted on Appeal with certain requirements, and that one of the requirements was that a residence be located on the property as the principal structure/use, and the limited commercial activity be subordinate to the principal land use. A Use Permitted on Appeal was granted in November of 2000 by the Franklin County Board of Zoning Appeals for a Limited Commercial Activity to allow an automobile repair facility. The heirs wished to divide the property and the division of property would leave the existing shop building, utilized for the limited commercial activity, on a separate parcel without a residence which would not be in compliance with the R-2 zoning. The requested commercial rezoning would allow the existing use of the building to be in compliance with the Franklin County Zoning Resolution without a residence being on the property. Van Buskirk polled the board members for questions or comments. There were no questions or comments from the board. Van Buskirk asked if there were any questions or comments from the audience. Patrick Trueheart stated that they were seeking to keep the automobile repair shop available to the people in the area with the requested rezoning. Dave Van Buskirk called for a motion. Michael Rudder made a motion to recommend for the requested rezoning from R-2, General Residential to C, Commercial. Greg Houston seconded the motion. All aye.

Janet Petrunich introduced Case No. 16-22; Rezoning; Applicant: Luke Johnson, Property Owner. Location – 5<sup>th</sup> Civil District; Parcel 14.03 (Part), Franklin County, TN Property Map No. 94, located on Post Oak Road and Horseshoe Lane. Petrunich read the Staff Report. There were no returned adjoining property owner notices. Dave Van Buskirk polled the board members for questions or comments. There were no questions or comments from the board. Van Buskirk asked if there were any questions or comments from the audience. There were no questions or comments from the audience. Van Buskirk called for a motion. David James made a motion to recommend for the requested rezoning from I, Industrial to A, Agricultural. Michael Rudder seconded the motion. All aye.

Janet Petrunich introduced Case No. 17-22; Preliminary/Final Subdivision Plat Review; Applicant: Tom Ore, Agent for Turner Smith Construction LLC, Property Owner. Location – 15<sup>th</sup> Civil District; Parcel 50.01 (Part), Franklin County, TN



Property Map No. 33, located on Hasty Lane. Petrunich read the Staff Report. There were no returned adjoining property owner notices. Dave Van Buskirk polled the board members for questions or comments. David James asked if the soils had been tested for subsurface sewerage. Tom Ore offered that Tim Baxter has conducted a soils analysis and stated that the soils were suitable for four bedroom houses on each proposed lot. Ore also stated that the property owners had made application with TDEC for septic permits. Ore offered clarification regarding the road right of way shown on the plat. Jeremy Price inquired about Staff's concerns regarding site distance along the roadway. Petrunich offered that Staff had concerns of site distance due to the curves along the roadway and the number of potential driveways in the curves. Ore requested that the condition regarding drainage be removed from the Staff Report. Petrunich offered that the board members could make a motion to remove a condition but Staff had to address the drainage as it is a requirement on the checklist that is used for subdivision plat review. There was discussion regarding the remaining acreage of the parcel and the possible future development of the remaining acreage; having the Franklin County Highway Superintendent look at site distance along Hasty Lane; and the natural drainage of the property. Dave Van Buskirk called for a motion. David James made a motion to approve the Preliminary/Final Plat for Hasty Hills Subdivision based upon the Staff Report and discussions, subject to the following eleven conditions:

1. Show the correct parcel number for the property that is being divided.
2. Show the correct road right-of-way for Hasty Lane, as per the Highway Superintendent.
3. Show or note any P.U.D.E. easements.
4. Show or note the location of the closest fire hydrant.
5. Install a fire hydrant if there is adequate flow and pressure to serve the development. If not, provide a letter from the utility company stating such.
6. A Certificate of Approval for Subsurface Sewage Disposal be added to the plat and signed with restrictions, if any. If an interceptor or curtain drain is required then a subdivision-wide drainage plan must be submitted and approved by the Planning Commission.
7. Certificate of Approval of Water Systems be signed.
8. Certificate of Ownership and Dedication be signed.
9. Certificate of Approval for Subdivision and Road Name(s) be signed.
10. Certificate of Approval of Roads be signed.
11. Provide a letter to the Planning and Zoning Department from the Highway Superintendent stating that he has performed a site visit and that site distances for future driveway entrances on Hasty Lane are suitable.

Helen Tinnerman seconded the motion. All aye.

Janet Petrunich introduced Case No. 18-22; Preliminary Subdivision Plat Review; Applicant: Rex Sparks, Agent for Great Lakes Builders, Property Owner. Location – 8<sup>th</sup> Civil District; Parcel 22.02, Franklin County, TN Property Map No. 12, located between

Jess Duncan Lane and Duncantown Road. Petrunich read the Staff Report and the returned adjoining property owner notices. Dave Van Buskirk polled the board members for questions or comments. There were no questions or comments from the board. Van Buskirk asked if there were any questions or comments from the audience. William Yates stated that he had no issue with the development of the subdivision. Yates expressed concerns regarding his lot in Countryside Estates having to meet any new requirements of the proposed subdivision. Petrunich offered that Countryside Estates and the proposed The Meadows Subdivision were two separate subdivisions. Dave Van Buskirk called for a motion. Michael Rudder made a motion to approve the Preliminary Subdivision Plat for The Meadows Subdivision based upon the Staff Report and discussions, subject to the following five conditions:

1. Show any existing or proposed easements (electric, drainage...).
2. Show minimum building front yard setback line on all lots.
3. Show bearings and distances at the proposed entrance areas of the proposed new roadway.
4. A drainage plan which the planning commission may require profiles and typical cross-section of easements, tiles and catch basins.
5. Cross-section and centerline street profiles at suitable scales as may be required by the Highway Superintendent and/or Planning Commission.

David James seconded the motion. All aye.

Under Old Business Janet Petrunich reintroduced Case No. 10-22; Preliminary/Final Subdivision Plat Review; Applicant: Lee Carter, Agent for Fanning Bend Inc., Property Owner. Location – 2<sup>nd</sup> Civil District; Parcel 28.01 (Part), Franklin County, TN Property Map No. 53, located on Fanning Bend Drive. Petrunich offered that the developers were seeking to make a revision to the previously approved and recorded two lots and common area for Fanning Bend Phase 6A. Dave Van Buskirk called for a motion. Greg Houston made a motion to approve the revision to the Final Plat for Fanning Bend Phase 6A based upon the discussions. Michael Rudder Seconded the motion. All Aye.

There was no other Old Business discussed.

Dave Van Busirk stated that Lydia Curtis Johnson had written a letter of resignation from the Franklin County Regional Planning Commission but would stay on as a member until her replacement had been named. Van Buskirk also stated that Steve Dixon was considering resigning, as he had been on the board for many years and wanted to give someone else a chance to serve as a board member.

The meeting adjourned at 7:25 PM by Chairman Dave Van Buskirk.

MINUTES REVIEWED AND APPROVED  
\_\_\_\_\_ DATE

Respectfully submitted,



Dave Van Buskirk, Chairman  
Jeremy Price, Vice Chairman



Lydia Curtis Johnson, Secretary  
David James, Vice Secretary

# VISITORS

Date: August 30, 2022 at 6:00PM

Franklin County Regional Planning Commission

Name	Address	Phone #
Phillip Wilkerson	323 Red Clover LN	931 308 5798
Jane S. Wilkerson	" " "	931 308 5799
Alan T. Wilkerson	1760 Rowe Gap Rd	931 308 0385
Lodd Bailey	816 David Carver Ptwy	931 669-8889
Raymond - Lisa Steyer	8300 Aede Rd	931-636-6124
Mark Wilkerson	144 Brookside Ln.	691-2754
David Wilkerson	146 Westwood Lane	931-308-8429
To ORE	Winch	931-308-5310
Debbie Butler	8276 AEDERD	
Mark Butler	" "	931-355-9119
Chandler Hunt	63 Broad St NW, Cleveland, TN	423-790-5880
Patrick Trueheart	967 Horse Mountain Rd Shelbyville TN	615-775-3184
William Edwards	149 Brass Cir. Winchester TN	931-651-7045
Paul Wilkerson	140 Brookside Lane Winch	931 308-8353

**REGULAR SESSION**

**December 5, 2022**

1. **BE IT REMEMBERED** that the Board of Franklin County Commissioners met in Regular Session at the Franklin County Courthouse in Winchester, Tennessee, on December 5, 2022 at 7:00 pm. Sheriff Tim Fuller led everyone in pledging allegiance to the flag. Commissioner William Anderson, Jr gave the invocation. County Clerk Tina Sanders recorded the minutes. Mayor Guess recognized Leadership Franklin County.

2.

**ROLL CALL:**

**Lydia Curtis Johnson**

**William Anderson, Jr**

**Carolyn Wiseman**

**Dale Schultz**

**Tyler Bauer**

**Johnny Hand**

**Bruce McMillan**

**Spike Hosch**

**Charles Keller**

**Jarad Shetters**

**David Eldridge, Jr**

**Grant Benere**

**Glenn Summers**

**David Kelley**

**PRESENT (14)**

**ABSENT (2) Monica Jeffers Scottie Riddle**

3. **1. Rezoning From A, Agricultural to R-1, Single Family 7<sup>th</sup> Civil District. Franklin County Property Map No.8 Parcel 87.00 Location- Jean Drive. Size- approximately 8.23+/- acres. Applicant Thomas Whitley, Property Owner. Nicholas Northcutt spoke for Mr. Whitley, presented several sketches to Commissioners to share and look at. Informed the commission that the land is 8 acres-12 lots. Speaking against Paul Simmons-owner of Sand Blasting Business. Joe Merrell also spoke against. \*\*\*FAILED DUE TO LACK OF MOTION\*\*\***
4. **Rezoning from R-2, General Residential to C, Commercial. 1<sup>st</sup> Civil District. Franklin County Property Map No. 64, Parcel 83.03. Location – Lynchburg Road (State Highway 50). Size- approximately 9.51 +/- acres. Applicant- Lindsey Barry, Agent for Dan Barry. Nick Barry spoke for Rezoning to Commercial. \*\*\*Motion by McMillan, 2<sup>nd</sup> by Anderson, Jr, Voice Vote. \*\*\*Motion Approved\*\*\***

5. **Rezoning from R-2, General Residential to C, Commercial. 9<sup>th</sup> Civil District. Franklin County Property Map No. 37, Parcel 10.01. Location- Oak Grove Road and David Crockett Pkwy E (State Highway 64). Size- approximately 2.3 +/- acres. Applicant, Jarad Shetters, agent for Jared Hill. \*\*\*Motion by Benere, 2<sup>nd</sup> by Hand. Voice Vote. \*\*\*Motion Approved\*\*\***
6. **Rezoning from A, Agricultural to R-2, General Residential. 1<sup>st</sup> Civil District. Franklin County Property Map No. 66, Parcel 10.02. Location- Moon Lane. Size- approximately 44.26 +/- acres. Applicant- Donald Bruce. Mike Cunningham representing the Franklin County Industrial Board spoke. \*\*\*Motion by Anderson to Disapprove, 2<sup>nd</sup> by Kelley. Voice Vote, Passed.\*\*\***
7. **Article XIII, Section 4: an amendment regarding penalties for building without a building permit. \*\*\*Motion by Hand, 2<sup>nd</sup> Hosch, voice vote, Approved\*\*\***
8. **Article XIII, Section 6: an amendment regarding refunds and fees. \*\*\*Motion by Anderson, Jr. second by Benere, voice vote, Approved\*\*\***
9. **Article XV, Section 1: an amendment regarding introduction of amendments. \*\*\*Motion by Shetters, 2<sup>nd</sup> by Wiseman, voice vote, Approved\*\*\***
10. **Approval of Minutes: (1-5)  
Regular Called Session – October 17, 2002 \*\*\*Motion by Benere, 2<sup>nd</sup> by Wiseman to approve the October minutes, voice vote, Approved\*\*\***
11. **Report of the Finance Director (6-25)**
  - a. **Finance Director Reports September and October 2022 (Receive and File)**
  - b. **Financial Reports 1<sup>st</sup> Qtr 2022****\*\*\*Motion by Anderson, Jr second by Wiseman to group items a and b together, voice vote, Approved\*\*\***
12. **Recommendations/Communications**
  - a. **Ron Bailey**  
Mr. Bailey spoke on 12<sup>th</sup> District Judicial Drug Recovery Court.
13. **Committee/Department Reports (26-36)**
  - a. **Trustee's Interest Report Sept & Oct 2022 (R&F)**
  - b. **Sales Tax Report Sept & Oct 2022 (R&F)**
  - c. **Finance Committee Minutes-October 4 & 24, Nov 1, 2022 (R&F)**
  - d. **Inter-Category Amendments 7/1-10/31/22 (R&F)**
  - e. **Finance Committee Meeting Schedule 2023 (R&F)**
  - f. **Legislative Committee Meeting Schedule 2023 (R&F)**

**g. County Commission Regular Session Schedule (R&F)**

**\*\*\*Motion by Eldridge, 2<sup>nd</sup> by Bauer to combine Receive and File, voice vote, Approved\*\*\***

**14. Old Business: NONE**

**15. New Business/ Resolutions: (37-108)**

- a. Resolution 12a-1222 Resolution Authorizing a Multi-Yr. Operating Lease & Maintenance Agreement for the Franklin County Probation Services.**
- b. Resolution 12b-1222 Resolution Authorizing a Multi-Yr Contract for Security Electronics System for the Franklin County Jail Facility.**
- c. Resolution 12c-1222 Resolution Authorizing Multi-Yr. Contract for the Electronic Monitoring Services for the Franklin County General Sessions & Juvenile Court.**
- d. Resolution 12d-1222 Resolution Adopting Model Code of Ethics for Franklin County, Tennessee.**
- e. Resolution 12e-1222 Resolution Authorizing the Franklin County Mayor to Execute an amendment to the Contract Obligation in Lieu of Performance Bond with the State of Tennessee permit Franklin County Sanitary Landfill # SNL260000123 with Tennessee Department of Environment & Conservation for the Fiscal Year 2022-2023**

**\*\*\*Motion by Shetters, 2<sup>nd</sup> by Benere to combine (A-E) voice vote, Approved\*\*\***

- f. Resolution 12f-1222 Resolution Amending the Highway Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Anderson, Jr, 2<sup>nd</sup> by Keller to approve. Roll Call Vote 14 ayes, Approved\*\*\***
- g. Resolution 12g-1222 Resolution Amending the Franklin County Board of Education General & Cafeteria Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Johnson, 2<sup>nd</sup> by Hand to approve. Roll Call Vote 14 ayes, Approved\*\*\***
- h. Resolution 12h-1222 Resolution Amending the Franklin County Board of Education General Fund Budget of the Franklin County for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Hand, 2<sup>nd</sup> by Johnson to approve, Roll Call Vote 14 ayes, Approved\*\*\***
- i. Resolution 12i-1222 Resolution Amending the Franklin County Board of Education General Purpose School Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by McMillan, 2<sup>nd</sup> by Hosch to approve, Roll Call Vote 14 ayes, Approved\*\*\***

- j. **Resolution 12j-1222 Resolution Amending the County General Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Anderson, Jr. 2<sup>nd</sup> by Benere to approve, Roll Call Vote 14 ayes, Approved\*\*\***
- k. **Resolution 12k-1222 Resolution Amending the General Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Wiseman, 2<sup>nd</sup> by McMillan to approve, Roll Call Vote 14 ayes, Approved\*\*\***
- l. **Resolution 12l-1222 Resolution Amending the General Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Hand, 2<sup>nd</sup> by Summers to approve, Roll Call Vote 14 ayes, Approved\*\*\***
- m. **Resolution 12m-1222 Resolution Amending the County Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Shetters, 2<sup>nd</sup> by Keller to approve, Roll Call Vote 14 ayes, Approved\*\*\***
- n. **Resolution 12n-1222 Resolution Amending the County General Fund Budgets of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Johnson, 2<sup>nd</sup> by Anderson, Jr. to approve, Roll Call Vote 14 ayes, Approved\*\*\***
- o. **Resolution 12o-1222 Resolution Amending the Solid Waste Fund Budget of Franklin County, Tennessee for the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Schultz, 2<sup>nd</sup> by Wiseman to approve, Roll Call Vote 14 ayes, Approved\*\*\***
- p. **Resolution 12p-1222 Resolution Approving the Agreement for Professional Airport Services at Sewanee Franklin County Airport. \*\*\*Motion by Benere, 2<sup>nd</sup> by McMillan to approve, Voice Vote Approved\*\*\***
- q. **Resolution 12q-1222 Resolution Approving Addition to the Franklin County Private Road List. \*\*\*Motion by Summers, 2<sup>nd</sup> by Shetters to approve, Voice Vote, Approved\*\*\***
- r. **Resolution 12r-1222 Resolution Amending the Franklin County Board of Education General Purpose School Board Budget of Franklin County, Tennessee For the Fiscal Year Ending June 30, 2023. \*\*\*Motion by Anderson Jr, 2<sup>nd</sup> by Schultz for the addition funding, \*\*\*\*MOTION BY ELDRIDGE TO SUSPEND THE RULES, 2<sup>ND</sup> BY SCHULTZ, VOICE VOTE, APPROVED\*\*\***

**16. Elections/Appointments (109-114)**

- a. **Approval of Constable Bond -Robert Melzer, Roll Call Vote, 14 ayes**

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- b. **Nomination of Constable for District 6 \*\*\*Motion by Keller, 2<sup>nd</sup> Kelley to nominate Jimmy Daniel, Voice Vote, all ayes, Approved\*\*\***
- c. **Appointments/Reappointments for December 5, 2022  
Pavilion Board Reappoint Clint Morris-IDB BOARD REP  
Audit Committee Reappoint -Margaret Lynch- Reappoint Jackie Axt**
- d. **Approval of (11) Notaries \*\*\*Motion by Wiseman, 2<sup>nd</sup> by Johnson to approve Roll Call Vote, 14 ayes Approved\*\*\***

**\*\*\*Motion by Keller, 2<sup>nd</sup> by Shetters to Adjourn 7:59p, all aye vote.**

**Benediction by Commission Carolyn Wiseman**

FUND CATEGORY	PROPOSED FY 21/22	AMENDED FY 21/22	COLLECTED NOV	COLLECTED YR TO DATE	BALANCE TO COLLECT	PERCENT REALIZED
<b>GENERAL FUND (101)</b>						
Local Taxes (40000)	\$ 13,834,945		\$ 1,671,616	\$ 2,065,932	\$ 11,769,013	14.93%
Licenses & Permits (41000)	148,600		27,725	61,677	86,923	41.51%
Fines, Forfeitures & Penalties (42000)	211,070		14,739	65,526	145,544	31.04%
Charges for Current Services (43000)	453,605	44,283	21,048	178,691	319,197	35.89%
Other Local Revenue (44000)	146,900	42,342	9,604	79,180	110,062	41.84%
Fees from Officials (45000)	2,307,000		201,930	649,781	1,657,219	28.17%
State of Tennessee (46000)	2,816,239	303,396	485,774	739,378	2,380,257	23.70%
Federal Government (47000)	4,897,007	505,636	23,456	4,374,997	1,027,646	80.98%
Other Governments & Citizens (48000)	177,000	1,900	105,193	107,809	71,091	60.26%
Other Sources (49000)	10,606	60,000	-	9,750	60,856	13.81%
<b>Total County General</b>	<b>\$ 25,002,972</b>	<b>\$ 957,556</b>	<b>\$ 2,561,086</b>	<b>\$ 8,332,722</b>	<b>\$ 17,627,806</b>	<b>32.10%</b>
<b>COURTHOUSE/JAIL MAINT. (112)</b>						
Local Taxes (40000)	\$ 140,000		\$ 9,571	\$ 40,537	\$ 99,463	28.95%
<b>Total Courthouse/Jail Maintenance</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ 9,571</b>	<b>\$ 40,537</b>	<b>\$ 99,463</b>	<b>28.95%</b>
<b>LIBRARY (115)</b>						
Local Taxes (40000)	\$ 427,538		\$ 53,972	62,547	\$ 364,991	14.63%
Licenses & Permits (41000)	2,110		492	1,053	1,057	49.89%
Charges for Current Services (43000)	7,900		824	2,938	4,962	37.19%
Other Local Revenue (44000)	1,545		134	636	909	41.18%
Federal Government (47000)	1,600		-	-	1,600	0.00%
Other Governments & Citizens (48000)	29,500	909	2,407	14,504	15,906	47.70%
<b>Total Library</b>	<b>\$ 470,193</b>	<b>\$ 909</b>	<b>\$ 57,828</b>	<b>\$ 81,677</b>	<b>\$ 389,425</b>	<b>17.34%</b>
<b>SOLID WASTE (116)</b>						
Local Taxes (40000)	\$ 1,866,245		\$ 249,114	\$ 275,479	\$ 1,590,766	14.76%
Licenses & Permits (41000)	13,500		3,143	6,735	6,765	49.89%
Charges for Current Services (43000)	177,000		13,186	51,884	125,116	29.31%
Other Local Revenue (44000)	661,500	23,934	12,677	90,609	594,825	13.22%
State of Tennessee (46000)	25,000		6,297	12,518	12,482	50.07%
Other Sources (49000)	-	1,450	-	1,460	(10)	100.69%
<b>Total Solid Waste</b>	<b>\$ 2,743,245</b>	<b>\$ 25,384</b>	<b>\$ 284,417</b>	<b>\$ 438,684</b>	<b>\$ 2,329,945</b>	<b>15.84%</b>
<b>Local Purpose (Rural Fire 120)</b>						
Local Taxes (40000)	\$ 1,035,134		\$ 110,488	\$ 333,520	\$ 701,614	32.22%
Licenses & Permits (41000)	24,125		964	22,057	2,068	91.43%
Other Sources (49000)	-		-	-	-	
<b>Total Local Purpose</b>	<b>\$ 1,059,259</b>	<b>\$ -</b>	<b>\$ 111,453</b>	<b>\$ 355,577</b>	<b>\$ 703,681</b>	<b>33.57%</b>
<b>Drug Control Fund (122)</b>						
Fines, Forfeitures & Penalties (42000)	\$ 27,475		\$ 4,531	\$ 10,209	\$ 17,266	37.16%
Other General Service Charges (43000)	2,500		-	-	2,500	0.00%
Other Local Revenue (44000)	20,100		-	-	20,100	0.00%
Federal Revenue (47000)	5,000		-	2,070	2,930	41.40%
Other Governments & Citizens (48000)	500		-	-	500	0.00%
Other Sources (Non-Revenue) (49000)	-	-	-	-	-	
<b>Total Drug Control</b>	<b>\$ 55,575</b>	<b>\$ -</b>	<b>\$ 4,531</b>	<b>\$ 12,279</b>	<b>\$ 43,296</b>	<b>22.09%</b>
<b>HIGHWAY (131)</b>						
Local Taxes (40000)	\$ 766,290		\$ 89,226	\$ 124,861	\$ 641,429	16.29%
Licenses & Permits (41000)	3,540		816	1,746	1,794	49.33%
Charges for Current Services (43000)	15,080		-	1,449	13,631	9.61%
Other Local Revenue (44000)	16,380		279	373	16,007	2.28%
State of Tennessee (46000)	3,349,457		248,079	977,258	2,372,199	29.18%
Other Sources (49000)	-		-	-	-	
<b>Total Highway</b>	<b>\$ 4,150,747</b>	<b>\$ -</b>	<b>\$ 338,399</b>	<b>\$ 1,105,688</b>	<b>\$ 3,045,059</b>	<b>26.64%</b>

FUND CATEGORY	PROPOSED FY 21/22	AMENDED FY 21/22	COLLECTED NOV	COLLECTED YR TO DATE	BALANCE TO COLLECT	PERCENT REALIZED
<b>School General Fund (141)</b>						
Local Taxes (40000)	\$ 18,889,088		\$ 2,121,629	\$ 4,279,574	\$ 14,609,515	22.66%
Licenses & Permits (41000)	62,160	1,700	14,000	30,335	33,525	47.50%
Charges for Current Services (43000)	220,000		19,806	75,182	144,818	34.17%
Other Local Revenue (44000)	102,089	47,978	15,513	84,045	66,023	56.00%
State of Tennessee (46000)	29,327,548	126,034	2,855,962	12,000,971	17,452,611	40.75%
Federal Government (47000)	168,356	128,868	30,994	61,874	235,350	20.82%
Other Sources (49000)	-		83	83	(83)	
<b>Total School General Fund</b>	<b>\$ 48,769,241</b>	<b>\$ 304,580</b>	<b>\$ 5,057,989</b>	<b>\$ 16,532,063</b>	<b>\$ 32,541,758</b>	<b>33.69%</b>
<b>Federal Projects Fund (142)</b>						
Other Local Revenue (44000)	\$ -			\$ -	\$ -	
Federal Government (47000)	1,892,105	14,040,723	533,236	1,284,928	14,647,901	8.06%
Other Sources (49000)	-			-	-	
<b>Total School Federal Projects Fund</b>	<b>\$ 1,892,105</b>	<b>\$ 14,040,723</b>	<b>\$ 533,236</b>	<b>\$ 1,284,928</b>	<b>\$ 14,647,901</b>	<b>8.06%</b>
<b>Centralized Cafeteria Fund (143)</b>						
Charges for Current Services (43000)	\$ 845,000		\$ 53,128	\$ 183,336	\$ 661,664	21.70%
Other Local Revenue (44000)	27,000		3,939	15,228	11,772	56.40%
State of Tennessee (46000)	73,119		-	-	73,119	0.00%
Federal Government (47000)	2,971,010		255,166	847,825	2,123,185	28.54%
Other Sources (48000)	-			-	-	
<b>Total Centralized Cafeteria</b>	<b>\$ 3,916,129</b>	<b>\$ -</b>	<b>\$ 312,233</b>	<b>\$ 1,046,389</b>	<b>\$ 2,869,740</b>	<b>26.72%</b>
<b>General Debt Service (151)</b>						
Local Taxes (40000)	\$ 5,830,851		\$ 526,606	\$ 1,089,460	\$ 4,741,390	18.68%
Licenses & Permits (41000)	14,275		3,318	7,105	7,170	49.78%
Other Local Revenue (44000)	260,000		50,212	112,705	147,295	43.35%
Other Sources (49000)	135,000		-	-	135,000	0.00%
<b>Total General Debt Service</b>	<b>\$ 6,240,126</b>	<b>\$ -</b>	<b>\$ 580,136</b>	<b>\$ 1,209,271</b>	<b>\$ 5,030,854</b>	<b>19.38%</b>
<b>School Capital Projects Fund (177)</b>						
Other Local Revenue (44000)	\$ -	\$ 6,136	\$ 1,825	\$ 6,136	\$ -	100.00%
Other Sources (49000)	-	-	-	-	-	
<b>Total School Capital Projects</b>	<b>\$ -</b>	<b>\$ 6,136</b>	<b>\$ 1,825</b>	<b>\$ 6,136</b>	<b>\$ -</b>	<b>100.00%</b>
<b>Capital Projects Fund (178)</b>						
Other Local Revenue (44000)	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Sources (49000)	-	-	-	-	-	
<b>Total Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

FUND CATEGORY	ORIGINAL BG FY 22/23	AMENDED FY 22/23	EXPENDED NOV	EXPENDED YR TO DATE	CURRENT ENCUMBER	UNENCUMB BALANCE	PERCENT REALIZED
<b>GENERAL FUND (101)</b>							
County Commission (51100)	\$ 340,583	\$ 24,483	\$ 17,465	\$ 60,168	\$ 66,908	\$ 237,991	16.48%
Beer Board (51220)	1,125		-	148	500	477	13.18%
County Mayor (51300)	209,112		17,179	87,856	2,277	118,979	42.01%
County Attorney (51400)	10,800	7,200	1,500	7,500	10,500	-	41.67%
Election Commission (51500)	293,822	4,000	53,983	162,046	9,354	126,423	54.41%
Register of Deeds (51600)	388,222	6,068	26,059	150,787	29,804	213,699	38.24%
Planning & Zoning (51720)	216,563		15,090	69,709	3,401	143,453	32.19%
County Buildings (51800)	1,560,731	5,783	90,588	522,045	163,469	881,000	33.33%
Other General Admin - IT (51900)	178,365		16,786	84,593	85,692	8,081	47.43%
Preservation of Records (51910)	-	5,000	-	-	-	5,000	0.00%
Property Assessor (52300)	690,448		39,139	209,469	96,354	384,626	30.34%
County Trustee (52400)	360,801		26,043	146,267	9,806	204,728	40.54%
County Clerk (52500)	642,087		36,730	220,031	6,238	415,817	34.27%
Finance Dept. (52900)	785,267		59,814	329,861	14,895	440,511	42.01%
Circuit Court (53100)	1,060,553		74,317	429,250	15,092	616,211	40.47%
General Sessions (53300)	335,996		26,731	129,398	1,946	204,652	38.51%
Drug Court (53330)	108,353		8,635	30,236	-	78,117	27.91%
Chancery Court (53400)	254,756		18,193	108,072	9,659	137,024	42.42%
Juvenile Court (53500)	144,387		12,387	58,843	-	85,544	40.75%
Judicial Commissioners (53700)	267,223		21,318	93,610	450	173,163	35.03%
Other Admin of Justice (53900)	539,450	172,355	2,041	163,182	473,017	75,607	22.93%
Probation Service (53910)	167,789		12,525	63,241	2,500	102,049	37.69%
Sheriff's Dept. (54110)	4,562,915	(2,147)	315,766	1,599,437	216,446	2,744,885	35.07%
Admin. Of Sexual Offender (54160)	21,925		1,385	6,956	1,000	13,969	31.73%
Jail (54210)	3,163,736	3,582	214,141	1,153,574	337,910	1,675,834	36.42%
Reentry Program (54230) Grants	390,531	9,118	17,606	91,916	4,906	302,827	23.00%
Juvenile Service (54240)	42,500		575	5,404	24,097	13,000	12.71%
Civil Defense (54410)	174,466		11,716	66,127	7,195	101,144	37.90%
Rescue Squad (54420)	41,000	10,655	2,294	3,865	2,296	45,494	7.48%
Consolidated Communications(54490)	891,735		68,038	339,524	12,185	540,026	38.07%
County Coroner (54610)	57,500		-	4,600	17,900	35,000	8.00%
Other Public Safety (54710) Grants	33,979	37,112	426	1,175	9,797	60,119	1.65%
Other Public Safety (54900)	50,000		5,000	5,500	25,200	19,300	11.00%
Local Health Center (55110)	35,745	6,007	923	19,193	3,268	19,292	45.97%
Rabies & Animal Ctrl. (55120)	285,412	5,250	17,519	114,770	43,207	132,685	39.49%
Other Local Health Serv (55190) Grant	199,796	(54,736)	5,089	26,607	6,967	111,485	18.34%
Appropriation to State (55390)	30,646		-	-	30,646	-	0.00%
General Welfare Assist.(55510)	17,775		-	-	17,775	-	0.00%
Litter Control (55731) (25%Grant)	116,677		9,488	43,273	3,880	69,524	37.09%
Other Waste Collections (55739) (100%)	52,202		3,804	19,076	300	32,826	36.54%
Senior Citizens Assistance (56300)	37,500		-	11,959	25,541	-	31.89%
Parks & Fair Board (56700)	53,639		873	15,044	1,661	36,935	28.05%
Agriculture Extension Serv.(57100)	139,500		13,476	15,738	3,293	120,469	11.28%
Soil Conservation (57500)	102,284		7,173	36,165	714	65,405	35.36%
Industrial Development (58120)	86,459		3,425	18,257	3,147	65,055	21.12%
Other Econ & Comm. Dev. (58190)	151,330	250,000	25,931	25,931	131,330	244,069	6.46%
Airport (58220)	31,000	24,000	-	-	-	55,000	0.00%
Veteran's Services (58300)	97,868	1,757	7,999	40,523	2,830	56,273	40.68%
Other Charges (58400)	1,002,725	-	40,648	568,336	2,668	431,720	56.68%
COVID-19 Grant #7 (58807)	-	147,170	5,386	86,561	18,568	42,042	58.82%
American Rescue Plan Act # 3 (58833)	-	-	6,285	8,079	-	(8,079)	
American Rescue Plan Act # 6 (58836)	-	-	-	4,300,000	-	(4,300,000)	
Capital Projects (91000)	250,000	69,258	21,704	66,592	-	252,667	20.86%
Hwy & Street Capital Proj (91200)	153,000	60,000	-	171,154	20,935	20,911	80.35%
<b>Total County General</b>	<b>\$ 20,830,277</b>	<b>\$ 791,914</b>	<b>\$ 1,383,196</b>	<b>\$ 11,991,645</b>	<b>\$ 1,977,523</b>	<b>\$ 7,653,024</b>	<b>55.46%</b>
<b>COURTHOUSE/JAIL MAINT. (112)</b>							
Other Charges (58400)	\$ 1,450		\$ 96	\$ 510	\$ -	\$ 940	35.20%
Transfers Out (99100)	135,000	-	-	-	-	135,000	0.00%
<b>Total Courthouse/Jail Maintenance</b>	<b>\$ 136,450</b>	<b>\$ -</b>	<b>\$ 96</b>	<b>\$ 510</b>	<b>\$ -</b>	<b>\$ 135,940</b>	<b>0.37%</b>

FUND CATEGORY	ORIGINAL BG FY 22/23	AMENDED FY 22/23	EXPENDED NOV	EXPENDED YR TO DATE	CURRENT ENCUMBER	UNENCUMB BALANCE	PERCENT REALIZED
<b>LIBRARY (115)</b>							
Libraries (56500)	\$ 411,363	\$ 11,100	\$ 32,996	\$ 148,543	\$ 50,438	\$ 223,481	35.16%
Other Charges (58400)	43,995		1,546	19,897	1,287	22,811	45.23%
Operating Transfer (99110)	3,000	-	-	-	-	3,000	0.00%
<b>Total Library</b>	<b>\$ 458,358</b>	<b>\$ 11,100</b>	<b>\$ 34,542</b>	<b>\$ 168,440</b>	<b>\$ 51,725</b>	<b>\$ 249,292</b>	<b>35.88%</b>
<b>SOLID WASTE (116)</b>							
Sanitation Educ./Info. (55720)	\$ 3,200	\$ -	\$ 2,200	\$ 3,196	\$ -	\$ 5	99.86%
Convenience Centers (55732)	399,887		21,373	110,339	6,405	283,143	27.59%
Transfer Station (55733)	2,600,923	25,384	150,830	579,759	1,312,672	733,876	22.08%
Post closure Care Costs (55770)	10,000		-	(8,570)	9,285	9,285	-85.70%
Other Charges (58400)	113,323		5,117	70,397	181	42,745	62.12%
Operating Transfers (99100)	3,803	-	-	-	-	3,803	0.00%
<b>Total Solid Waste</b>	<b>\$ 3,131,136</b>	<b>\$ 25,384</b>	<b>\$ 179,521</b>	<b>\$ 755,120</b>	<b>\$ 1,328,543</b>	<b>\$ 1,072,857</b>	<b>23.92%</b>
<b>Local Purpose (Rural Fire 120)</b>							
Fire Prevention & Control (54310)	\$ 716,500	\$ -	776	914	618,566	97,020	0.13%
Other Charges (58400)	15,000		1,562	4,717	-	10,283	31.44%
<b>Total Local Purpose</b>	<b>\$ 731,500</b>	<b>\$ -</b>	<b>\$ 2,338</b>	<b>\$ 5,630</b>	<b>\$ 618,566</b>	<b>\$ 107,304</b>	<b>0.77%</b>
<b>Drug Control Fund (122)</b>							
Drug Enforcement (54150)	\$ 71,500		\$ 1,613	\$ 14,864	\$ 21,728	\$ 34,908	20.79%
Other Charges (58400)	825		45	110	-	715	13.36%
<b>Total Drug Control</b>	<b>\$ 72,325</b>	<b>\$ -</b>	<b>\$ 1,659</b>	<b>\$ 14,974</b>	<b>\$ 21,728</b>	<b>\$ 35,623</b>	<b>20.70%</b>
<b>HIGHWAY (131)</b>							
Administration (61000)	\$ 388,168	\$ -	\$ 29,496	\$ 148,463	\$ 9,041	\$ 230,664	38.25%
Highway Maintenance (62000)	1,165,839	-	76,425	347,862	25,062	792,914	29.84%
Operations & Maintenance (63100)	338,851	-	21,283	99,727	62,958	176,165	29.43%
Quarry Operations (63400)	382,500	-	26,014	102,010	27,313	253,176	26.67%
Other Charges (65000)	292,104	-	8,450	151,671	6,188	134,244	51.92%
Capital Outlay (68000)	1,717,500	426,638	-	18,041	22,531	2,103,566	0.84%
Highways & Streets (82120)	30,000	-	-	-	-	30,000	0.00%
Highways & Streets (82220)	4,196	-	-	-	-	4,196	0.00%
Transfers Out (99100)	3,803	60,000	-	-	-	63,803	0.00%
<b>Total Highway</b>	<b>\$ 4,322,960</b>	<b>\$ 486,638</b>	<b>\$ 161,669</b>	<b>\$ 867,775</b>	<b>\$ 153,094</b>	<b>\$ 3,788,729</b>	<b>18.04%</b>
<b>School General Fund (141)</b>							
<b>Instruction</b>							
Regular Instruction (71100)	\$ 22,308,482	\$ 38,073	\$ 1,651,903	\$ 5,317,403	\$ 517,769	\$ 16,511,383	23.80%
Alternative School (71150)	222,653		18,077	54,654	1,295	166,704	24.55%
Special Education Program (71200)	4,018,622	58,655	307,694	878,626	30,360	3,168,290	21.55%
Vocational Education Program (71300)	1,652,377		128,180	402,506	8,506	1,241,365	24.36%
Student Body Education Prog (71400)	588,938		73,406	148,787	57,609	382,542	25.26%
<b>Support</b>							
Attendance (72110)	\$ 258,781		\$ 15,631	\$ 83,509	\$ 2,222	\$ 173,050	32.27%
Health Services (72120)	640,423	(1)	52,638	154,111	1,127	485,184	24.06%
Other Support Services (72130)	1,240,971	247,996	100,368	317,744	42,036	1,129,187	21.34%
Regular Instruction (72210)	1,431,876	79,350	111,645	374,944	34,281	1,102,001	24.81%
Special Educ Program (72220)	721,844	18,660	59,212	205,003	124,160	411,341	27.68%
Vocational Educ Prog (72230)	142,775		11,096	40,509	1,357	100,909	28.37%
Education Technology (72250)	1,330,786	(1,104)	131,314	581,508	249,565	498,609	43.73%
Other Programs (72290) OPEB	210,000		-	-	-	210,000	0.00%
Board of Education (72310)	1,227,120		52,406	648,643	62,267	516,210	52.86%
Director of Schools (72320)	384,826	10,000	25,750	135,096	17,469	242,261	34.22%
Office of Principals (72410)	2,693,045		222,025	727,699	-	1,965,346	27.02%
Fiscal Services (72510)	11,561		-	-	-	11,561	0.00%
Human Resources (72520)	275,031		20,323	116,328	8,289	150,414	42.30%
Operation of Plant (72610)	3,749,212	409	247,142	1,488,133	129,645	2,131,843	39.69%
Maintenance of Plant (72620)	1,404,035	81,000	105,661	462,816	294,955	727,265	31.17%
Transportation (72710)	2,987,393	(58,655)	232,672	943,855	1,423,810	561,074	32.23%
Central & Other (72810)	133,397	(16,093)	9,749	29,942	-	87,361	25.53%

FUND CATEGORY	ORIGINAL BG FY 22/23	AMENDED FY 22/23	EXPENDED NOV	EXPENDED YR TO DATE	CURRENT ENCUMBER	UNENCUMB BALANCE	PERCENT REALIZED
<b>Non-Instructional</b>							
Community Services (73300)	\$ 536,036	\$ 153,008	\$ 95,716	\$ 312,624	\$ 193,586	\$ 182,833	45.37%
Early Childhood Education (73400)	1,153,769	(221,299)	72,299	245,862	62	686,546	26.37%
<b>Capital Outlay &amp; Debt Service</b>							
Capital Outlay (76100)	500,000	9,513	31,347	31,967	3,955	473,591	6.27%
<b>Total School General Fund</b>	<b>\$ 49,823,953</b>	<b>\$ 399,511</b>	<b>\$ 3,776,251</b>	<b>\$ 13,702,268</b>	<b>\$ 3,204,326</b>	<b>\$ 33,316,870</b>	<b>27.28%</b>
<b>School Federal Projects Fund (142)</b>							
Regular Instruction (71100)	\$ 6,210	\$ 4,919,561	\$ 360,684	\$ 870,330	\$ 19,372	\$ 4,036,069	17.67%
Special Education Program (71200)	833,368	314,472	102,531	291,950	86,312	769,578	25.43%
Vocational Education Program (71300)	45,000	48,494	2,225	78,329	-	15,165	83.78%
Health Services (72120)	-	158,064	8,695	67,360	28,755	61,929	42.63%
Other Support Services (72130)	34,999	439,589	9,625	133,788	5,544	335,256	28.19%
Regular Instruction (72210)	378,963	1,007,486	57,978	182,597	107,445	1,096,407	13.17%
Special Educ Program (72220)	337,648	496,347	23,791	87,058	39,081	707,855	10.44%
Vocational Educ Prog (72230)	-	4,400	450	1,872	314	2,214	42.54%
Operation of Plant (72610)	-	2,698,933	13,589	15,448	2,136,131	547,354	0.57%
Maintenance of Plant (72620)	-	167,429	-	48,583	-	118,846	29.02%
Transportation (72710)	255,916	49,720	15,460	46,690	-	258,946	15.28%
Food Service (73100)	-	2,419	-	-	-	2,419	0.00%
Capital Outlay (76100)	-	3,733,810	-	14,845	9,965	3,709,000	0.40%
<b>Total Federal Projects Fund</b>	<b>\$ 1,892,105</b>	<b>\$ 14,040,723</b>	<b>\$ 595,028</b>	<b>\$ 1,838,871</b>	<b>\$ 2,432,920</b>	<b>\$ 11,661,038</b>	<b>11.54%</b>
<b>Centralized Cafeteria Fund (143)</b>							
Food Service (73100)	\$ 3,916,129		322,538	\$ 1,156,022	\$ 1,191,970	\$ 1,568,138	29.52%
<b>Total Centralized Cafeteria</b>	<b>\$ 3,916,129</b>	<b>\$ -</b>	<b>\$ 322,538</b>	<b>\$ 1,156,022</b>	<b>\$ 1,191,970</b>	<b>\$ 1,568,138</b>	<b>29.52%</b>
<b>General Debt Service (151)</b>							
General Government Debt Service	\$ 5,558,678		\$ 309,752	\$ 1,093,117	\$ 1,550	\$ 4,464,011	19.67%
<b>Total General Debt Service</b>	<b>\$ 5,558,678</b>	<b>\$ -</b>	<b>\$ 309,752</b>	<b>\$ 1,093,117</b>	<b>\$ 1,550</b>	<b>\$ 4,464,011</b>	<b>19.67%</b>
<b>School Capital Projects Fund (177)</b>							
Education Capital Proj (91300)	\$ 719,592	\$ -	\$ 2,855	\$ 170,149	\$ 281,662	\$ 267,781	23.65%
<b>Total School Capital Projects</b>	<b>\$ 719,592</b>	<b>\$ -</b>	<b>\$ 2,855</b>	<b>\$ 170,149</b>	<b>\$ 281,662</b>	<b>\$ 267,781</b>	<b>23.65%</b>
<b>Other Capital Projects Fund (178)</b>							
Highway & Street Capital Proj (91200)	\$ 8,610	\$ -	\$ -	\$ -	\$ -	\$ 8,610	0.00%
<b>Total Other Capital Projects</b>	<b>\$ 8,610</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,610</b>	<b>0.00%</b>

## Franklin Co Trustee's Interest Earned Analysis & Comparison

November, 2022

### Current Amt Invested in the Following:

CD	\$ 11,000,000	Interest Bearing Check/Savings	\$ 28,173,399	Mutual Funds	\$ -
<b>Gross Interest Earned for the Month of Nov</b>				\$ 59,149.19	

Fund Number	Fund Title	Gross Collections	Trustee Fee Admin Fee 2%	Net Fund Collections
101	County General	\$ 6,473.14	\$ (129.46)	\$ 6,343.68
115	Library	\$ 56.96	\$ (1.14)	\$ 55.82
131	Highway	\$ 58.84	\$ (1.18)	\$ 57.66
141	Schools General	\$ 2,248.54	\$ (44.97)	\$ 2,203.57
151	General Debt Service	\$ 50,211.71	\$ (1,004.23)	\$ 49,207.48
<b>Total</b>		<b>\$ 59,049.19</b>	<b>\$ (1,180.98)</b>	<b>\$ 57,868.21</b>

### Interest Revenue Monthly Fiscal Comparison

	County	Library	Highway	Schools	Gen Debt
Nov-21	\$ 139.69	\$ 52.55	\$ 23.46	\$ 1,237.81	\$ 14,873.96
Nov-22	\$ 6,343.68	\$ 55.82	\$ 57.66	\$ 2,203.57	\$ 49,207.48
Over/Under	\$ 6,203.99	\$ 3.27	\$ 34.20	\$ 965.76	\$ 34,333.52

### Interest Year to Date Revenue Fiscal Comparison

	County	Library	Highway	Schools	Gen Debt
2021/22	\$ 1,465.12	\$ 276.57	\$ 115.78	\$ 6,100.56	\$ 82,118.68
2022/23	\$ 14,380.27	\$ 299.26	\$ 172.90	\$ 7,543.41	\$ 136,891.51
Over/Uner	\$ 12,915.15	\$ 22.70	\$ 57.12	\$ 1,442.85	\$ 54,772.83

### Fiscal Year 2022/23 Appropriations 44110 Interest Earned

	Appropriation	Collected	% Collected	Balace to Collect
101 County General (OPEB& ARP)	\$ 5,500	\$ 14,380	261.46%	\$ (8,880)
115 Library	\$ 500	\$ 299	59.85%	\$ 201
131 Highway (OPEB)	\$ 530	\$ 173	32.62%	\$ 357
141 School General Fund (OPEB)	\$ 15,000	\$ 7,543	50.29%	\$ 7,457
151 General Debt Service	\$ 280,000	\$ 136,892	48.89%	\$ 143,108

## Local Option Sales Tax Analysis & Comparison

November 2022 (Received in December)

County/City	Gross Franklin County Collections	State Admin Fee 1.125%	Net Franklin County Collections	County Revenue (Co 100%) (City 50%)	Cities Revenue is Less 1% Trustee Admin
Franklin County	282,393.39	(3,176.93)	279,216.46	279,216.46	-
Winchester	537,549.24	(6,047.43)	531,501.81	265,750.91	263,093.40
Cowan	25,343.39	(285.11)	25,058.28	12,529.14	12,403.85
Decherd	289,217.90	(3,253.70)	285,964.20	142,982.10	141,552.28
Estill Springs	47,336.49	(532.54)	46,803.95	23,401.98	23,167.96
Huntland	14,477.12	(162.87)	14,314.25	7,157.13	7,085.55
Tullahoma	17,394.44	(195.69)	17,198.75	8,599.38	8,513.38
Monteagle - FC	865.07	(9.73)	855.34	427.67	423.39
<b>Total</b>	<b>1,214,577.04</b>	<b>(13,663.99)</b>	<b>1,200,913.05</b>	<b>740,580.65</b>	<b>456,239.81</b>

### Local Option Sales Tax Monthly Revenue Fiscal Comparison

Nov-21	701,320	*Note Franklin County received an additional \$515.89 & This includes the new Online Sales that is not listed on the Monthly County Local Option Data
Nov-22	740,581	
<b>Over/Under</b>	<b>39,261</b>	

### Local Option Sales Tax Year to Date Revenue Fiscal Comparison

2021/22	3,555,324
2022/23	3,914,688
<b>Over/Under</b>	<b>359,364</b>

### FY 2022/23 Sales Tax Appropriations

	Appropriation	Collected	% Collected	Balance to Collect
141 General Schools	7,090,000	3,131,666	44.17%	3,958,334
151 General Debt Service	1,630,000	783,022	48.04%	846,978

Fund 156 receives overages of collections from Fund 141



## Finance Committee November 22, 2022

**The Finance Committee met in the community room, meeting was called to order by Mayor Guess, at 6:00 P.M.**

**Members Present:** David Eldridge, Dale Schultz, Stanley Bean, Luke McCurry, Carolyn Wiseman Scottie Riddle and Mayor, Chris Guess; Andrea Smith- Ex Officio;

**Other Present:** Jenny Phillips, Secretary; Sharon Byrum, Mayor's Office; CleiJoe Walker; Sandy Schultz; Linda Jones; Christine Hopkins; Monica Jeffers; Sara Liechty; Lydia Johnson; Sarah Marhesky; Brian Justice; Glenn Summers; Harry Allen; David Stewart; Tim Fuller;

1. Judge David Stewart presented the need to increase the part time Judicial Commissioners pay rate from \$10.44 to \$22.50 in an effort to get some applicants. He asked for the change to retro back to October 1, 2022. **\*Motion** by Bean, second by Riddle to approve and send to the commission with recommendations. The vote resulted in all Ayes, motion carried.
2. Mayor Guess presented a letter from Bobby Clark of Veterans Administration, requesting an increase in the part time employee hours to 28 hours a week. **\*Motion** by Riddle, second by McCurry to approve and send to the commission with recommendations. The vote resulted in all Ayes, motion carried.
3. Mayor Guess presented a pay rate increase for the IDB Director from \$25 to \$34.50 per hour. **\*Motion** by Bean, second by McCurry to approve and send to the commission with recommendations. The vote resulted in all Ayes, motion carried.
4. **\*Motion** by Riddle, second by McCurry to combine as well as receive and file items 1 through 6: Finance Committee Minutes October 4 & 24, Nov. 1, 2022, Trustee's Interest Report Sept & Oct 2022, Sales Tax Report Sept & Oct 2022, Inter-Category Amendments 7/1 – 10/31/22, Finance Director Report Sept & Oct 2022, 1<sup>st</sup> Qtr. Financials all funds. The vote resulted in all Ayes, motion carried.
5. **\*Motion** by Riddle, second by McCurry to approve and send to the commission with recommendations the 2023 Finance Calendar. The vote resulted in all Ayes, motion carried.
6. **\*Motion** by McCurry, second by Bean to approve and send to the commission with recommendations Resolution Highway Budget Amendment. The vote resulted in all Ayes, motion carried.
7. **\*Motion** by Schultz, second by Wiseman to combine as well as approve and send to the commission with recommendations items 9 through 11; School General Budget Fund Amendment "a", "b" & "c". The vote resulted in all Ayes, motion carried.
8. **\*Motion** by Bean, second by Riddle to combine as well as approve and send to the commission with recommendations items 12 and 13; Resolution County General Budget Amendment "a" & "b". The vote resulted in all Ayes, motion carried.

9. **\*Motion** by Riddle, second by McCurry to approve and send to the commission with recommendations Resolution TDEC ARP Grant Budget Amendment “c”. The vote resulted in all Ayes, motion carried.
10. **\*Motion** by McCurry, second by Bean to approve and send to the commission with recommendation Resolution County General Budget Amendment “d”. The vote resulted in all Ayes, motion carried.
11. **\*Motion** by Schultz, second by Eldridge to approve and send to the commission with recommendations Resolution Solid Waste Budget Amendment. The vote resulted in all Ayes, motion carried.
12. **\*Motion** by Riddle, second my McCurry to approve and send to the commission with recommendations Resolution Code of Ethics-Amended by TCA 5-21-121. The vote resulted in all Ayes, motion carried.
13. **\*Motion** by McCurry, second by Wiseman to approve and send to the commission with recommendations Resolution Landfill Permit Contract FT22-23. The vote resulted in all Ayes, motion carried.
14. **\*Motion** by Wiseman, second by Riddle to approve and send to the commission with recommendations Resolution Multi-year contract Jail Electronic Security Services. The vote resulted in all Ayes, motion carried.
15. **\*Motion** by Schultz, second by Wiseman to approve and send to the commission with recommendations Resolution Multi-year contract Court Electronic Monitoring Services. The vote resulted in all Ayes, motion carried.
16. **\*Motion** by McCurry, second by Bean to approve and send to the commission with recommendations Resolution Multi-year contract Copier Probation Services. The vote resulted in all Ayes, motion carried.
17. **\*Motion** by Riddle, second by Schultz to table discussion on Ambulance Service Funding request. The vote resulted in all Ayes, motion carried.
18. Commissioner Eldridge presented a proposal to form a 3-person committee to looking into the school budget and make recommendations. **\*Motion** by Schultz to implement a proposed “School Budget Analysis Committee”. The motion failed, having no second. After much discussion Mayor Guess has asked the School Committee to meet and set up a meeting with the school board to look at the school budget.
19. **\*Motion** by Bean, second by McCurry to receive and file Property Assessor notification of ID Board Payment In-Lieu of Tax Agreements. The vote resulted in all Ayes, motion carried.
20. **\*Motion** by Eldridge, second by Bean to approve and send to the commission with recommendations Purchasing Policies Updates. The vote resulted in all Ayes, motion carried.

21. Andrea Smith presented the past Budget Calendar and informed the board she would work up a new one with reflecting the new timeline for the FY24 Budget.
22. **\*Motion** by Wiseman, second by Riddle to approve and send to the commission with recommendations Resolution County General Budget Amendment Drug Court Grant "e". the vote resulted in all Ayes, motion carried.
23. **\*Motion** by Riddle, second by McCurry to adjourn the meeting at 7:00 pm. The vote resulted in all Ayes, motion carried.

Respectfully Submitted

Mayor, Chris Guess  
CG/jp

*Franklin County Board of Commissioners*

**LEGISLATIVE COMMITTEE**

*Minutes November 22, 2022*

The Legislative Committee met in the Community Room at the Franklin County Annex Building and was called to order at 5:30PM. Chairman, David Eldridge.

**MEMBERS PRESENT: David Eldridge, Tyler Bauer, Glenn Summers, Grant Benere, Dale Schultz**

**OTHERS PRESENT: Sharon Byrum, Secretary, Harry Allen; Scottie Riddle-Commissioner, Angie Fuller, William Anderson- Commissioner- Annette Sisk- F.C. HR Director**

1. **Motion made by Summers and Second by Schultz to approve the minutes from the September 8, 2022. Vote resulted in All Ayes. Motion carried.**
2. **Eldridge brought to the floor a Chairman needed to be nominated. Schultz nominated Eldridge to remain as Chairman of the Legislative Committee. Motion made by Schultz and second by Summers. All Ayes. Motion carried.**
3. **Franklin County Employee Handbook was presented for approval for 2022-2023. Motion to approve was made by Benere and second by Bauer. All Ayes. Motion carried.**
4. **Legislative Meeting Schedule for 2023 was presented before the Committee. Motion to approve Meeting Schedule was made by Summers and second by Schultz. All Ayes. Motion carried.**
5. **Resolution for Agreement for Professional Airport Services at Sewanee Franklin County Airport was presented. Motion made to approve by Schultz and second by Bauer. All Ayes. Motion carried**
6. **Resolution to add addition to the Franklin County Road List. Motion was made by Summers and second by Schultz. All Ayes. Motion carried**
7. **Constable Bond was presented for approval and motion to approve was made by Schultz and second by Benere.**
8. **Notary Applications were presented for review. Motion to approve was made by Schultz and second by Summers. All Ayes. Motion carried.**
9. **Eldridge brought up a discussion of a previous topic of Nuisance Law/Committee that had been discussed at previous meeting. Eldridge made statement he is not for it, because it would require more employees, benefits and salaries.**
10. **Eldridge made the motion to adjourn at 5:38PM and second by Summers. Vote resulted in All Ayes.**

Respectfully submitted,

David Eldridge, Chairman

*Franklin County*



Franklin County  
Government  
Employee Handbook

A GUIDE TO PERSONNEL POLICIES  
AND  
EMPLOYEE BENEFITS

## *A Message from the County Mayor*

Dear Franklin County Employee,

Welcome to your updated Employee Handbook!

Whether you are new to Franklin County Government or have worked here for many years, it is important that you have information about personnel policies, employee benefits, employee responsibilities, and employee rights. I urge you to read this handbook and to keep it for future reference.

Our Human Resources Department is available to assist you with questions you might have about this handbook. Contact information is provided below. I wish you every success in your employment and hope you will join me in "*Making Government Better Every Day!*"

Sincerely,  
*Chris Guess*  
County Mayor

Franklin County Finance Department / Human Resource Department

**TELEPHONE**

931-967-1279

Franklin County Mayor

**TELEPHONE**

931-967-2905

**WEBSITE**

[www.franklincountyfinance.com](http://www.franklincountyfinance.com)

[www.franklincotn.us](http://www.franklincotn.us)

**FRANKLIN COUNTY GOVERNMENT**

**RECEIPT FOR COPY OF EMPLOYEE HANDBOOK**

**County Office or Department:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

I hereby acknowledge receipt on a copy of the Franklin County Employees' Handbook. I understand that I am an "at-will" employee, and that no policy, benefit, or procedure contained in the handbook, creates an employment contract for any specified period of time, or any contractual obligation of any kind. I agree to abide by the rules and regulations established by the County, the Federal Laws and Laws of the State of Tennessee. I understand that violation of any of these may result in disciplinary action, including possible termination, civil and criminal penalties.

I understand that it is my responsibility to read the handbook. If there are questions regarding the Handbook that my supervisor cannot answer, I will contact the Director of Human Resources for clarification.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_ (dd/mm/yyyy)

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ (dd/mm/yyyy)

**Duties of County Officials and Department Heads:**

Each county official and each department head within the county is responsible, with respect to the employees of that office or department, for:

1. Ensuring that each employee under such person's direction has received a copy of the personnel policies in effect for that office, including a statement that nothing in the policies is intended to create a contract of employment or to affect the employment -at-will status of county employees, and a statement for each employee to sign acknowledging receipt of a copy of the policies for that employee's officer or department, and acknowledging that the employee understands that subsequent amendments will be on file at the office of the county clerk and the office of the Director of Human Resources.
2. Furnishing to each employee a copy of T.C.A. 39-16-504, relative to falsifying, destroying, or tampering with governmental records.
3. Ensuring that posters and other employee notifications required by the Federal Fair Labor Standards Act, the Family and Medical Leave Act, applicable equal employment laws, and other applicable state or federal laws have been posted or otherwise been given to employees.

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# Introduction

We are pleased to introduce the revised Franklin County employee handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities, and employee rights. This handbook is intended to be useful for all Franklin County employees.

Franklin County is committed to providing a quality workplace for employees. It is our goal to:

- Provide management that is skilled, fair, and concerned about the welfare of our employees.
- Discuss willingly and frankly any problems, complaints, or questions on County personnel policies.
- Keep employees informed of any changes that may affect them or their families.

The foundation of this handbook is the Base Personnel Policies that were approved and put into effect by the Franklin County Board of Commissioners. This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines about Franklin County Government's policies and procedures for employees; however, it does not contain promises to any employee about how any particular situation will be handled. It is a guide to assist employees in becoming familiar with some of the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook is intended to give rise to contractual rights or obligations, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines, except the policy of employment at-will, are subject to modification, amendment, or revocation by Franklin County Government at any time, without advance notice.

It is the intention of Franklin County Government to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments may be made periodically in the following process:

- approved by the County Mayor,
- reviewed by the County Attorney/ CTAS
- approved by the County Commission (if required), and
- communicated to all Franklin County employees.

It is your responsibility to ensure you have the most up-to-date version of the handbook. All questions pertaining to information found in this handbook should be referred to the Human Resources Director.

# State and Federal Policies

## ***Equal Employment Policy***

Franklin County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age (as defined by Federal law), disability, or veteran status shall be prohibited.

The Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for Franklin County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy, as well as authority over the internal procedures employees use to settle EEO and harassment claims.

## ***Equal Employment Opportunity Grievance Procedures***

It is the policy of Franklin County to establish a procedure for employees to follow in order to bring grievances of discrimination or harassment to the attention of management.

Procedure:

1. If there is a question or complaint regarding employment practices that you are unable to resolve with your immediate supervisor, you are encouraged to make that question or complaint known to the Equal Employment Opportunity (EEO) Officer (who is the Human Resources Director). You will be asked to state in writing the nature and detail of the complaint. Any employee filing a complaint will not be subject to retaliation.
  2. The EEO Officer will investigate the complaint with your director or department head and any other person with knowledge of the situation.
  3. You will be advised in writing of the results of the investigation and Franklin County's decision regarding the complaint.
  4. A record of the complaint and findings will become a part of the complaint investigation record, and the file will be maintained separately from your personnel file.
4. If you do not agree with the decision of the EEO Officer, you have the right of appeal with the Franklin County Personnel Board. For instructions on the appeal process, see the Appeals section in this handbook.

## ***Workplace Harassment / Sexual Harassment***

Franklin County believes that you should be provided with a working environment free from harassment. It is the policy of Franklin County Government that verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment will not be tolerated.

If you believe you are being subjected to sexual, racial, religious, national origin, age, disability, or political harassment, or believe you are being discriminated against, you must bring this to the County's attention. The nature of harassment often makes it impossible to detect unless the person being harassed registers his or her discontent with the appropriate authorities. You have a responsibility to report or complain as soon as possible to the appropriate supervisor, or to your director, or to the Human Resources Director.

All complaints of harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. In all cases, you will be advised of the findings following the investigation.

Any employee, supervisor, or director who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, up to and including discharge.

**Sexual Harassment:** Each director, supervisor, and employee have a responsibility to maintain the workplace free of any form of sexual harassment. Sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is prohibited. Such conduct includes, but is not limited to:

1. Sexual flirtations, touching, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual;
5. The display of sexually suggestive objects or pictures, including nude photographs.

As with any form of harassment, you have the responsibility to report sexual harassment to an appropriate authority as soon as possible. You may report to either your supervisor, department director, or the Human Resources Director. Your complaint of sexual harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. You will be advised of the findings following the investigation.

Any employee, supervisor, or director who is found to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including discharge.

## ***Americans with Disabilities Act (ADA)***

Franklin County Government complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA prohibits employers with 15 or more employees from discriminating against qualified job applicants and employees who are or become disabled.

Franklin County Government is committed to providing reasonable accommodations to qualified individuals with disabilities, unless it would impose an undue hardship on the employer. If you have a disability, you may request a reasonable accommodation at any time during the application process or during the period of employment. You, your health professional, or any other representative acting on your behalf may request an accommodation. This may be done verbally or by completing a reasonable accommodation request form. This form may be obtained from your supervisor or the ADA Coordinator located in the Franklin County Finance Department.

Reasonable documentation from an appropriate healthcare or rehabilitation professional will be required to establish that you have an ADA disability, and that the disability necessitates a reasonable accommodation. To report any complaints or to receive additional information about ADA, contact the ADA Coordinator at 931-967-1279.

## ***Title VI of the Civil Rights Act of 1964***

Franklin County Government complies with Title VI of the Civil Rights Act of 1964. This act requires that agencies receiving federal money develop and implement plans to ensure that no one receiving benefits under a federally funded program is discriminated against on the basis of race, color, or national origin.

To report any complaints or to receive additional information about Title VI, contact the Compliance Coordinator at 931-967-1279.

## ***HIPAA***

Franklin County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and follows guidelines involving the protected health information of employees, dependents, and patients.

## ***Employment at-Will***

Franklin County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. Either you or the County may terminate your employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Franklin County.

## ***USERRA***

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law, passed in 1994, that protects military service members and veterans from employment discrimination

on the basis of their service, and allows them to regain their civilian jobs following a period of uniformed service.

## Code of Ethics

It is the policy of Franklin County Government to uphold, promote, and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all county employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their county position or powers for improper personal gain.

### ***Ethical Conduct***

You are required to maintain the highest ethical standards in the conduct of your official duties. This also applies to non-work situations when you identify yourself as a County employee (i.e., wearing a County identification badge, distributing a County business card, wearing a County uniform, driving a County vehicle, etc.). In order to fulfill this requirement, the following points are made:

- Personal characteristics such as honesty, courtesy, dependability, industry, and use of sound judgment are required for all employees in all classes of work in County government.
- There shall be no activity which is in conflict with the interest of your official duties.
- You cannot use your position with the County for private interest.

### ***Conflict of Interest***

Employment with Franklin County Government is a public trust. You must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of your duties.



# Classification and Compensation

## ***Probationary Employees***

Your first six consecutive months of employment are considered the probationary period. During this time, you may be terminated without right of appeal, except in the case of alleged discrimination on the basis of political affiliation, race, national origin, sex, age, religion, disability, or veteran status.

If the hiring authority determines that your services should be terminated before the end of the probationary period, you will be notified in writing.

If you transfer to another position under the administration of the County Mayor, you will not begin a new probationary period. However, employees who transfer from the offices of another elected official (i.e., Sheriff, court systems, etc.) will begin their probationary period on the transfer date.

## ***Temporary and Seasonal Employees***

You are considered a temporary employee when hired for a stated or specific term of employment of less than one (1) year or are an employee who is 100% funded by a state or federal grant unless otherwise specified in the grant. Temporary and Seasonal employees are not eligible for benefits.

## ***Part-Time Employees***

You are a part-time employee if hired to work less than 30 hours per week on a regular basis. Part-Time employees are not eligible for benefits.

## ***Full-Time Employees***

You are a full-time employee if hired to work a minimum of 30 hours per week on a regular basis.

## ***Job Classification***

All job classifications are based on an analysis of the duties and responsibilities of each position and include minimum requirements of education, training, experience, skills, knowledge, and abilities necessary for the job. The Human Resources Department keeps job descriptions on file. When you begin a new position, you should receive a copy of your job description.

## ***Pay Procedures***

The Franklin County wage system is **based on the annual budget** as approved by the County Commission. Wages for each department are set at a fixed base rate in the budget, and may include an annual cost of living percentage increase as appropriate. Overtime pay is controlled by the Department Supervisor and is paid as part of the bi-weekly pay.

Bi-weekly basis. Payroll checks are available every other Friday.

Weekly basis. Payroll checks are available every Thursday.

Semi-Monthly. Payroll checks are available 15<sup>th</sup> and the last day of each month.

Monthly. Payroll checks are mailed each month.

Some pay dates may occur earlier due to holidays.

All personnel records in regard to payroll, insurance, retirement, and occupational accident, are on file in the office of the Director of Finance.

### ***Exempt and Nonexempt Employees***

If you are a nonexempt employee, you are covered by the overtime provisions of the Fair Labor Standards Act. You will receive time and one-half in compensatory time for any time actually worked (physically worked) beyond forty (40) hours in one week. (Time off such as holidays, annual leave, or sick leave does not count as time worked.)

If you are an exempt employee, you are not covered by the overtime provisions of the Fair Labor Standards Act. There are several categories of exempt employees, including those in bona fide executive, administrative, and professional positions. Exempt employees do not receive compensatory time regardless of time worked.

Classifying a position as “exempt” is made on the basis of comparing actual job duties with criteria established by the Department of Labor. A job title, for example, is not sufficient data to classify a job as exempt from overtime status. Responsibility for classifying Franklin County positions as exempt or nonexempt lies with the Human Resources Department.

### ***Overtime Compensation / Compensatory Time***

In accordance with the Fair Labor Standards Act, Franklin County grants nonexempt employees **compensatory time off instead of payment** for time worked in excess of forty (40) hours in a workweek. Compensatory time will be granted at **time and one-half** for all time worked in excess of forty (40) hours. You may use accrued compensatory time within a reasonable period after making the request if your absence does not unduly disrupt the operations of the department.

Compensatory time is cumulative to a maximum of **240 hours** (160 hours of actual overtime worked) for all eligible Franklin County employees. No hours of compensatory time may be accrued beyond the maximum of 240 hours, except under the following circumstances:

If your additional work hours were for a public safety activity, an emergency response activity, or a seasonal activity, you may accrue no more than 480 hours of compensatory time (320 hours of actual overtime worked).

### ***Working During Lunch Periods***

Lunch period is time set aside for eating. The time is not considered part of the basic workday and **no pay is earned during this period. Eliminating or reducing your lunch period requires prior approval** from your immediate supervisor. Such approvals must be limited and will typically be for one day due to unusual or special circumstances. Working through the lunch period is not to be used as an on-going solution for scheduling issues.

### ***Working Before/After Regular Hours***

Prior approval from the immediate supervisor is required for any adjustment to the work schedule.

# General Personnel Policies

## **Attendance**

You are an important member of the Franklin County Government team. We are committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, your prompt and regular attendance is required.

**In case of an illness or injury** that would prevent you from reporting to work at the scheduled time, you are required to speak directly to your supervisor. If your supervisor is unavailable, you are required to speak directly to the next-level manager or director, or to the person designated by your supervisor.

Failure to provide notification of absence for three (3) consecutive workdays may result in removal from the payroll as having resigned **without notice**.

## **Work Hours and Time Records**

The normal workweek consists of 40 hours depending on the job classification and work location. Core business hours are 8:00 am to 4:30 pm. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform you of your work hours.

You will be required to use the NOVAtime system to record work hours. This is necessary for payroll calculation of your earnings. Even if you are classified as "exempt" (from overtime), correct recording of work hours provides the most complete information to the Payroll Department.

### **Detailed Time Clock Procedures Exhibit (B)**

**Anyone who willfully falsifies a time record will be subject to immediate dismissal.**

## **Direct Deposit**

Direct Deposit is a requirement of employment. Your pay will be automatically deposited to your account in any financial institution that is a member of the Federal Reserve Network. To get more information about direct deposit, talk to someone in your personnel/ payroll office. With direct deposit you will receive a non-negotiable paystub instead of a regular paycheck.

## **Inclement Weather**

**Inclement Weather without Official Closing:** Inclement weather usually does not warrant closing of County offices. Absence due to inclement weather requires you to make a personal judgment pertaining to your safety in traveling to and from work. Loss of work time for this reason is charged to your accrued compensatory time or annual leave. If you have no compensatory time or annual leave, then the time is charged as leave without pay.

**Official Closings Due to Inclement Weather:** The County Mayor will decide if Franklin County offices will be closed on normal work days during inclement weather. Closing information will be given to the local radio stations. The County Mayor office will also contact your director to inform him/her of the closing and each department will have a notification process. If you have any question about an official closing, you should contact your immediate supervisor.

**Certain employees who are employed by department which require the employee to maintain the health and safety of others may be required to report to work during periods of ordinary and extreme weather.**

### ***Central Personnel Files***

The central personnel files are public record and are maintained in the Human Resources Department. To review a file, contact the Human Resources Office at 967-1279. It is important that you promptly report any change to the Human Resources Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Human Resources Department always has:

1. Your correct address and contact numbers such as telephone, mobile phone, pager, etc.;
2. Your marital status;
3. Any increase or decrease in number of dependents;
4. Any change affecting Social Security records; and
5. Your correct beneficiary.

Tennessee law (TCA Sections 10-7-502 through 10-7-507) requires that “all state, county, and municipal records ... shall at all times, during business hours, be open for ... inspection by any citizen of Tennessee.” The statute applies to personnel records and allows you to review your personnel file, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information (according to Public Chapter No. 176). The following records of government employees will not be open for inspection by members of the public:

- unpublished telephone numbers;
- bank account information;
- social security numbers;
- driver’s license information – unless driving a vehicle is part of the employee’s duties or incidental to the performance of the job;
- the same information about an employee’s immediate family members.

### ***Promotions, Transfers, and Reassignments***

**Promotions:** Franklin County continually strives to promote employees and fill job vacancies on an equal opportunity basis. Promotions are based on an objective evaluation of each vacancy and the candidates involved. Vacancies will be advertised and, when possible, Franklin County will promote from within and will first consider employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the best interest of the County.

You may view job postings on the central job posting bulletin board outside the Human Resources Department, on various bulletin boards throughout the County system, and on the Franklin County

Finance Department web site ([www.franklincountyfinance.com](http://www.franklincountyfinance.com)). Selected openings may be advertised on social media.

**Transfers and Reassignments:** It is the policy of Franklin County Government that it may, at its discretion, initiate or approve employee job transfers.

You may request a voluntary job transfer by applying for a posted open position. However, to be eligible for a voluntary transfer, you must be able to meet the requirements of the new position, must have satisfactory performance, must have held your current position for at least six months, and must have no adverse disciplinary actions during the same time period.

You may view job postings on the central job posting bulletin board outside the Human Resources Department, on various bulletin boards throughout the County system, and on the Franklin County web site ([www.franklincountyfinance.com](http://www.franklincountyfinance.com)). Selected openings may be advertised in the local newspaper.

### ***Progressive Discipline Procedure***

In cases where an employee displays inappropriate conduct or poor performance – and the activity does not call for automatic dismissal – Franklin County follows a progressive discipline process. This is a system that consists of corrective action, documentation, and adverse action. The three steps of progressive discipline include:

1. **Verbal** – The first step is usually a verbal warning from the supervisor to identify the problem and to state the corrective action needed. The supervisor documents this step including dates, times, and details of incidents of improper conduct or poor performance and the date the warning was given. The supervisor sends this documentation to the Human Resources Director who will review it and place it in the employee's personnel file. The employee may submit a separate written statement for the file, if desired.
2. **Written** – The second step in the process is a written warning with specific examples cited. The supervisor prepares a letter or memo that states a specific time frame in which the employee must improve and gives the exact consequences of failure to improve. Prior to issuing the letter, the supervisor must review it with his/her director. A copy of the letter is forwarded to the Human Resources Director for review and placement in the employee's personnel file. The employee has the option of submitting a written statement which will also be placed in the file.
5. **Adverse Action** – If repeated attempts at corrective action fail to produce satisfactory results, some form of adverse action may be taken. The term "adverse action" means actions involving suspension, demotion, or dismissal.

Any employee who receives three (3) documented warnings in a 12-month period is subject to dismissal as is the employee who receives repeated disciplinary actions for any reason.

## ***Suspensions***

The hiring authority, who is the manager or director of a department, may suspend you without pay for matters of poor performance or inappropriate conduct. You may not take annual leave, sick leave, or compensatory leave (“comp time”) while on suspension.

## ***Demotions***

A demotion is an assignment to a job at a lesser basic pay rate. There are two kinds of demotions: (1) demotions for cause and (2) demotions due to a reduction in workforce.

## ***Dismissals / Terminations***

Immediate dismissals may be made for cause including, but not limited to, your action or behavior that constitutes

- insubordination (refusal to follow supervisor’s instructions),
- endangering your own health or safety or the health or safety of other employees or citizens,
- making fraudulent statements on employee applications or job records,
- absence from work without authorization or notification,
- theft, vandalism, or willful destruction of County or employee property,
- any violation of the County Alcohol and Drug Policy, or
- any other infraction when dismissal is determined to be in the best interest of the County.

Dismissals that follow the progressive discipline process are permitted for reasons that include, but are not limited to

- misconduct
- willful neglect of duties
- failure to perform job duties
- repeated tardiness or absence
- violation of departmental rules
- email abuse, and
- Internet abuse

## ***Resignations***

If you want to resign your position, you should notify your immediate supervisor or the department director in writing no less than ten (10) working days before your expected termination date.

## ***Garnishments and Levies***

In the event that garnishment or similar proceedings are instituted against an employee, Franklin County Government will deduct the required amount from the employee’s paycheck.

***If your wages are garnished, be sure that all correspondence to your employer is sent to:***

***Franklin County Finance Department***

***Attention: Payroll Department***

***851 Dinah Shore Blvd.***

***Winchester, TN 37398***

## ***Alcohol and Drugs – Drug Free Workplace Policy***

Franklin County Government is committed to a safe working environment and to making adequate provisions for the safety and health of its employees at their place of employment. The County regards its personnel as individuals as well as employees and believes that alcoholism and drug addiction are illnesses and should be treated as such.

Franklin County further believes that if you develop alcoholism or other drug addictions, you can be helped to recover and should be offered appropriate assistance. It is in the best interest of you and the County that when alcoholism or drug addiction is present, it should be diagnosed and treated at the earliest possible date. Confidential treatment of the diagnosis and recovery process for alcoholism or drug addiction is essential.

Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. Franklin County Government and its employees share a commitment to create and maintain a drug-free workplace. The full Drug and Alcohol policy is available from the Human Resources Department. Please call 931-967-1279 if you would like a copy.

This section offers a brief summary of that policy.

Pre-Employment Testing: All applicants considered for employment in safety-sensitive positions are required to submit to a urinalysis test for the detection of the illegal use of drugs. These positions are:

- sheriff's deputy
- dispatcher
- investigators
- correctional officers
- heavy-equipment operator, and
- maintenance
- all positions requiring a certified driver's license (CDL).

Employees on Duty or on County Property: You must not manufacture, distribute, dispense, possess, or use illegal drugs or drug paraphernalia, nor may you be under the influence of such drugs. Furthermore, you must not be under any degree of intoxication or odor from alcohol, or possess open alcoholic beverage containers while on duty, or on County property.

Use of Prescription Drugs: You must not use or take prescription drugs above the level recommended by your prescribing physician and must not use prescribed drugs for purposes other than those for which they are intended.

Employees Convicted of a Criminal Drug Law: If you are convicted of any criminal drug law (including alcohol, prescription drugs, or over-the-counter drugs), you must notify your supervisor or director no later than five (5) days after the conviction. Within thirty (30) days after receiving notice of a conviction, the County will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program. Your failure to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge.

**Reasonable Suspicion of Drug or Alcohol Use:** Whenever a supervisor, director, or Medical Review Officer (as described in the policy) reasonably suspects that your work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that you have otherwise violated the Franklin County Government Drug-Free Workplace Substance Abuse Policy, you may be required to submit a breath and/or urine sample for drug and alcohol testing.

When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that an employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor must notify the hiring authority or director.

**Refusal to Submit to Required Testing:** If you are required to submit to drug/alcohol testing based upon reasonable suspicion and refuse, you may be charged with insubordination and necessary procedures may be taken to terminate your employment.

***A consequence of violating Franklin County's Alcohol and Drug Policy may include automatic dismissal, meaning that the usual progressive discipline process is by-passed.***



# Safety

Franklin County is concerned for your health and safety in the performance of your job.

## **You must observe all safety rules for your department.**

**Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor and the Risk Management Department whether medical attention is required or not.** You are also required to complete an incident report, using the approved form, and report for a mandatory post-accident drug test within 24 hours of the incident/ accident. If you are injured and unable to report immediately, then you should report the incident as soon as possible.

The Risk Management Department also sponsors a Safety Committee with membership representing all areas of Franklin County. This group meets quarterly and advises both management and employees on matters of safety and health.

For additional information about any safety concern, please consult the Risk Management Department or Safety Director.

## **ALL COUNTY BUILDINGS ARE DESIGNATED AS NON-SMOKING**

**In Accordance with Tennessee's "Non-Smoker Protection Act"**

**TENNESSEE PUBLIC CHAPTER NO. 410**

**EXHIBIT (B) NON SMOKING & VAPING POLICY**

## ***Tobacco Use***

Tobacco products may only be used outside buildings in a specific area designated by the building manager. Ask your supervisor where this area is located in your building. Additionally, tobacco products may not be used in any vehicle owned or leased by the County.

## ***Government Records***

Tennessee Code Annotated §39-16-504. Falsification of documentation is grounds for immediate termination of employment. **A violation of this section is a Class A misdemeanor.**

It is unlawful for any person to:

- Knowingly make a false entry in, or false alteration of, a governmental record,
- Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as genuine governmental record; or
- Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

## ***Telephones, Computers, Internet Access and E-mail***

Employees of Franklin County are provided with access to the telephone system, Internet and e-mail solely to further the business of Franklin County Government and to be used as a tool to increase productivity and effectiveness. Personal use of the telephone system, Internet and computers that is not in furtherance of the business of Franklin County is not appropriate. Employees with access to computers, Internet and e-mail are governed by the following:

1. **No Right of Privacy** Employees and officials of Franklin County shall have no expectation or right to privacy in any electronic mail (e-mail) that travels over computer systems funded by Franklin County, nor shall they have any expectation or right to privacy with respect to any data stored on, transmitted or received by any computer system or component funded by Franklin County. All data stored or transmitted by Franklin County's computer system becomes the property of Franklin County Government. Franklin County has an unlimited and absolute right to audit, access, intercept, read, copy, disclose, publish or delete any data transmitted or received via the telephone system, computer system, Internet or E-mail. In addition, correspondence of Franklin County employees and officials in the form of e-mail may be a public record under the public records law and may be subject to public inspection.
2. **Notice Regarding Deletion of Data** Employees should be aware that the deletion of data, including E-mail messages and text does not entirely eliminate the deleted material from the County's computers. Deleted data can be easily restored and retrieved from a computer's storage device or from backup storage devices used in the ordinary course of business.
2. **Software Downloading Prohibited** To prevent computer viruses from being transmitted to or through Franklin County's computer system, and to promote compliance with software licensing agreements and laws governing unauthorized copying and reproduction, only designated system administration personnel shall download software from the Internet or any other remote source or location. Only screen savers and graphics included in your original software (or upgrade) package or those approved by both your department head and the IT administrator will be authorized.
3. **Employee acknowledgment of understanding** Each employee will be provided with a copy of this section of the employee handbook and will be required to acknowledge receipt and understanding of the matter contained herein.

## ***Dress and Grooming***

As a public servant of Franklin County Government, you are expected to maintain a standard of dress and grooming which reflects good taste and common sense. Specific dress codes may be established for some departments. If you have any questions about appropriate dress in your work environment, ask your supervisor for advice. **For specific department dress codes see Exhibit (C)**

## ***Personal Property***

Many offices and work locations are open areas for both the public and a large number of fellow employees: therefore, it is important to use sound judgment when bringing personal property to work. It is your responsibility to properly secure any personal property in your work area.

# LEAVE POLICY

## ***Hours of Work***

The **work day** is defined as beginning at 8:00 a.m. and ending at 4:30 p.m. unless otherwise designated by the department head for a specific job responsibility.

The **work week** is defined as beginning at 12:01 a.m. on Sunday and ending at midnight on Saturday.

## ***Attendance, Punctuality and Records***

Employees shall be at their places of work in accordance with department regulations. Regular attendance and punctuality are essential if we are to accomplish the objectives of providing efficient services to the public.

If you do not arrive at work on time, either notify your Supervisor or decide for someone else to do so as early in the workday as possible.

**Notification of Absence:** An employee who fails to report to work is required to immediately notify his supervisor, department head or authorized person, stating the reason for absence.

## ***Vacation***

**Pay:** Paychecks for vacation periods will be computed on the regular payroll date and will be available for the employee at the normal time and place. **When an employee requests leave and compensatory time is available, the compensatory leave will be used first.**

- No checks will be issued in advance for vacations.
- Vacation time cannot be worked for pay in addition to regular salary.

**Hours Earned Annually:** It is the policy of Franklin County to promote employee efficiency in health and morale through periodic interruption from one's duties. Vacation time shall be based on the date that an employee is hired into a full-time position and shall be calculated as follows:

End year 1 ----- 40 hours vacation time

End year 2 ----- 80 hours vacation time

End year 9 -----120 hours vacation time.

**If you work less than 40 hours per week vacation leave will be pro-rated.**

Vacation time may be used only at times approved in advance by the Department Head. Because the County believes that individuals should take vacation for their own welfare, employees are strongly encouraged to take their earned vacation each year. Vacation time is accrued after six months of service. Effective on last payroll in June, all vacation leave accumulated in excess of the amount earned each year will automatically be converted into accumulated sick leave.

**Approvals:** A request in NOVAtime may be required for vacation time must be made two weeks in advance and approved by the Department Head or pay will not be granted. The Department Head will endeavor to schedule vacation for the convenience of the employee, but the needs of the department must be the controlling factor.

**Holidays**

A holiday is a single day and a day is defined as eight (8) duty hours. An employee who works on the Holiday will be paid for the hours worked (PLUS) eight hours of pay.

**FRANKLIN COUNTY AUTHORIZED HOLIDAYS**

<b>New Year's Day</b> -----	January 1
<b>Martin Luther King, Jr., Day</b> ---	January (3 <sup>rd</sup> Monday)
<b>Presidents Day</b> -----	February
<b>Good Friday</b> -----	March or April
<b>Memorial Day</b> -----	May (last Monday)
<b>Independence Day</b> -----	July 4
<b>Labor Day</b> -----	September (1 <sup>st</sup> Monday)
<b>Veterans Day</b> -----	November 11
<b>Thanksgiving Day</b> -----	November (4 <sup>th</sup> Thursday and Friday after Thanksgiving)
<b>Christmas</b> -----	December (3) days- designated by County Mayor

When a holiday falls on Saturday, the Friday before the holiday is substituted. When the holiday falls on Sunday the Monday following the holiday is substituted.

**A county employee working within a state funded organization may either take the state holiday as an unpaid administrative absence or work a normal duty day at the discretion of the Department Head. Because of the variety of county services, all county employees may not observe holidays on the same day. If your work schedule requires a deviation from the holiday schedule, your Supervisor will tell you about it.**

**Holidays within Vacation Period:** When an authorized holiday falls within an employee's vacation period, an additional day of vacation shall be provided.

**Sick Leave**

When an employee requests leave and compensatory time is available, the compensatory leave will be used first.

1. Sick leave is earned at the rate of one (1) day per month for a total of 12 days per year. Sick time is not accrued unless the employee works a minimum of 20 hours per month or is on paid leave; i.e. vacation, sick, or comp time. There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted. Unused sick leave shall be credited as creditable service under the Tennessee Consolidated Retirement System.
2. Upon return from three day's illness, the employee must furnish a physician's statement to verify illness. Abuse of sick leave will be grounds for termination.

3. Employee's Accumulated SICK LEAVE may be used per year for illness of employee's \*immediate family.
4. **If you are a Full-Time employee and work less than 40 hrs. per week sick leave accumulation will be pro-rated.**

**Sick Leave May Be Granted for The Following Reasons:**

1. Sick Leave benefits are accrued after six months of service.
2. Your absence from duty because of personal illness or your disability due to an accident.
3. Your absence from duty necessitated by illness in your \*immediate family.
4. Your exposure to contagious disease, if a physician orders quarantine.
5. Doctor, dental, and optical appointments that are required and cannot be scheduled during off time.
6. A sick leave form must be completed upon return to work.

**Contact your department head for specific Sick Leave Policy for your department.**

***Maternity Leave***

An employee may, at her(his) discretion, use all accumulated vacation and sick leave credits to minimize loss of pay; or she (he) may make a written request of absence without pay. If vacation and sick leave credits are exhausted or not utilized, maternity leave shall be without pay (*see FMLA*). Franklin County will abide by Tennessee Code Annotated 4-21-408 in regard to maternity leave. Maternity leave is available for eligible employees of either gender upon request.

***Special Leave***

Subject to approval by your immediate Supervisor leave without pay may be granted. If it is necessary for you to be absent from work and you do not have enough accumulated leave, leave without pay will be granted: You must use all of your accumulated vacation time each fiscal year. In cases of sickness, you must use all of your sick leave.

***Bereavement Leave***

Bereavement leave is granted for three days in the event of the death of an employee's spouse, child, step-child, parents, step-parents, siblings, foster parents, parents-in-law, grandparents or grandchildren without charge to the employee's leave time. The Bereavement Leave Form must be completed before pay is granted see Exhibit (C). The relationship listed above are the only relationships that qualify for the granting of bereavement leave pursuant to TCA Section 8-50-113.

**\*Immediate family is defined as spouse, child, step-child, parents, step-parents, siblings, foster parents, parents-in-law, grandparents or grandchildren.**

***Military Leave***

A. **Military Leave** will be granted to permanent employees who are, or may become members of any reserve component of the armed forces of the United States. Reservists are entitled, while performing military duty or training, not exceeding fifteen (15) working days in any one (1) calendar year full salary or compensation. The employee shall be entitled to a leave of absence from their

respective duties, without loss of time, pay, regular leave or vacation, impairment of efficiency rating or any other rights or benefits to which they are otherwise entitled. Military leave herein provided shall be unaffected by date of employment or length of service, and shall have no effect on other leaves provided by law, regulation, policy or practice

*You must give at least 2 weeks written notice when you need leave for military duty that lasts more than 10 working days.*

**B. Veterans:** A former regular employee who left the county service in good standing to enter the active military service and who completed under honorable conditions a term of service of not more than four years may be reinstated to the person's former type of position upon application within ninety days of release, provided the person remains qualified to perform the duties of the position, and the reinstatement would be in the best interest of the County.

### ***Family Medical Leave Act (FMLA)***

Franklin County offers leave under the Family Medical Leave Act (FMLA) for eligible employees. Eligibility: If you have worked for at least one year and for 1,250 hours in the preceding twelve (12) months, you are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

**It is prohibited to hold another job/ or volunteer with an organization or employer while on FMLA with Franklin County Government.**

**Eligible spouses who work for Franklin County are limited to a combined total of 12 workweeks of leave in a 12-month period to share for the following FMLA qualifying reason:**

- **The birth of a child**
- **The placement of a child with the employee for adoption or foster care**
- **The care of a parent with a serious health condition** Contact the HR department for additional information. Review sections 825.120(a)(3), 825.121(a)(3), and 825.201(b) of the FMLA regulations for more information on spouses working for the same employer.

### ***Maternity/Paternity Leave***

Maternity/paternity leave is granted to employees for a maximum of sixteen (16) weeks, with the first twelve (12) weeks of leave falling under the Family Medical Leave Act (FMLA) and the remaining four (4) weeks as maternity/paternity leave. You must be employed full-time for at least twelve (12) months to receive maternity/paternity leave.

You must provide at least four to six (4-6) weeks advance notice of your anticipated date of departure, except in those cases where medical emergency prevents this notice, and state the length of your requested leave and your intention to return to fulltime employment after the leave. You are required to use your accrued leave (annual, sick, comp) during maternity/paternity leave. Accrued leave and maternity/paternity leave are used at the same time – you do not take your accrued leave first and then take maternity/paternity leave.

The purpose of this leave is to provide time off for pregnancy, childbirth, nursing, and/or bonding with the infant. If the County finds that you pursued other employment opportunities or worked part-

time or full-time for another employer during the period of maternity/paternity leave, then the County does not have to reinstate you at the end of your leave period.

***Notify your supervisor at least 4-6 weeks in advance of your anticipated date of departure for maternity/paternity leave.***

### ***Jury Duty or Court Appearance***

When you must miss work due to jury or witness duty, you will be excused from your job. Notice must be given to your direct supervisor.

Witness duty must pertain to job-related business for excused absence with regular pay. This also includes if subpoenaed to court on non-work-related issues.

If you are paid your regular salary, you are required to turn in to the Payroll Department any pay you receive from the courts for jury duty. This does not include witness fees and expenses paid from other sources.

At any time during jury or witness duty if you complete your assignment during regular work hours, you are expected to return to work immediately.

***Notify your supervisor if you must appear for jury or witness duty. Witness duty must be job-related in order to receive your regular pay.***

# Employee Benefits

## ***Benefits Eligibility***

**You are eligible for benefits when you work a minimum of thirty (30) hours per week.** These benefits include: medical coverage, dental coverage and flexible benefit options.

If your hours drop below thirty (30) hours per week on a regular basis you will lose eligibility for health insurance and you and all covered dependents will be offered COBRA.

You are responsible to list only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is your responsibility to notify Human Resources immediately.

**You must notify the Insurance Administrator of any changes in status within thirty (30) days** of the status change. This includes: dependent status change, address changes, divorce, marriage, birth, adoption, reduction in work hours, or any other change that could affect benefit plan eligibility.

## ***Medical Coverage***

**You must enroll for coverage within thirty (30) days of employment or an eligible qualifying event.** Temporary employees, seasonal employees, and interns are not eligible for medical coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Franklin County Insurance Administrator.

Franklin County offers a selection of medical insurance products with various types of coverage. Each plan is priced for both individual and family. Although the County pays a significant portion of your insurance premiums, you are responsible for the employee portion. Information about current medical plans and premiums is available from the Insurance Administrator.

Additional information regarding the state group insurance may be found at [www.state.tn.us/finance/ins/ins.html](http://www.state.tn.us/finance/ins/ins.html)

## ***Post-Employment Medical Insurance Benefit***

This benefit provides medical insurance for retiring employees – Resolution H-3-0108-03

The benefit provided will be as follows:

- Employee with Fifteen Consecutive Years of Service: At age Sixty – Two (62), eligible for County medical insurance plan paid by the county at the same rate as the employee paid until retiree is eligible for Medicare.
- Employee with Thirty Consecutive Years of Service: At retirement date, eligible for County medical insurance paid for by the County at the same rate as the employee paid.
- **Effective July 1, 2014 – Resolution 8j-0614 Repealing Resolution # H3-0108-03 in regard to any employee hired after July 1, 2014. No employee hired after July 1, 2014 shall be entitled to post-employment insurance benefits.**

Contact the HR department for additional information.



## **Dental Coverage**

You must sign up for coverage within thirty (30) days of employment or at the time of an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for dental coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Franklin County Human Resources.

## **Identification Cards**

If you enroll in medical or dental benefits, identification cards will be mailed to your home address.

## **Annual Enrollment/Transfer Period**

Health plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during annual enrollment/transfer period each fall. You are required to review your notices, home mailings, and department memos for information about the benefits for the upcoming year.

## **Benefit Premiums/Payroll Deductions**

You are responsible to review your paycheck to ensure the appropriate benefit deductions have been taken. Deductions from your paycheck will begin the first pay period in the month in which your coverage starts. Your medical, dental, and vision deductions will be taken out of 24 pay periods per year. If you miss a paycheck due to work absence or unpaid time, you are responsible to the Payroll Administrator at 967-1279.

*Contact Payroll Department / Insurance Administrator to make payment arrangements for insurance premiums if you miss a paycheck because of absence.*

*You are required to review your notices, home mailings, and department memos for information about benefits for the upcoming year. Failure to do so may result in no coverage for the new year.*

*You are responsible to review your paycheck to ensure the appropriate benefit deductions have been taken.*

## **COBRA**

If you lose coverage due to a termination of employment, a reduction in work hours, or other qualifying event, you and your covered dependents may be eligible to continue coverage through COBRA.

For a full explanation of COBRA terms and eligibility, contact Human Resources or refer to the "General COBRA Notice" received at time of enrollment.

## **Employee Assistance Program**

Franklin County Government is very much concerned with the physical and emotional well-being of its employees and their families.

The Employee Assistance Program (EAP) provides free and confidential counseling and information to employees and their immediate families who are dealing with difficult issues.

If you have questions about EAP or would like more information regarding any of the programs, contact the Human Resources Department at 967-1279.

## **Retirement**

Full-time employees are automatically members of the Tennessee Consolidated Retirement System after completing the required 6-month probation period. Additional information regarding retirement benefits may be obtained from your personnel office or <https://treasury.tn.gov/Retirement>

## **Flexible Spending Accounts**

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent care expenses to be paid with "before tax" dollars. Franklin County offers a benefit option that utilizes a debit-type card to access your plan dollars.

If you elect this benefit, you choose a dollar level based on your individual or family needs and a portion of this amount is deducted from each paycheck. There are minimum and maximum deduction limits in this benefit.

You do not have to be enrolled in Franklin County's medical plan in order to participate in a flexible spending account.

You may enroll during the annual enrollment/transfer period. Re-enrollment is required each year to continue participation.

## **Life Insurance**

All Full-time employees are covered by a \$10,000 life insurance policy. This protection is designed to provide benefits to a designated beneficiary for loss of life if the insured dies while the coverage is in force. Contact the HR department for additional information.

## **Longevity** (Resolution 9812-04-A1)

Longevity is a lump sum payment intended to reward employees for service to the county and to encourage those employees to remain employed by the county. All full-time employees will receive \$60 per year starting on the 5<sup>th</sup> year of employment. (5<sup>th</sup> year - \$300.00, 6<sup>th</sup> year - \$360.00 and will max out at 20 years - \$1200.00). Continuation of longevity pay will be subject to funding in the county's budget. Part-time employment is not to be included in the calculation of service. This bonus is payable on the anniversary month of employment. Each year the employee must have physically worked 1920 hours to be eligible for their entire Longevity Bonus. If you have worked a minimum of 1920 your bonus will be prorated.

## **County Officials Certificate Training Program (COCTP)**

T.C.A. § 5-1-310(i), counties are authorized and encouraged to provide for payment of an educational incentive for attainment of the designation of "Certified Public Administrator" under the University of Tennessee County Technical Assistance Service's. To enroll you must have completed 2 years of full-time employment with Franklin County Government. Contact Human Resources for additional details.

## **Supplemental Benefits**

Franklin County offers supplemental voluntary benefits from providers such as:

- USABLE Life Insurance
- AFLAC
- Long – Term Care Insurance
- Nationwide Retirement
- Others voluntary products

These additional benefit options can be administered through payroll deduction.

Supplemental benefits are subject to change without notice. For more information, contact Human Resources at 967-1279.

## **Workers' Compensation**

You are protected under the Workers Compensation program for injuries and occupational diseases that result “out of and in the course of employment.” This includes injuries that take place when you are performing tasks you were hired to perform at times and in places where you were hired to work. If you experience an on-the-job injury or illness you are required to:

- Report the incident to your supervisor.
- Complete a Report of Injury with Risk Management within **24 hours** of an accident / injury.
- Keep all appointments with physicians as scheduled or notify Risk Management in order to have the appointment rescheduled for you.
- **Risk Management must approve all physicians and appointments.**
- Notify Risk Management and your supervisor if the physician tells you not to return to work, to work with restrictions, and when he/she releases you to full duty.
- Give your supervisor a copy of Return to Work forms you receive from the physician.

## **Change in Status**

You are required to report personal changes and/or changes in work status to Human Resources within thirty (30) days of any status change. This includes:

- Dependent status change
- Address changes
- Divorce
- Marriage
- Birth/adoption
- Reduction in work hours
- Any other changes that could affect benefit plan eligibility

**Exhibit A**

# **Franklin County Time Clock Procedures**

## **Purpose**

The Purpose of this policy is to outline the time clock procedures of Franklin County Government.

## **Administrators**

The time clock system administrators are Human Resources, Finance and Assistant Finance Directors and County Payroll Specialist.

## **Applicability**

All employees (hourly and salaried) are required to use the Nova Time System. This system may be used by Time Clock, Mobile or Phone in. Supervisors and Nova Time Administrators will assign which method is used per employee. This system is used to record hours worked for the purpose of properly tracking time for the December 1, 2016, FLSA revisions. Nonexempt (Hourly) employees are required to clock in and out for payroll and attendance purposes. Nova Time records will be used to track attendance for exempt (Salary) employees.

## **Clocking in Stations**

All County Buildings have a Nova Time Clock(s). The time clocks are bio-metric. If there is not a time clock available employees will have the Nova App or Phone in capabilities. If there is a problem with Nova Time, employees should notify their supervisor immediately and notify the administrators in writing. Employees with Nova Mobile are responsible to keep their phone and Nova App updated.

## **Window for Clocking in and Out**

Employees should clock in or out no sooner than 7 minutes before or after the "schedule shift". The scheduled shift is determined by the department head. Employees should clock in and out daily according to their shift guidelines. If an employee misses a punch it is their responsibility to let their time clock supervisor, know as soon as possible. This should be in written form and a copy of the change should be placed at payroll. Employees who repeatedly miss time clock entries will be subject to disciplinary action.

## **Rounding Hours Worked**

Franklin County track employee hours worked in 15-minute increments, and the FLSA (Fair Labor Standards) allows an employer to round employee time to the nearest quarter hour. Franklin County uses the 7-minute rule. Employee time from 1 to 7 minutes may be rounded down and thus, not counted as hours worked, but employee time from 8 to 14 minutes should be rounded up and counted as a quarter hour of work time.

### **Requesting Time off**

All employees should be requesting time off through Nova Time. Department heads or Nova Time supervisors will either approve or deny these requests.

### **Submitting Time Sheets**

All employees should submit their time sheets to their supervisors in a timely manner. The employees may submit their time sheet to their supervisor by 9:00 a.m. on Monday following the end of the pay period on a Computer or on the Nova App.

### **Prohibited Time Clock Actions**

Employees are prohibited from altering their own personal time sheet or any time sheet that presents conflict of interest.

### **Overtime**

Nonexempt employees are permitted to work Overtime only with prior authorization from their supervisors. Overtime includes clocking in early or late or working through scheduled lunch period. Nonexempt employees who work without prior authorization will be subject to disciplinary procedures.

### **Enforcements**

Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure.

### **Department Head or Nova Time Supervisor Policy**

Department Head should make sure the Administrators are aware of any changes in shift policies so that their employee's time will figure correctly. Department Heads or Nova Time Supervisors must not alter time unless there is a reason documented for the change. Department Heads must approve the time sheets on the Monday before payroll by 10:00 a.m. unless requested differently. Department heads should make sure before approving the time sheets that they are correct to the payroll policies.



## FRANKLIN COUNTY GOVERNMENT

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### **Smoke and Vape-Free Workplace Policy**

Franklin County Government is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees of Franklin County Government.

#### **Policy**

It is the policy of Franklin County Government to prohibit smoking and vaping on all county premises to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

#### **Scope**

This policy applies to:

- All areas of buildings occupied by county employees.
- All county-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the county.
- All county employees.
- All visitors (customers and vendors) to county premises.
- All contractors and consultants and/or their employees working on county premises.
- All temporary employees.
- All student interns.

Smoking and vaping is permitted *only* in the following designated outdoor areas:

**Procedures**

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

A process is in place for resolving complaints about the smoke- and vape-free policy:

- Complaints about the application of this policy should be brought to the attention of the Human Resources Director or the County Mayor for resolution.
- The complaint should be submitted in writing and should identify specific objections.
- Franklin County Government will investigate the complaint and resolve it in accordance with the policy.

No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

**Statement of Understanding**

I have read and fully understand the terms of this policy.

I understand that any violation of this policy will result in disciplinary action up to and including immediate discharge.

I understand that [Franklin County Government] reserves the right to make changes to this policy as needed.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Robert Baggett  
Circuit Court Clerk  
Franklin County, Tennessee**

**DRESS CODE POLICY  
Effective August 18, 2022**

Employees' personal appearance and hygiene are important both to employees, and the office that we represent. Employees are expected to maintain a good personal appearance, maintain good hygiene and to give consideration to neatness and cleanliness. It is imperative that we dress appropriately to uphold the integrity and professionalism of the office. No dress code can cover all contingencies. Employees must exert a certain amount of judgment in their choice of office or court attire. If you experience uncertainty about acceptable office or court attire, please consult with the Circuit Court Clerk.

The following will be the dress code for the Franklin County Circuit Court Clerk's Office. The dress code policy is subject to change at the discretion of the Circuit Court Clerk.

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**General Office Attire**

Office attire should be clean and neat in appearance. Business casual is the standard. Clothing should be appropriately fitted for body type.

**General Court Attire**

Court attire should be clean, neat, professional and business-like. Court attire should be a step up from office attire.

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**Shirts, Dresses, and Skirted Suits**

Casual dresses, skirts and skirts that are split at or below the knee are acceptable office and court attire. Dress and skirt length should be at a length at which you can sit comfortably in public at no more than three inches above the knee. Short, tight skirts that ride halfway up the thigh, mini shirts, skorts, sundresses, beach dresses, and spaghetti-strap dresses are not considered appropriate office or court attire.

**Slacks**

Slacks that are made of cotton, wool or synthetic material are acceptable office and court attire. Denim pants, sweat pants, exercise pants, bermuda shorts, shorts, cargo pants, and bib overalls are not considered appropriate office or court attire.



### **Capri Pants**

Capri pants are considered acceptable office attire. Capri pants are not considered acceptable court attire.

### **Dress Style Crop Pants**

Dress style crop pants are considered acceptable office and court attire.

### **Leggings**

Leggings are acceptable office and court attire if worn under a dress or with a professional looking, loose fitting tunic type top.

### **Shoes and Footwear**

Loafers, boots, flats, dress heels, nice sandals, and leather deck-type shoes are considered acceptable office or court attire. Flip flops are not considered acceptable office or court attire. Tennis shoes or athletic shoes are not acceptable office or court attire.

### **Tattoos, Body Piercings and Hair Feathers.**

Tattoos and body piercings must be totally covered while at work in the office or in court. Hair feathers are not acceptable.

### **Friday Exceptions**

Friday is a dress down day; however, you should still dress in a professional manner. Friday will be the only day that denim, and clean canvas or tennis shoes will be considered acceptable office attire. Denim should be clean with no holes, tears or frays. Tennis and athletic shoes may be worn if they are clean and neat in appearance.

### **T-shirts Are Not Acceptable Office Attire**

Long or short sleeve t-shirts, with or without writing, are not considered acceptable office attire. The following are exceptions to the rule.

- T-shirts, pullovers or sweat shirts supporting a school, college or professional sports team may be worn on Fridays if you do not have to appear in court.
- T-shirts supporting Pam Anderson on Fridays are acceptable office attire.
- T-shirts supporting the Isaiah 17 House are acceptable on the 17<sup>th</sup> day of the month or an alternative day, if the 17<sup>th</sup> is on a weekend.

### **Medical Conditions**

Exceptions will be allowed if you have a medical condition that would require you to deviate from the dress code policy. You must consult with the Circuit Court Clerk for approval. You must have a note from your doctor.

**Unacceptable Office and Court Attire**

1. Shorts
2. Cut off pants
3. Short skirts
4. Pants with holes, tears or writing
5. Blouses that show midriiffs and excessive cleavage
6. Spaghetti Strap Dresses
7. T-Shirts (See exceptions)
8. Tank-Tops
9. Shirts with writing (See Friday exceptions)
10. Sweat suits
11. Sweat jackets
12. Sweat shirts (See Friday exceptions)
13. Provocative clothing
14. See through clothing
15. Flip flops
16. Denim (See Friday exceptions)
17. Hair feathers
18. Canvas shoes (See Friday exceptions)
19. Crocs
20. Any attire that is not clean and neat in appearance

I understand and accept the dress code policy of the Franklin County Circuit Court Clerk.

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Signature

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Date

**Franklin County Government**  
**Certification of Attendance at Funeral Service**

I hereby certify that

\_\_\_\_\_

(Employee's Name)

Attended services for

\_\_\_\_\_

(Name of Deceased)

Who was related to employee as \_\_\_\_\_

At \_\_\_\_\_

(City – State)

On \_\_\_\_\_ at \_\_\_\_\_ AM, PM

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_



**Franklin County Government  
Infectious Disease Control Policy**

Exhibit E

**Approved by County Commission 5/18/2020**

Franklin County Government will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Franklin County Government during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Franklin County Government is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

**What to do if you are sick**

- **Employees who are not well and have a fever should contact their medical provider to be assessed for testing and should notify their supervisor.**
- **Self – Checker A guide to help you make decisions and seek appropriate medical care. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#>**
- **Employees who are symptomatic will be sent home and will not be allowed to return to work until they have a negative test results or with a return to work from their treating physician.**
- **If an employee is confirmed to have COVID-19, employers will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).**

***Confidentiality of Medical Information***

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

**Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, Franklin County Government may implement social distancing guidelines to minimize the spread of the disease among the staff.



Inter-Category Amendment Request Fiscal Year ending June 30, 2023 (Informative Report to the Commission)							
Request made November 1 - December 31, 2022							
Line Item Description	Account Number					Debit to Decrease Appropriation	Credit to Increase Appropriation
	Fund	Category	Obj	CC	Sub Obj		
<b>County General Fund 101</b>							
<b>Election Administration - 51500</b>							
Election Commission - Overtime Pay	101	51500	187			4,597.00	
Election Commission - Election Workers	101	51500	193				2,205.00
Election Commission - Legal Notices, Recording	101	51500	332				2,392.00
Election Commission - Maintenance Agreements	101	51500	334				50.00
Election Commission - Maintenance And Repair	101	51500	336				58.26
Election Commission - Other Contracted Services	101	51500	399				45.00
Election Commission - Inservice/Staff	101	51500	524			153.26	
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>4,750.26</b>	<b>4,750.26</b>
<b>Move Allocation for Increased Election Worker line &amp; Publications Expense</b>							
<b>Property Assessor - 52300</b>							
Property Assessor's Office - Postal Charges	101	52300	348				450.00
Property Assessor's Office - Inservice/Staff	101	52300	524			450.00	
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>450.00</b>	<b>450.00</b>
<b>Move Allocation for Increased Postal Expense</b>							
<b>County Clerk - 52500</b>							
County Clerk's Office - Data Processing Services	101	52500	317				2,295.67
County Clerk's Office - Other Equipment	101	52500	790			2,295.67	
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>2,295.67</b>	<b>2,295.67</b>
<b>Move Funds to Cover Increased Data Processing Fees</b>							
<b>Chancery Court - 53400</b>							
Chancery Court - Library Books/Media	101	53400	432				750.00
Chancery Court - Other Equipment	101	53400	790			750.00	
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>750.00</b>	<b>750.00</b>
<b>Move Funds to Cover Increased Judicial Media Cost</b>							
<b>Juvenile Court - 53500</b>							
Juvenile Court - Travel	101	53500	355				400.00
Juvenile Court - Other Supplies And Materials	101	53500	499				13.00
Juvenile Court - Inservice/Staff Development	101	53500	524			413.00	
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>413.00</b>	<b>413.00</b>
<b>Move Funds to Cover Increase in Travel &amp; Supply Expense</b>							

Inter-Category Amendment Request Fiscal Year ending June 30, 2023 (Informative Report to the Commission)							
Request made November 1 - December 31, 2022							
Line Item Description	Account Number					Debit to Decrease Appropriation	Credit to Increase Appropriation
	Fund	Category	Obj	CC	Sub Obj		
<b>Rescue Squad - 54420</b>							
Rescue Squad - Maintenance And Repair Services-	101	54420	336				1,000.00
Rescue Squad - Other Equipment	101	54420	790				19,000.00
Rescue Squad - Other Capital Outlay	101	54420	799			20,000.00	
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>20,000.00</b>	<b>20,000.00</b>
<b>Move Funds to Cover Equipment &amp; Maintenance Expense</b>							
<b>Communications - 54490</b>							
Other Emergency Management - Travel	101	54490	355			500.00	
Other Emergency Management - Other Equipment	101	54490	790				500.00
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>500.00</b>	<b>500.00</b>
<b>Move Funds to Cover Equipment Increase</b>							
<b>Health Dept - 55110</b>							
Local Health Center - Dues And Memberships	101	55110	320				175.00
Local Health Center - Utilities	101	55110	452			175.00	
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>175.00</b>	<b>175.00</b>
<b>Move Funds to Cover Dues Increase</b>							
<b>Soil Conservation - 57500</b>							
Soil Conservation - Travel	101	57500	355				800.00
Soil Conservation - Inservice/Staff Development	101	57500	524			800.00	
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>800.00</b>	<b>800.00</b>
<b>Move Funds to Cover Travel Increase</b>							
<b>Library Fund 115 - Libraries 56500</b>							
Libraries - Maintenance And Repair Services-	115	56500	335				1,265.00
Libraries - Other Capital Outlay	115	56500	799			1,265.00	
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>1,265.00</b>	<b>1,265.00</b>
<b>Move Allocated Funds to Increase Maintenance &amp; Repair Services - Building</b>							
<b>Solid Waste Fund - 116 Transfer Stations</b>							
Transfer Stations - Maintenance And Repair	116	55733	335			6,000.00	
Transfer Stations - Lubricants	116	55733	433				2,000.00
Transfer Stations - Tires And Tubes	116	55733	450				4,000.00
<b>Debit/Credit Balance for Inter-Category Amendment</b>						<b>6,000.00</b>	<b>6,000.00</b>
<b>Move Funds to Cover Increased Vehicle/Equipment Maintenance Expenses</b>							

Filed 1-4-23

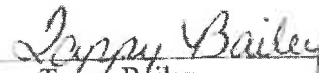
TINA SANDERS  
FRANKLIN COUNTY CLERK  
WINCHESTER, TN 37156

CHANCERY COURT  
SUMMARY OF QUARTERLY REPORTS  
SECOND QUARTER 2022-2023

Franklin County

24000 (Litigation Tax, Delinquent Taxes, Officer Costs, Data)	\$	58,323.27
29900 (Fees and Commissions)		29,493.38
TOTAL	\$	87,816.65

This 4<sup>th</sup> day of January, 2023.

  
Tappy Bailey  
Clerk & Master



**WORKSHEET FOR  
SUMMARY OF QUARTERLY REPORTS  
QUARTER: October-November-December, 2022**

Filed 1-3-23  
**TINA SANDERS  
FRANKLIN COUNTY CLERK  
WINCHESTER, TN 37398**

	Circuit Court	Sessions Court	Juvenile Court	Totals
Franklin County (24000/29000)	48,392.98	135,965.57	5,755.00	\$ 190,113.55
State of Tennessee (23000)	8,636.28	46,998.44	82.00	\$ 55,716.72
Cities (25000)	5,415.63	11,043.85	-	\$ 16,459.48
Judgments/Rest. (26100-26700)	26,724.50	231,784.97	507.52	\$ 259,016.99
Trust Funds (26400)	-	-	-	\$ -
Child Support (26300)	7,505.18	-	7,135.16	\$ 14,640.34
<b>TOTALS</b>	<b>\$ 96,674.57</b>	<b>\$ 425,792.83</b>	<b>\$ 13,479.68</b>	<b>\$ 535,947.08</b>

The above report represents a summary of collections for all three courts for the designated period.

**12/31/2022**

Circuit Court Clerk Robert Baggett



FRANKLIN COUNTY CLERK  
GENERAL LEDGER - FINANCIAL REPORT  
YEAR FORMAT  
FISCAL YEAR 2023 - PERIOD ENDING 12/31/2022

ACCT	DESCRIPTION	BEGINNING BALANCE	GENERAL	RECEIPTS	DISBURSEMENTS	COMMISSIONS	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCE
14310	REALITY PROGRAM	.00	.00	.00	.00	.00	.00	.00	.00
14320	JUVENILE FINES	.00	.00	.00	.00	.00	.00	.00	.00
14490	OTHER COUNTY COLLECTIONS	.00	.00	.00	.00	.00	.00	.00	.00
14492	HELPING SCHOOLS	.00	.00	424.60	424.60	.00	.00	.00	.00
	*** SUB-TOTAL ***	.00	.00	4,006.25	3,827.17	179.08	.00	.00	.00
16000	DUE TO LITIGANTS, HEIRS, & OTHERS	.00	.00	.00	.00	.00	.00	.00	.00
16010	ML Specialty Certificate	.00	.00	.00	.00	.00	.00	.00	.00
16300	CHILD SUPPORT DUE FAMILIES	.00	.00	.00	.00	.00	.00	.00	.00
16301	JUVENILE RESTITUTION/PROCESS	.00	.00	.00	.00	.00	.00	.00	.00
16303	INVESTMENTS(HEIRS,LITIG,OTHER)	.00	.00	.00	.00	.00	.00	.00	.00
16310	PUBLICATIONS	.00	.00	.00	.00	.00	.00	.00	.00
16311	REFUNDS	.00	.00	7,170.74	7,170.74	.00	.00	.00	.00
16312		.00	.00	.00	.00	.00	.00	.00	.00
16315	CONTRIBUTIONS - ORGAN DONOR PR	.00	.00	791.24	791.24	.00	.00	.00	.00
16401	CREDIT CARD FEES - BIS	.00	.00	4,544.75	4,544.75	.00	.00	.00	.00
16405	CREDIT CARD - BANK	.00	.00	9,818.79	9,818.79	.00	.00	.00	.00
	*** SUB-TOTAL ***	.00	.00	22,325.52	22,325.52	.00	.00	.00	.00
19900	FEE & COMMISSION ACCOUNT	-2,754.70	.00	120,445.08	207,075.95	-67,865.57	-18,765.30	.00	-2,754.70
19901	CLERKS FEES/COMMISSIONS	.00	.00	861.00	966.00	.00	-105.00	.00	.00
19902	COMPUTER FEES EARMARK	.00	.00	.00	4,625.65	.00	-4,625.65	.00	.00
19951	DATA PROCESSING FEES EARMARK	.00	.00	.00	.00	.00	.00	.00	.00
19955	TITLE REGAP EARMARKS	.00	.00	600.00	2,108.35	.00	-1,508.35	.00	.00
19957	EVS NOTICE COUNTY EARMARK	.00	.00	19,178.75	19,178.75	.00	.00	.00	.00
	EARMARK TITLE LOCAL 3	.00	.00	141,084.83	233,954.70	-67,865.57	-25,004.30	.00	-2,754.70
	*** SUB-TOTAL ***	-2,754.70	.00	2,070,472.92	2,095,487.22	.00	-25,004.30	.00	-2,789.70
	*** TOTAL ***	-2,799.70	.00	2,070,472.92	2,095,487.22	.00	-25,004.30	.00	-2,789.70

FRANKLIN COUNTY CLERK  
 GENERAL LEDGER - FINANCIAL REPORT  
 YEAR FORMAT  
 FISCAL YEAR 2023 - PERIOD ENDING 12/31/2022

523

ACCT DESCRIPTION	BEGINNING BALANCE	GENERAL	RECEIPTS	DISBURSEMENTS	COMMISSIONS	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCE
SUMMARY OF ASSETS:								
CASH ON HAND	1,275.00							1,275.00
CITIZENS COMMUNITY BANK	45.00							35.00
CREDIT CARDS	.00							.00
RETURN CK RECEIVABLE	1,479.70							1,479.70
TITLE GIFT VOUCHER	.00							.00
RENEWAL GIFT VOUCHER	.00							.00
*** TOTAL ***	2,799.70							2,789.70

THIS REPORT IS SUBMITTED IN ACCORDANCE WITH REQUIREMENTS OF SECTION 5-8-505, AND/OR 67-5-1902, TENNESSEE CODE ANNOTATED, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF ACCURATELY REFLECTS TRANSACTIONS OF THIS OFFICE FOR THE PERIOD ENDING DECEMBER 31, 2022.

(Signature) *Debra Sanders* (Date) 1-5-23  
 (Title) Co Clerk

This report is to be filed with the County Executive and County Clerk.

# FRANKLIN COUNTY PLANNING & ZONING DEPARTMENT

NO. 1 SOUTH JEFFERSON STREET, COURTHOUSE BASEMENT ROOM 109  
WINCHESTER, TENNESSEE 37398

## QUARTERLY REPORT

FISCAL YEAR 2022 - 2023

SECOND QUARTER

	October	November	December
<b>PERMITTED TAXABLE ESTIMATED PROPERTY IMPROVEMENT</b>	<b>\$4,004,500.00</b>	<b>\$4,792,300.00</b>	<b>\$2,544,000.00</b>
<b>TOTAL FEES COLLECTED</b>	<b>\$18,120.00</b>	<b>\$9,130.00</b>	<b>\$3640.00</b>
<b>RESIDENTIAL</b>			
# OF PERMITS	17	8	2
\$ OF PERMITS	\$9200.00	\$4600.00	\$1200.00
<b>COMMERCIAL</b>			
# OF PERMITS	2	1	1
\$ OF PERMITS	\$800.00	\$400.00	\$200.00
<b>INDUSTRIAL</b>			
# OF PERMITS	0	0	0
\$ OF PERMITS	\$00.00	\$00.00	\$00.00
<b>ADDITIONS, MISC.</b>			
# OF PERMITS	9	16	1
\$ OF PERMITS	\$900.00	\$1450.00	\$100.00
<b>CASES</b>			
# OF CASES	23	16	9
\$ OF CASES	\$7220.00	\$2680.00	\$2140.00

F.C. BOARD OF ZONING APPEALS MET: No October Meeting/No Agenda  
November 17, 2022 at 6:00PM  
No Scheduled December Meeting

F.C. REGIONAL PLANNING COMMISSION MET: October 25, 2022 at 6:00PM  
November 29, 2022 at 6:00PM  
No Scheduled December Meeting

  
\_\_\_\_\_  
Janet Petrunich  
Director/Building Commissioner

Franklin County, Tennessee  
Office Of The Register Of Deeds  
Financial Report

For The Period Of 10/01/2022 - 12/31/2022

525

Account Description	Beginning Balance	Adjustments	Receipts	Transfers In	Disbursements	Transfers Out	Commission Transfers	Ending Balance
MORTGAGE TAX	0.00	0.00	137708.28	0.00	134403.26	0.00	3305.02	0.00
CONVEYANCE TAX	0.00	0.00	428656.69	0.00	418368.95	0.00	10287.74	0.00
DP FEES	0.00	0.00	3736.00	0.00	3736.00	0.00	0.00	0.00
REGISTER'S FEES	0.00	0.00	715.00	0.00	715.00	0.00	0.00	0.00
RECORDING FEES	-1072.00	-69.91	46129.00	0.00	59845.67	0.00	-13604.76	-1030.00
LATE FEES	0.00	0.00	500.00	0.00	488.00	0.00	12.00	0.00
MISCELLANEOUS FEES	0.00	0.00	283.05	0.00	283.05	0.00	0.00	0.00
REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVER/SHORT	0.00	0.00	21.01	0.00	21.01	0.00	0.00	0.00
ESCROW	-1087.81	0.00	274.85	0.00	307.59	0.00	0.00	-1055.07
CR/DB CARD FEES	0.00	0.00	78.36	0.00	78.36	0.00	0.00	0.00
TOTALS:	-2159.81	-69.91	618102.24	0.00	618246.89	0.00	0.00	-2085.07
<b>SUMMARY OF ASSETS:</b>								
CASH ON HAND	850.00							850.00
CASH IN BANK	1087.81							1055.07
ACCOUNTS RECEIVABLE	222.00							180.00
TOTALS:	2159.81							2085.07

This report is submitted in accordance with requirements of Sections 5-8-505 and /or 67-5-1902, as amended, Tennessee Code Annotated, and to the best of my knowledge, information and belief accurately reflect transactions of this office for the period 10/01/2022 through 12/31/2022.

Register of Deeds Denise Marshall Date 1-5-23

County Mayor \_\_\_\_\_ Date \_\_\_\_\_  
County Clerk \_\_\_\_\_ Date \_\_\_\_\_

Filed 1-5-2023  
TINA SANDERS  
FRANKLIN COUNTY CLERK  
WINCHESTER, TN 37398

Filed 1-4-23  
**TINA SANDERS**  
**FRANKLIN COUNTY CLERK**  
**WINCHESTER, TN 37398**

FRANKLIN COUNTY TENNESSEE  
 Veterans Service Office  
 839 Dinah Shore Boulevard  
 Winchester, Tennessee 37398

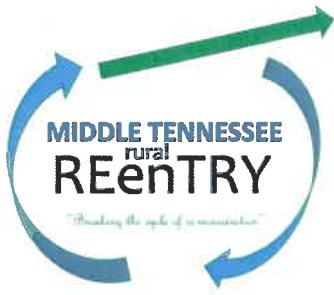
VETERANS SERVICE OFFICE QUARTERLY REPORT

October - December 2022

	OCT	NOV	DEC	TOTAL
Assistance Over the Phone	807	699	536	2042
Office Visits	202	181	111	494
Claims and Correspondence Filed on behalf of Veterans & Dependents	144	219	85	448
<b>Total Assistance Provided to Veterans &amp; Dependents</b>	<b>1153</b>	<b>1099</b>	<b>732</b>	<b>2984</b>
Home Visits & Outreaches (Covid-19) FOOD BOXES DELIVERED	12	13	7 +76	108
Veteran Service Officer Training (hours)	8	4	6	18
Veterans That Were Provided Help For Groceries, Utilities, Lodging, etc.	1	0	1	2
Trips Paid for Veterans on FC Public Transportation	17	14	9	40
Mileage	270	250	245	765

BOBBY CLARK  
 Veterans Service Officer

*Bobby R Clark*



# Quarterly Report October - December 2022

## A RIPPLE EFFECT

In November, Case Managers, Lynn Ventola and Scott Halloway devised a way to offer Moral Reconciliation Therapy (MRT) to a larger number of individuals in the Franklin County Jail. As clients begin attending MRT class and working on assignments in their cells, more and more inmates are witnessing the positive changes in these individuals and are becoming interested in MRT as well as everything the Reentry program has to offer. Since expanding the MRT class Reentry case managers have been able to provide MRT to 48 inmates for the October-December 2022 quarter. This number is increasing on a weekly basis and includes unsentenced as well as sentenced individuals. The ripple effect experienced will lead to a successful outcome for a larger number of justice-involved individuals.

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*Reentry to life...Happens because of the forceful spirit that is unwilling to surrender to the storm. -Unknown*

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## QUARTERLY SUMMARY

- Number of Individuals Receiving Risk and Needs Assessment: 48**
- Number of Individuals Receiving Mental Health and A&D Assessments: 11**
- Number of New Individuals Receiving Services/Classroom Instruction: 48**
- Number of Individuals Referred to Post-Release Treatment Services: 8**
- Number of Individuals Furloughed to Treatment: 5**
- Number of Individuals Served not released: 22**
- Number of Individuals placed in employment this quarter: 10**
- Total weekly salary of those employed this quarter: \$6,165.00**

## GUEST SPEAKERS

Christie Shaw: Decisions, Choices and Options; Alan Burnett: Franklin County Prevention Coalition; Matt Brown: Prevention Coalition for Success; Dustin Ritchie: Narcan Training; Jenny King: Phoenix Boats; Dave Van Buskirk: Toastmasters; David Eldridge: Mock Interviews and Life Skills; Home Depot: Mock Interviews; Debbie Pearson: JSP; Maegan Acklen: TN Vocational Rehabilitation Project Return, Miriam House, Jason Ashley: Ashley Custom Lumber; R3 Recovery; First United Methodist Church; Faith Based, Owl Hollow Church of Christ, Faith Based; Estill Springs Sisters of Faith; UMC

## EMPLOYEE SPOTLIGHT

Lynn Ventola

I joined Franklin County Reentry in May of 2022 as a case manager and instructor. I have 6 years of experience working with domestic violence survivors and 5 years of experience working for the Tennessee Department of Children's Services. I am excited to provide hope and direction toward a more positive lifestyle for incarcerated individuals.





RESOLUTION# 1a-0123

A RESOLUTION AMENDING THE HIGHWAY FUND BUDGET  
OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023.

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unreserved balances in each respective fund,

NOW, THEREFORE, BE IT RESOLVED, that the Highway Fund Budget of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
<b>Debt Service Highway &amp; Streets</b>							
Principal on Notes	131	82120	602				18,233.00
Interest on Notes	131	82220	604				889.00
<b>Fund Balance</b>							
Restricted for Highway/Public Works (-)	131	34550				19,122.00	
<b>Total Highway Fund 131</b>						<b>19,122.00</b>	<b>19,122.00</b>
<b>Final Year of Debt Service for Highway Quarry Land CON \$177,000</b>							

Approved this the 17th Day of January 2023.

(Hwy Commission approved January 2023)



Chris Guess, Honorable County Mayor  
& Chairman to the Commission

Attest

  
Tina Sanders, Co Clerk

Resolution Sponsored By: Riddle & Schultz

Motion to Adopt By: Anderson Jr Second By: Berene

Votes: Ayes: 15 Nays:  Abstain:

Declaration: Approved

Resolution # 16-0123

A RESOLUTION AMENDING THE FRANKLIN CO BOARD OF EDUCATION GENERAL FUND BUDGETS OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unappropriated balances in the Board of Education General Fund Budgets,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education General Fund Budgets of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Unassigned Fund Balance	141	46980				\$ 95,158.00	
Instructional Supplies	141	71300	429		802		\$ 9,578.00
Vocational Instructional Equipment	141	71300	730		802		\$ 76,000.00
Other Salaries & Wages	141	72130	189		802		\$ 2,547.12
Social Security	141	72130	201		802		\$ 157.92
Pension	141	72130	204		802		\$ 36.93
Employer Medicare Liability	141	72130	212		802		\$ 224.13
Retirement-Hybrid Stabilization	141	72130	217		802		\$ 33.90
Other Contracted Services	141	72130	399		802		\$ 6,580.00
<b>SPARC Grant Total</b>						<b>\$ 95,158.00</b>	<b>\$ 95,158.00</b>
<b>Supporting Postsecondary Access in Rural Communities (SPARC) Grant FY23</b>							
Unassigned Fund Balance	141	39000				\$ 10,000.00	
Maintenance of Plant-Other Contracted Services	141	72620	399				\$ 10,000.00
<b>Maintenance of Plant Total</b>						<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>
<b>Maintenance Amount Missed During Budget Process</b>							
Pension	141	71100	204		202	\$ 25.00	
Retirement-Hybrid Stabilization	141	71100	217		202		\$ 25.00
<b>Academic Support</b>						<b>\$ 25.00</b>	<b>\$ 25.00</b>
<b>Saturday School Clean up for Hybrid Retirement</b>							
Insurance Recovery	141	49700		72710		\$ 83.35	
Transportation Repair	141	72710	338	DIST			\$ 83.35
<b>Transportation</b>						<b>\$ 83.35</b>	<b>\$ 83.35</b>
<b>Insurance Recovery Hilton Marlin Bus</b>							

Department & Description	Account Number					Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Contributions & Gifts	141	44570		UNIT	102	\$ 11,850.00	
Other Salaries & Wages	141	73300	189	TUDOR	102		\$ 10,000.00
Social Security	141	73300	201	TUDOR	102		\$ 620.00
Pension	141	73300	204	TUDOR	102		\$ 1,060.00
Employer Medicare Liability	141	73300	212	TUDOR	102		\$ 145.00
Retirement-Hybrid Stabilization	141	73300	217	TUDOR	102		\$ 25.00
<b>United Way Funds</b>						\$ 11,850.00	\$ 11,850.00
<b>Funds for Campora Tutoring</b>							

Approved this the 17th Day of January 2023.

(BOE approved 12/12/22)

  
 Chris Guess, Honorable Franklin County Mayor & Chairman  
 to the Commission

Attest:

  
 Tina Sanders, County Clerk

Resolution Sponsored By: Eldridge & Riddle  
 Motion to Adopt By: Anderson Jr Second By: Benere  
 Votes: Ayes: 15 Nays: \_\_\_\_\_ Pass: \_\_\_\_\_ Declaration: approved

Resolution # 10-0123

A RESOLUTION AMENDING THE FRANKLIN CO BOARD OF EDUCATION GENERAL FUND BUDGETS OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unappropriated balances in the Board of Education General Fund Budgets,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education General Fund Budgets of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
SPED Instruction - Speech Pathologist	141	71200	171			\$ 21,733.00	
SPED Instruction - Social Security	141	71200	201			\$ 1,347.00	
SPED Instruction - Pensions	141	71200	204			\$ 1,956.00	
SPED Instruction - Medical Insurance	141	71200	207			\$ 4,680.00	
SPED Instruction - Employer Medicare	141	71200	212			\$ 261.00	
SPED Instruction - Travel	141	72220	355				\$ 4,000.00
SPED Instruction - Other Contracted Services	141	72220	399				\$ 30,777.00
SPED Instruction - Unemployment Compensation	141	71200	210			\$ 4,800.00	
<b>Total School General Fund</b>						\$ 34,777.00	\$ 34,777.00
<b>Realign Special Education Funds</b>							

Approved this the 17th Day of January 2023.  
(Approved by BOE 12/12/22)

  
Chris Guess, Honorable Franklin County Mayor & Chairman to the Commission

Attest:

  
Tina Sanders, County Clerk

Resolution Sponsored By: Eldridge & Riddle  
 Motion to Adopt By: Anderson Jr. Second By: Benere  
 Votes: Ayes: 15 Nays:          Pass:          Declaration: Approved

Resolution # 1d-0123

A RESOLUTION AMENDING THE FRANKLIN CO BOARD OF EDUCATION GENERAL FUND BUDGETS OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unappropriated balances in the Board of Education General Fund Budget,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education General Fund Budgets of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Contributions (Campora)	141	44570		MODS	102	\$ 2,600.00	
Other Charges	141	73300	599	MODS	102		\$ 2,600.00
<b>Campora - Men Of Distinction Program</b>						<b>\$ 2,600.00</b>	<b>\$ 2,600.00</b>
Contributions (Campora)	141	44570		BOING	102	\$2,250.00	
Other Charges	141	73300	499	BOING	102		\$2,250.00
<b>BOING Youth Conference</b>						<b>\$2,250.00</b>	<b>\$ 2,250.00</b>
Contributions	141	44170			114	\$ 500.00	
Other Charges	141	72210	599		114		\$ 500.00
Instructional Supplies	141	71100	429		114	\$ 500.00	
Other Charges	141	72210	599		114		\$ 500.00
<b>Pen Foundation</b>						<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>

Approved this the 17th Day of January 2023.

(BOE Approved 1/9/23)

  
 Chris Guess, Honorable Franklin County Mayor & Chairman to the Commission

Attest:

  
 Tina Sanders, County Clerk

Resolution Sponsored By: Eldridge & Riddle  
 Motion to Adopt By: Anderson, JR Second By: Benere  
 Votes: Ayes: 15 Nays: \_\_\_\_\_ Pass: \_\_\_\_\_ Declaration: Approved

Resolution # 1e-0123

A RESOLUTION AMENDING THE FRANKLIN CO BOARD OF EDUCATION GENERAL FUND BUDGETS OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unappropriated balances in the Board of Education General Fund Budget,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education General Fund Budgets of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Contributions (Campora)	141	39000				\$ 3,621,043.00	
Other Charges	141	99100	590				\$ 3,621,043.00
<b>TRANE Project - transfer to the Education Capital Projects</b>						<b>\$ 3,621,043.00</b>	<b>\$ 3,621,043.00</b>

Approved this the 17th Day of January 2023.  
(BOE Approved 1/9/23)

  
Chris Guess, Honorable Franklin County Mayor & Chairman to the Commission

Attest:

  
Tina Sanders, County Clerk

Resolution Sponsored By: Eldridge & Riddle  
 Motion to Adopt By: Riddle Second By: Shetters  
 Votes: Ayes: 15 Nays: \_\_\_\_\_ Pass: \_\_\_\_\_ Declaration: Approved

Resolution # 19-0123


A RESOLUTION AMENDING THE FRANKLIN CO BOARD OF EDUCATION GENERAL PURPOSE SCHOOL BUDGET OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unappropriated balances in the General Purpose School Budget Fund,


NOW, THEREFORE, BE IT RESOLVED, that the General Purpose School Budget Fund of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Community Services - Other Salaries and Wages	141	73300	189		133		\$ 78.00
Community Services - Social Security	141	73300	201		133		\$ 6.20
Community Services - Retirement	141	73300	204		133		\$ 8.69
Community Services - Medicare	141	73300	212		133		\$ 1.45
Community Services - Other Contracted Services	141	73300	399		133	\$ 94.34	
<b>Community Preventions Sheehan</b>						<b>\$ 94.34</b>	<b>\$ 94.34</b>
Other Federal Through State	141	47590			146	\$ 77,000.00	
Community Services - Other Contracted Services	141	73300	399		146		\$ 55,000.00
Community Services - Other Supplies and Materials	141	73300	499		146		\$ 5,000.00
Community Services - Indirect Cost	141	73300	504		146		\$ 7,700.00
Community Services - Other Non Personnel	141	73300	599		146		\$ 9,300.00
<b>New Funding - State Opioid Response II - Community Response FY 2023</b>						<b>\$ 77,000.00</b>	<b>\$ 77,000.00</b>

Approved this the 17th Day of January 2023.  
(BOE Approved 1/9/23)

  
Chris Guess, Honorable Franklin County Mayor & Chairman  
to the Commission

Attest:

  
Tina Sanders, County Clerk

Resolution Sponsored By: Eldridge & Riddle  
 Motion to Adopt By: Johnson Second By: Bauer  
 Votes: Ayes: 15 Nays: \_\_\_\_\_ Pass: \_\_\_\_\_ Declaration: Approved

RESOLUTION# - 19-0123

A RESOLUTION AMENDING THE SOLID WASTE FUND BUDGET OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023.

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unreserved balances in each respective fund,


NOW, THEREFORE, BE IT RESOLVED, that the Solid Waste Fund Budget of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
<b>Solid Waste Fund 116</b>							
Other State Grants - TDEC	116	46800		TDEC		32,362.00	
Transfer Station - Solid Waste Equipment	116	55733	733	TDEC			32,362.00
<b>Total Solid Waste Fund 116</b>						<b>32,362.00</b>	<b>32,362.00</b>
<b>TDEC Used Oil Grant FY23</b>							

Approved this the 17th Day of January 2023

  
 Chris Guess, Honorable County Mayor & Chairman of the Commission

ATTEST:

  
 Tina Sanders, County Clerk

Resolution Sponsored By: Eldridge & Riddle

Motion to Adopt By: Mc Millan Second By: Nand

Votes: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Pass: \_\_\_\_\_ Declaration: Approved



RESOLUTION# - 1h-0123

A RESOLUTION AMENDING THE COUNTY GENERAL FUND BUDGETS OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unreserved balances in each respective fund,

NOW, THEREFORE, BE IT RESOLVED, that the County General Fund Budgets of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Unassigned Fund Balance	101	39000				28,115.00	
Finance Dept - Accountants	101	52900	119				21,980.00
Finance Dept - Social Security	101	52900	201				1,365.00
Finance Dept - Pensions	101	52900	204				335.00
Finance Dept - Medical Premium	101	52900	207				4,115.00
finance Dept - Employer Medicare	101	52900	212				320.00
<b>Total County General Fund 101</b>						<b>28,115.00</b>	<b>28,115.00</b>
<b>Finance Director Request for additional Employee and Purchasing Agent position</b>							

Approved this the 17th Day of January 2023.

  
 Chris Guess, Honorable County Mayor & Chairman of the Commission

ATTEST:

  
 Tina Sanders, County Clerk

Resolution Sponsored By: Eldridge & Riddle

Motion to Adopt By: Anderson, Jr Second By: Shelters

Votes: Ayes: 15 Nays:          Pass:          Declaration: Approved

RESOLUTION# - 11-0123

A RESOLUTION AMENDING THE COUNTY GENERAL FUND BUDGET OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023.

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unreserved balances in each respective fund,


NOW, THEREFORE, BE IT RESOLVED, that the County General Fund Budget of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
<b>County General Fund 101</b>							
Unassigned Fund Balance	101	39000				9,118.00	
Comm Reentry - Other Salaries & Wages	101	54230	189				10,132.00
Comm Reentry - Social Security	101	54230	201				628.00
Comm Reentry - Pensions	101	54230	204			1,789.00	
comm Reentry - Employer Medicare Liability	101	54230	212				147.00
<b>Total County General Fund 101</b>						<b>10,907.00</b>	<b>10,907.00</b>
<b>Comm Reentry Counselor Bg Increase FY22</b>							

Approved this the 17th Day of January 2023.

  
 Chris Guess, Honorable County Mayor & Chairman of the Commission

ATTEST:

  
 Tina Sanders, County Clerk

Resolution Sponsored By: Riddle & Eldridge  
 Motion to Adopt By: Anderson, Jr Second By: Shelters  
 Votes: Ayes: 15 Nays: \_\_\_\_\_ Pass: \_\_\_\_\_ Declaration: Approved

RESOLUTION# - 1j-0123

A RESOLUTION AMENDING THE COUNTY GENERAL FUND BUDGETS OF FRANKLIN COUNTY, TENNESSEE FOR THE FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, certain amendments are needed to provide for compliance with audit requirements to not overspend allocated amounts in different funds and receive unanticipated revenues that require an increase in estimated revenue and/or proposed expenditures from unreserved balances in each respective fund,


NOW, THEREFORE, BE IT RESOLVED, that the County General Fund Budgets of Franklin County, Tennessee be amended as follows:

Department & Description	Account Number					Debit Revenue Source	Credit Expenditure
	Fund	Category	Obj	CC	Sub Obj		
Federal Through State	101	47590		54110			1,800.00
Other Public Safety - Other Equipment	101	54710	790	54110		1,800.00	
<b>Total County General Fund 101</b>						<b>1,800.00</b>	<b>1,800.00</b>
<b>Clean up Sheriff Grant Award FY23 Training Equipment</b>							
Federal Through State	101	47590		AIRPT			9,000.00
Airport - Contracted Services	101	58220	399	AIRPT		9,000.00	
COVID - 19 Grant # 5 Revenue	101	47305		AIRPT		9,000.00	
COVID - 19 Grant # 5	101	58805	399	AIRPT			9,000.00
<b>Total County General Fund 101</b>						<b>18,000.00</b>	<b>18,000.00</b>
<b>Clean up Airport Grant Revenue &amp; Expense Lines - Coronavirus</b>							
Unassigned Fund Balance	101	39000				8,000.00	
Juvenile Services - Other Contracted Service	101	54240	399				8,000.00
<b>Total County General Fund 101</b>						<b>8,000.00</b>	<b>8,000.00</b>
<b>Finance Approved Budget - not reflected in consolidated budget</b>							

Approved this the 17th Day of January 2023.

  
 Chris Guess, Honorable County Mayor & Chairman of the Commission

ATTEST:

  
 Tina Sanders, County Clerk

Resolution Sponsored By: Schultz & Riddle

Motion to Adopt By: Anderson Jr Second By: Shelters

Votes: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Pass: \_\_\_\_\_ Declaration: Approved

RESOLUTION 16-0123

**APPROVING A TRANE US INC ENERGY CONSERVATION & INFRASTRUCTURE IMPROVEMENT PROGRAM FOR THE SCHOOL BOARD UTILIZING STATE OF TENNESSEE ENERGY EFFICIENT SCHOOLS INITIATIVE PROGRAM LOAN AND OTHER SOURCES**

**WHEREAS**, the Franklin County School Board desires to enter into a contract with TRANE US, Inc. for an Energy Conservation & Infrastructure Improvement Program for a total cost of Nine Million Seven Hundred Forty-Four Thousand Twenty-Four Dollars (\$9,744,024); and

**WHEREAS**, Franklin County Schools has qualified for a low interest fourteen-year loan in the amount of Two Million Five Hundred Eight Thousand Nine Hundred Eighty-One Dollars (\$2,508,981) available from the State of Tennessee Energy Efficient Schools Initiative (EESI) Program; and

**WHEREAS**, it is being proposed that the remainder of the purchase price be funded by Education Debt Service Fund Balance of Three Hundred Thirty-Nine Thousand (\$339,000); School General Fund Balance in the amount of Three Million Six Hundred Twenty-One Thousand Forty-Three Dollars (\$3,621,043) and ESSER Funds (Elementary and Secondary School Emergency Relief Fund) in the amount of Three Million Two Hundred Seventy-Five Thousand Dollars (\$3,275,000) by a separate Resolution, and

**WHEREAS**, TRANE U S, Inc. guarantees the project will produce a calculated value of Five Million Fifty-Seven Thousand Four Hundred Two Dollars (\$5,057,402) in savings over a fourteen (14) year term producing One Million Four Hundred Sixty-One Thousand Six Hundred Eighty-One Dollars (\$1,461,681) in excess savings after program cost to aid the District in payment for the project.

**THEREFORE BE IT RESOLVED** by the Franklin County Board of Commissioners that the proposal by TRANE US, Inc for the Energy Conservation & Infrastructure Improvement Program be approved at a cost of Nine Million Seven Hundred Forty-Four Thousand Twenty-Four Dollars (\$9,744,024) with funding to be provided from a Fourteen (14) year loan in the amount Two Million Five Hundred Eight Thousand Nine Hundred Eighty-One Dollars (\$2,508,981) from the Tennessee Energy Efficient Schools Initiative, with a One Half percent (0.5%) interest rate and; by Education Debt Service Fund Balance of Three Hundred Thirty-Nine Thousand (\$339,000); School General Fund Balance in the amount of Three Million Six Hundred Twenty-One Thousand Forty-Three Dollars (\$3,621,043); and ESSER Funds (Elementary and Secondary School Emergency Relief Fund) in the amount of Three Million Two Hundred Seventy-Five Thousand Dollars (\$3,275,000)

**RESOLVED**, this 17th day of January 2023.

  
Chris Guess, Honorable County Mayor & Chairman to the Commission

ATTEST:

  
Tina Sanders, County Clerk

RESOLUTION SPONSORED BY: Riddle & Schultz

MOTION TO ADOPT: Nasch SECOND BY: McMillan

VOTES: AYES 15 NAYS \_\_\_\_\_ DECLARATION Approved

## ENERGY EFFICIENT SCHOOLS INITIATIVE LOAN AGREEMENT

This Loan Agreement is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 2022, by and between the Energy Efficient Schools Council (the “Lender”) and Franklin County, Tennessee (the “Borrower”) for the benefit of Franklin County Schools, to provide for the financing of all or a portion of a qualifying capital outlay project (the “Project”).

### ARTICLE 1 Definitions

Section 1.01. Defined Terms. The following words, terms and phrases shall have the following respective meanings:

“Act” means the Energy Efficient Schools Initiative (EESI) of 2008, Tennessee Code Annotated §§ 49-17-101 *et seq.*, as amended from time to time.

“Authorized Borrower Representative” means any Person from time to time authorized to act on behalf of a Borrower pursuant to the Charter, or ordinance or resolution of the governing body of such Borrower, a copy of which is filed with the Lender, to perform such act or execute such document on behalf of the Borrower pursuant to a certificate signed by the Person executing this Loan Agreement or his successor in office and giving the name and specimen signature of the Person or Persons so designated

“Borrower” means Franklin County, Tennessee.

“Borrower Request”, “Borrower Order” and “Borrower Consent” means, respectively, a written request, order or consent signed by an Authorized Borrower Representative and delivered to the Authority.

“Business Day” means any day other than (a) a Saturday or Sunday, (b) a day on which banking institutions located in the State are required or authorized by law or executive order to close, or (c) a day on which the New York Stock Exchange is closed.

“Cost” or “Cost of the Project” means the following:

(a) The cost of improving, equipping, and repairing the Project, or any combination of such purposes, and demolishing structures on the Project sites;

(b) The cost of labor, materials, machinery and equipment as payable to contractors, builders and materialmen in connection with the Project;

(c) Governmental charges levied or assessed during equipping of the Projects or upon any property acquired therefor, and premiums on insurance in connection with the Projects during construction;

(d) Fees and expenses of architects and engineers for estimates, surveys and other preliminary investigations, environmental tests, soil borings, appraisals, preparation of plans, drawings and specifications and supervision of the Project properly chargeable to the Project, as well as for the performance of all other duties of architects and engineers in relation to the construction and installation of the Project;

(e) Expenses of administration, supervision and inspection properly chargeable to the acquisition and construction of Project, including the fees of the Borrower relating to the design, construction and equipping of the Project and all other items of expense, not elsewhere specified herein, incident to the construction, installation and placing in operation of the Project; and

(f) Any other cost of the Project permitted to be financed by the Lender pursuant to the Act.

“Date of Disbursement” means the date funds are disbursed by the Lender to the Borrower, by check or wire, whether or not the Borrower receives them on that date.

“Event of Default” means any event defined in Section 6.01 hereof.

“Fund” means the energy efficient schools council fund established as a separate account in the State treasury.

“Lender” means the twelve (12) member energy efficient schools council established by the Act.

“Loan” means the loan made by the Lender to the Borrower pursuant to this Loan Agreement as described in Section 3.01 hereof.

“Loan Administrator” means initially the Division of State Government Finance, which will perform certain functions in administering this Loan as requested from time to time by the Lender, or any successor Loan Administrator.

“Loan Agreement” means this Loan Agreement as it now exists and as it may thereafter be amended.

“Loan Repayments” means the payments on account of principal of and interest on the Loan and any and all other amounts payable by the Borrower hereunder.

“Loan Repayment Dates” means: (i) with respect to Loan Repayments attributable to any payment of principal and interest monthly on the first day of the month, and continuing on the first day of each month thereafter until the Loan is paid in full, or if such day is not a Business Day, then on the next preceding Business Day and as more fully described on **Exhibit D** attached hereto; and (ii) with respect to all other Loan Repayments, at any time on demand by the Authority.

“Person” means any individual, corporation, partnership, limited partnership, joint venture, association, joint-stock company, trust, unincorporated association, limited liability corporation or partnership, or government or any agency or subdivision thereof, or other legal entity or group of entities.

“Project” or “Projects” means the construction, rehabilitation or repair of public school facilities, and equipment for public school facilities as described in **Exhibit C** hereto. **Exhibit C** shall be amended automatically, and without further action required by the Borrower, to conform **Exhibit C** to any additional project that is approved by the Lender. Where more than one Project is being financed, Project applies to each Project individually or collectively, as the context requires.

“State” means the State of Tennessee.

Section 1.02. Interpretation. Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. The word “person” shall include the plural as well as the singular number unless the context shall otherwise indicate; the word “person” also shall include corporations, associations, natural persons and public bodies unless the context shall otherwise indicate.

## ARTICLE 2 Project

Section 2.01. Description. Attach proposal submitted to Lender for approval.

Section 2.02. Funding. The Project is to be funded as follows:

Loan from the Fund	\$2,508,981.00
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ARTICLE 3  
The Loan

Section 3.01. Loan. The Lender hereby agrees to lend and advance to the Borrower and the Borrower hereby agrees to borrow and accept from the Lender, the Loan in the principal amount of \$2,508,981 for a term of fourteen (14) Years at 0.5%. The Lender shall disburse the proceeds of the Loan to the Borrower from amounts on deposit in the Fund. The Loan shall bear interest at the rate established by the Lender at its meeting at which this Loan was approved; such interest rate is stated on the repayment schedule attached hereto as **Exhibit D**. Amounts disbursed during construction shall bear interest at such rate, and such interest shall accrue and be added to principal for the periods from the Dates of Disbursement through the first Loan Repayment Date.

Section 3.02. Use of Proceeds by the Borrower. The Borrower will use the funds lent to it by the Authority pursuant to Section 3.01 hereof solely to pay the Costs of the Project.

Section 3.03. Disbursements of Loan Proceeds. The Lender shall disburse funds from the Fund only upon receipt of a requisition, appropriately completed and signed by an Authorized Borrower Representative in the form attached hereto as **Exhibit A**. Each request by the Borrower for disbursement shall constitute a certification by the Borrower that all representations made by the Borrower in this Loan Agreement remain true as of the date of the request and that no material adverse developments affecting the financial condition of the Borrower or its ability to complete the Project or repay the Loan have occurred since the date of this Loan Agreement unless specifically disclosed in writing by the Borrower with the request of disbursement. Proper invoices and other documentation reasonably required by and acceptable to the Lender must be submitted with each request for disbursement. The Lender may conduct audits or request documentation to determine the cost incurred by the Borrower for the Project. No more than ninety (90%) percent of the Loan shall be disbursed to the Borrower prior to the time the Project has been completed and approved by the Lender. After approval by the Lender, the remaining ten (10%) percent of the Loan will be disbursed to the Borrower.

Section 3.04. Completion of the Projects. When requesting final payment from the Fund, the Borrower shall cause to be submitted the requisition required by Section 3.03 hereof and a certificate signed by an Authorized Borrower Representative in the form attached hereto as **Exhibit B**. Said certificate shall state that no further funds will be withdrawn from the Fund to pay the Cost of the Project. The Lender does not make any warranty, either express or implied, that the moneys which, under provisions of this Loan Agreement, will be available for payment of the Costs of the Project, will be sufficient to pay all of the Costs of the Project.



ARTICLE 4  
Payment Obligations of Borrower

Section 4.01. Loan Repayments. The Borrower agrees to pay to the Lender all Loan Repayments on each Loan Repayment Date, in the amounts and in the manner hereinafter provided. The repayment schedule requires payments of principal and interest to begin on the first Loan Repayment Date following the passage of sixty (60) days after the Project is completed. The repayment schedule initially attached hereto as **Exhibit D** is based on certain assumptions regarding disbursed principal amounts, the completion date and zero accrued interest. After the completion of the Project and prior to the first Loan Repayment Date thereafter, the Lender will furnish the Borrower a revised repayment schedule reflecting the actual principal amount disbursed together with the accrued interest thereon and the actual Loan Repayment Dates. This revised repayment schedule is to be substituted for the one initially attached hereto as **Exhibit D** and shall be conclusive absent manifest error. The revised repayment schedule shall not constitute an amendment of this Loan Agreement requiring approval by the parties hereto.

Section 4.02. Time and Manner of Payment. Except as provided in Section 4.05 hereof, the Borrower agrees to make each Loan Repayment directly to the Loan Administrator on or before each Loan Repayment Date in lawful money of the United States of America by electronic funds transfer of immediately available funds in accordance with instructions supplied from time to time by the Lender or the Loan Administrator.

Section 4.03. Payments; Obligation of Borrower Unconditional. The obligation of the Borrower to make payments hereunder and to perform and observe all other covenants, conditions and agreements hereunder shall be absolute and unconditional until payment of all Borrower obligations hereunder, irrespective of any defense or any rights of setoff, recoupment or counterclaim which the Borrower might otherwise have against the Lender. Until payment of all Borrower obligations hereunder, the Borrower shall not suspend or discontinue any such payment hereunder or fail to observe and perform any of their other covenants, conditions and agreements hereunder for any cause, including without limitation failure of consideration, failure of title to any part of all of the Projects, or commercial frustration of purpose, or any damages to or destruction or condemnation of all or any part of the Projects, or any change in the tax or other laws of the United States of America, the State of Tennessee or any political subdivision of either, or any failure of the Lender to observe and perform any covenant, condition or agreement, whether express or implied, or any duty, liability or obligation arising out of or in connection with any document in connection with the financing of the Project. Nothing contained in this Section, however, shall be construed to release the Lender from the performance of any of its obligations hereunder or under any documents related hereto.

Section 4.04. Reduction of Principal. The Loan will be reduced, and a new repayment schedule shall be provided to the Borrower as provided in Section 4.01, if less than the full amount of the Loan is disbursed to the Borrower.

Section 4.05. Prepayment. The Borrower may prepay all or any portion of the Loan and any accrued interest thereon at any time without penalty.

ARTICLE 5  
Representations and Covenants of Borrower

The Borrower makes the following representations and covenants, in addition to those elsewhere set forth herein, as the basis for the undertakings on the part of the Lender contained herein:

(a) The Borrower is a municipal corporation or political subdivision, as appropriate, duly created and existing under the laws of the State of Tennessee, and has full legal right, power and authority (i) to conduct its business and own its properties, (ii) to enter into this Loan Agreement, and (iii) to carry out and consummate all other transactions contemplated by this Loan Agreement.

(b) With respect to the authorization, execution and delivery of this Loan Agreement, the Borrower has complied and will comply with all applicable laws of the State of Tennessee.

(c) The Borrower has duly approved the execution and delivery of this Loan Agreement and has authorized the taking of any and all action as may be required on the part of the Borrower to carry out, give effect to and consummate the transactions contemplated by this Loan Agreement.

(d) This Loan Agreement has been duly authorized, executed and delivered by the Borrower and, assuming due authorization, execution and delivery by the Lender, will constitute a legal, valid and binding obligation of the Borrower enforceable in accordance with its terms, subject to bankruptcy, insolvency, moratorium, reorganization or other similar laws affecting the enforcement of creditors' rights generally or by such principles of equity as the court having jurisdiction may impose with respect to certain remedies which require or may require enforcement by a court of equity and no other authorization is required.

(e) There is no action, suit, proceedings, inquiry on investigation, at law or in equity, before or by any court, public board or body, pending or, to the knowledge of the Borrower, threatened against the Borrower, nor is there any basis therefor, (i) affecting the creation, organization or existence of the Borrower or the title of its officers to their respective offices, (ii) seeking to prohibit, restrain or enjoin the execution or delivery of this Loan Agreement or (iii) in any way contesting or affecting the validity or enforceability of this Loan Agreement or any agreement or instrument relating to any of the foregoing or used or contemplated for use in the consummation of the transactions contemplated by any of the foregoing.

(f) The Borrower is not in any material respect in breach of or in default under any applicable law or administrative regulation of the State or the United States of America or any applicable judgment or decree or any agreement or other instrument to which the Borrower is a party or by which it or any of its properties is bound, and no event has occurred which with the

passage of time, the giving of notice or both would constitute such a breach or default; and the execution and delivery of this Loan Agreement and compliance with the respective provisions thereof will not conflict with or constitute a breach of or default under any applicable law or administrative regulation of the State or of the United States of America or any applicable judgment or decree or any agreement or other instrument to which the Borrower is a party or by which it or any of its property is bound.

(g) The Borrower is not in default under any loan agreement, note, bond, mortgage or other instrument evidencing or securing indebtedness.

(h) All information provided to the Lender in this Loan Agreement or in any other document or instrument with respect to the Loan, this Loan Agreement or the Project, was at the time provided, and is now, true, correct and complete, and such information does not omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

(i) The Borrower covenants to complete the Project in a timely fashion in accordance with the project schedule provided to the Lender and to comply with all applicable State statutes, rules, and regulations pertaining to this Loan Agreement and the Project as well as with any conditions that may have been established by the Lender when it approved this Loan.

(j) The Borrower covenants to establish and maintain adequate financial records for the Project in accordance with generally accepted government accounting principles; to allow for an audit by the State of financial records and transactions covering any fiscal year for which a Project Loan has been approved and not yet repaid in full.

## ARTICLE 6 Events of Default

Section 6.01. Events of Default. An Event of Default shall occur hereunder if any one or more of the following events shall happen:

(a) payments required by Sections 4.01 through 4.04 are not paid punctually when due;

(b) default shall be made by the Borrower in the due performance of or compliance with any of the terms hereof, other than those referred to in the foregoing subdivision (a), and such default shall continue for sixty (60) days after the Lender shall have given the Borrower written notice of such default (or in the case of any such default which cannot with due diligence be cured within such 60-day period, if the Borrower shall fail to proceed promptly to commence curing the same and thereafter prosecute the curing of such default with due diligence, it being intended in connection with any such default not susceptible of being cured with due diligence within the 60 days that the time to cure the same shall be extended for such period as may be reasonably necessary to complete the curing of the same with all due diligence);

(c) the Borrower shall file a voluntary petition in bankruptcy, or shall be adjudicated a bankrupt or insolvent, or shall file any petition or answer seeking any reorganization, composition, readjustment, liquidation or similar relief for itself under any present or future statute, law or regulation, or shall seek or consent to or acquiesce in the appointment of any trustee, receiver or liquidator of the Borrower or of all or any substantial part of its properties or of the Projects or shall make any general assignment for the benefit of creditors, or shall admit in writing its inability to pay its debts generally as they become due; or

(d) a petition shall be filed against the Borrower seeking any reorganization, composition, readjustment, liquidation or similar relief under any present or future statute, law or regulation and shall remain undismissed or unstayed for an aggregate of 90 days (whether or not consecutive), or if any trustee, receiver or liquidator of the Borrower or of all or any substantial part of its properties or of the Projects shall be appointed without the consent or acquiescence of the Borrower and such appointment shall remain unvacated or unstayed for an aggregate of 90 days (whether or not consecutive).

Section 6.02. Remedies. Upon the continuing occurrence of an Event of Default, regardless of the pendency of any proceeding which has or might have the effect of preventing the Borrower from complying with the terms of this Loan Agreement, the Lender, or any other Person who has succeeded to the rights of the Lender hereunder, at any time thereafter and while such Event of Default shall continue, may, at its option, take any action at law or in equity to collect amounts then due and thereafter to become due hereunder, including without limitation declaring the unpaid principal and interest to be immediately due and payable, or to enforce performance and observance of any obligation, agreement or covenant of the Borrower under this Loan Agreement.

## ARTICLE 7 Conditions Precedent to Loan

Section 7.01. Borrower's Certificate. Prior to execution of the Loan Agreement by the Lender, the Borrower shall have furnished to the Lender, in form and substance satisfactory to the Lender, a certificate of the Borrower certifying the resolution authorizing the Borrower to enter into this Loan Agreement.

Section 7.02. Attorney's Opinion. Prior to execution of the Loan Agreement by the Lender, the Borrower also shall have furnished to the Lender, in form and substance satisfactory to the Lender, an opinion of Borrower's counsel to the effect that: (1) the Borrower has been duly created and is validly existing and has full power and authority (under its Charter and By-Laws or general law, if applicable, and other applicable statutes) to enter into and carry out the terms of this Loan Agreement; (2) this Loan Agreement is duly executed and constitutes a valid and binding contract of the Borrower, enforceable in accordance with its terms except as the enforceability thereof may be limited by bankruptcy, reorganization, insolvency, moratorium, or similar laws affecting the enforcement of creditors' rights generally; (3) this Loan Agreement is not in conflict in any material way with any contracts or ordinances of the Borrower; and (4) there is no litigation materially adversely affecting this Agreement or the financial condition of the Borrower.

ARTICLE 8  
Miscellaneous

Section 8.01. Waiver of Statutory Rights. The rights and remedies of the Lender and the Borrower under this Loan Agreement shall not be adversely affected by any laws, ordinances, or regulations, whether federal, state, county, city, municipal or otherwise, which may be enacted or become effective from and after the date of this Loan Agreement affecting or regulating or attempting to affect or regulate any amounts payable hereunder.

Section 8.02. Non-Waiver by Lender. No failure by Lender or by any assignee to insist upon the strict performance of any term hereof or to exercise any right, power or remedy consequent upon a breach thereof, and no acceptance of any payment hereunder, in full or in part, during the continuance of such breach, shall constitute waiver of such breach or of such term. No waiver of any breach shall affect or alter this Loan Agreement or constitute a waiver of a then existing or subsequent breach.

Section 8.03. Remedies Cumulative. Each right, power and remedy of Lender provided for in this Loan Agreement shall be cumulative and concurrent and shall be in addition to every other right, power or remedy provided for in this Loan Agreement, or now or hereafter existing at law or in equity or by statute or otherwise, in any jurisdiction where such rights, powers or remedies are sought to be enforced, and the exercise or beginning of the exercise by the Lender of any one or more of the rights, powers or remedies provided for in this Loan Agreement or now or hereafter existing at law or in equity or by statute, or otherwise shall not preclude the simultaneous or later exercise by the Lender of any or all such other rights, powers or remedies.

Section 8.04. Amendments, Changes and Modification. This Loan Agreement may not be effectively amended, changed, modified, altered or terminated without the written agreement of each of the parties hereto, provided, however, that changes by the Lender to the repayment schedule attached hereto as **Exhibit D** after completion of construction as provided in Section 4.01 shall not be deemed an amendment, change or modification or alteration hereof.

Section 8.05. Applicable Law - Entire Understanding. This Loan Agreement shall be governed exclusively by the applicable laws of the State of Tennessee. This Loan Agreement expresses the entire understanding and all agreements of the parties hereto with each other and neither party hereto has made or shall be bound by any agreement or any representation to the other party which is not expressly set forth in this Loan Agreement.

Section 8.06. Severability. In the event that any clause or provision of this Loan Agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provisions shall not affect any of the remaining provisions of such instrument.

Section 8.07. Notices and Demands. All notices, certificates, demands, requests, consents, approvals and other similar instruments under this Loan Agreement shall be in writing, and shall be deemed to have been properly given and received if sent by United States certified or registered

mail, postage prepaid, (a) if to the Borrower, addressed to the Borrower, Mayor Chris Guess, 855 Dinah Shore Blvd, St #3, Winchester, TN 37398 or (b) if to the Lender, Energy Efficient Schools Initiative, Andrew Johnson Tower – 10<sup>th</sup> Floor, 710 James Robertson Parkway, Nashville, TN 37243, ATTN: Executive Director, with a copy to Division of State Government Finance, Cordell Hull Building, 425 Rep. John Lewis Way North, Nashville, Tennessee 37243-3400, or at such other addresses as any addressee from time to time may have designated by written notice to the other addressees named above.

Section 8.08. Headings and References. The headings in this Loan Agreement are for the convenience of reference only and shall not define or limit the provisions thereof. All references in this Loan Agreement to particular Articles or Sections are references to Articles or Sections of this Loan Agreement, unless otherwise indicated.

Section 8.09. Successors and Assigns. The terms and provisions of this Loan Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

Section 8.10. Multiple Counterparts. This Loan Agreement may be executed in multiple counterparts, each of which shall be an original but all of which together shall constitute but one and the same instrument.

Section 8.11. No Liability of Lender's and Borrower's Officers. No recourse under or upon any obligation, covenant or agreement contained in this Loan Agreement shall be had against any incorporator, member, director or officer, as such, past, present or future, of the Lender or the Borrower, either directly or through the Lender or the Borrower. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any such incorporator, member, director or officer is hereby expressly waived and released by the Borrower and the Lender against the other's incorporators, members, directors or officers as a condition of and consideration for the execution of this Loan Agreement.

Section 8.12. Loan Administrator. Any function required or permitted to be performed hereunder by the Lender may, in the Lender's sole determination and upon notice to the Borrower, be performed by the Loan Administrator. After such notice to the Borrower, the Borrower shall deal solely with the Loan Administrator with respect to such matters.

*Signatures on Following Page*

IN WITNESS WHEREOF, the parties to this Agreement have caused the Agreement to be executed by their respective duly authorized representatives.

**BORROWER**

NAME: \_\_\_\_\_ (County)

BY: \_\_\_\_\_ (Signature)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SCHOOL BOARD**

NAME: \_\_\_\_\_

BY: \_\_\_\_\_ (Signature)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SCHOOL DIRECTOR**

NAME: \_\_\_\_\_

BY: \_\_\_\_\_ (Signature)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LENDER:**

ENERGY EFFICIENT SCHOOLS COUNCIL

BY: \_\_\_\_\_ (Signature)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT A**  
**REQUISITION**

REQUISITION NO. \_\_\_\_\_

Energy Efficient Schools Council

The undersigned, being an Authorized Borrower Representative within the meaning of that term as set forth in a loan agreement (the "Loan Agreement"), dated \_\_\_\_\_, 2022, by and between the Energy Efficient Schools Council and Franklin County, Tennessee (the "Borrower"), submits this Requisition on behalf of the Borrower pursuant to Section 3.03 of the Loan Agreement, as follows:

1. Borrower hereby requests disbursement to the Borrower pursuant to the Loan Agreement of \$ \_\_\_\_\_.
2. All amounts advanced hereunder will be used to pay Cost of the Project, as defined in the Loan Agreement.
3. The amounts requested hereunder have not been the subject of a previous request for disbursement of funds.
4. The subject of this request is a proper Costs of the Project, as described in the Loan Agreement.
5. The amount requested should be wired to:  
Bank: \_\_\_\_\_  
ABA Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_

It is understood that your duties will be discharged with respect to the disbursement requested hereunder if payment is made as provided herein.

IN WITNESS WHEREOF, the undersigned has hereunto set his (her) hand, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Funding Date: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.



**EXHIBIT B**

**COMPLETION CERTIFICATE**

The undersigned, being an Authorized Borrower Representative within the meaning of that Loan Agreement ("Loan Agreement"), dated \_\_\_\_\_, 2022, by and between the Energy Efficient Schools Council and Franklin County, Tennessee (the "Borrower"), submits this Completion Certificate on behalf of the Borrower pursuant to Section 3.04 of the Loan Agreement, as follows:

1. No additional advances of funds under the Loan Agreement will be requested from the Trustee, and no additional Requisitions for disbursement of funds will be presented to the Trustee;
2. The Project or Projects to be financed with the proceeds of the Loan under the Loan Agreement have been completed or sufficient funds are available to complete the Project or Projects to the satisfaction of the Borrower; and

Notwithstanding the foregoing, this Certificate is given without prejudice to any rights against third parties which exist as of the date hereof or which may subsequently come into being.

IN WITNESS WHEREOF, the undersigned has hereunto set his (her) hand this \_\_\_\_ day of \_\_\_\_\_.

Franklin County, Tennessee

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **EXHIBIT C**

### **DESCRIPTION OF PROJECT**

With 13 schools and 2 support facilities, Trane's EESI Project for Franklin County Schools includes Interior and Exterior Lighting Upgrades, BAS Controls and Pivot Thermostats, BAS Controls Retro-Commissioning, Tower Fan Variable Frequency Drives, and Building Envelope Weatherization. This project is set to return \$544,555 at the end of the 14 Year Term after all project costs are accounted for.

**EXHIBIT D**  
**REPAYMENT SCHEDULE**

Franklin County Estimated\*\* Loan No. 260-003

PRINCIPAL	\$	2,508,981	
ACCRUED INTEREST			*
<b>TOTAL AMORTIZED</b>	<b>\$</b>	<b>2,508,981</b>	
RATE OF INTEREST		0.50%	
MONTHS		168	
MONTHLY PAYMENTS	\$	15,460	***
TOTAL INTEREST	\$	88,279	
TOTAL PAYMENTS	\$	2,597,260	

	PERIOD	BEGINNING PRINCIPAL BALANCE	PRINCIPAL REQUIREMENT (PER MONTH)	INTEREST REQUIREMENT (PER MONTH)	TOTAL DEBT SERVICE REQUIREMENT (PER MONTH)	ENDING PRINCIPAL BALANCE
Payment 1	** TO Payment 12	\$ 2,508,981	\$ 14,454	\$ 1,006	\$ 15,460	\$ 2,335,533
Payment 13	TO Payment 24	2,335,533	14,527	933	15,460	2,161,209
Payment 25	TO Payment 36	2,161,209	14,599	861	15,460	1,986,021
Payment 37	TO Payment 48	1,986,021	14,673	787	15,460	1,809,945
Payment 49	TO Payment 60	1,809,945	14,746	714	15,460	1,632,993
Payment 61	TO Payment 72	1,632,993	14,820	640	15,460	1,455,153
Payment 73	TO Payment 84	1,455,153	14,894	566	15,460	1,276,425
Payment 85	TO Payment 96	1,276,425	14,969	491	15,460	1,096,797
Payment 97	TO Payment 108	1,096,797	15,044	416	15,460	916,269
Payment 109	TO Payment 120	916,269	15,119	341	15,460	734,841
Payment 121	TO Payment 132	734,841	15,195	265	15,460	552,501
Payment 133	TO Payment 144	552,501	15,271	189	15,460	369,249
Payment 145	TO Payment 156	369,249	15,348	112	15,460	185,073
Payment 157	TO Payment 167	185,073	15,425	35	15,460	15,398
Payment 168		15,398	15,398	42	15,440	-
Total		\$ 2,508,981	\$ 88,279	\$ 2,597,260		

\* Total amount of accrued interest to be determined at the completion of the project.

\*\* Actual payment and date to be determined upon completion of project.

\*\*\* Please note that the final payment may differ slightly from the regularly scheduled monthly payment.

RESOLUTION NUMBER: 11-0123

RESOLUTION TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the Franklin County hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE,

SECTION 1. BE IT RESOLVED BY THE Franklin County Board of Commissioners, that there be and is hereby amended as follows:

TITLE:

This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of Franklin County.

PURPOSE:

The Franklin County Board of Commissioners, in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
  - a) Top Management Commitment and Employee Involvement;
  - b) Continually analyze the worksite to identify all hazards and potential hazards;
  - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
  - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
- 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of

this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

**COVERAGE:**

The provisions of the Occupational Safety and Health Program Plan for the employees of Franklin County shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

**STANDARDS AUTHORIZED:**

The Occupational Safety and Health standards adopted by the County of Franklin are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

**VARIANCES FROM STANDARDS AUTHORIZED:**

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

**ADMINISTRATION:**

For the purposes of this resolution, Scott Smith, is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

**FUNDING THE PROGRAM PLAN:**

Sufficient funds for administering and staffing the Program Plan pursuant to this resolution shall be made available as authorized by the Franklin County Board of Commissioners.

**SEVERABILITY:**

SECTION 2. BE IT FURTHER RESOLVED that if any section, sub-section, sentence, clause, phrase, or portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC:

SECTION 3. BE IT FURTHER RESOLVED that this resolution shall take effect from and after the date it shall have been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law, the general welfare of the County of Franklin requiring it.

Chris Guess  
Franklin County Mayor Chris Guess

1-24-23  
(Date)

\_\_\_\_\_  
(Passed First Reading)

APPROVED: Eldridge and Bauer  
Mayor Chris Guess, Chair of Commission

ATTEST: Tina Sanders  
Tina Sanders, County Clerk

RESOLUTION SPONSORED BY: \_\_\_\_\_

MOTION TO ADOPT: Anderson Jr SECOND: Johnson

VOTES: AYES: 15 NAYS: \_\_\_\_\_ DECLARATION: Approved

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH  
PROGRAM PLAN FOR THE EMPLOYEES OF FRANKLIN COUNTY

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## I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of Franklin County Government.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The Franklin County Board of Commissioners in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

## II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. **COMMISSIONER OF LABOR and Workforce Development** means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. **EMPLOYER** means the Franklin County Government and includes each administrative department, board, commission, division, or other agency of the Franklin County Government.
- c. **SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY SAFETY DIRECTOR** means the person designated by the establishing resolution, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of Franklin County.
- d. **INSPECTOR(S)** means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. **APPOINTING AUTHORITY** means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
- f. **EMPLOYEE** means any person performing services for this employer and listed on the payroll of this



employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as "volunteers" provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.

- g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
  - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
  - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. GOVERNING BODY means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. CHIEF EXECUTIVE OFFICER means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

### III. EMPLOYERS RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employer's place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.

- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

#### IV. EMPLOYEES RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

## V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
  1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
  2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
  3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
  4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
  5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
  6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
  7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
  8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
  9. **The Safety Director shall, in the eventuality that there is a fatality, ensure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
  1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
  2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
  3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
  4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

## VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

## VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
  1. A specification of the standard or portion thereof from which the variance is sought.
  2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
  3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
  4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
  5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
  1. The employer
    - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
    - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
    - iii. Has an effective Program Plan for coming into compliance with the standard as quickly as possible.
  2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.

- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

## VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to [www.osha.gov](http://www.osha.gov) and type Recordkeeping Forms in the search box.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

## IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.

- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

## X. EDUCATION AND TRAINING

### a. Safety Director and/or Compliance Inspector(s):

1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

### b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employee's work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids or gases, explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocutation; Struck by/Caught In; Trench Cave In; Heat Stress; and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
  - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
  - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.

- iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

## XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will ensure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Resolution, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
  1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
  2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
  1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
  2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.

- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
  - 1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
  - 2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

## XII. IMMINENT DANGER PROCEDURES

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
  - 1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
  - 2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
  - 3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
  - 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
  - 5. The imminent danger shall be deemed abated if:
    - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
    - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
  - 6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.
- b. Refusal to Abate.
  - 1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
  - 2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.



### XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
  1. Issue an abatement order to the head of the worksite.
  2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
  1. The standard, rule, or regulation which was found to violated.
  2. A description of the nature and location of the violation.
  3. A description of what is required to abate or correct the violation.
  4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

### XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
  1. Oral reprimand.
  2. Written reprimand.
  3. Suspension for three (3) or more working days.
  4. Termination of employment.

### XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (resolution, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, resolution, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, resolution, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, resolution, or executive order, as applicable, is specifically repealed.

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Signature: Safety Director, Occupational Safety and Health

Date

### APPENDIX - I WORK LOCATIONS

<b>Work Location – Name</b>	<b>Address</b>	<b>Contact Person</b>	<b>Phone #</b>	<b># Employees</b>
<b>County Mayor</b>	851 Dinah Shore Blvd.,	Chris Guess	931-967-2905	3
<b>County Clerk</b>	# 1 S Jefferson St	Tina Sanders	931-967-2541	8
<b>Register of Deeds</b>	# 1 S Jefferson St	Denise Marshall	931-967-2840	5
<b>County Trustee</b>	# 1 S Jefferson St	Christy Bell	931-967-2962	5
<b>Property Assessor</b>	# 1 S Jefferson St	Bruce Spencer	931-967-3869	8
<b>Planning &amp; Zoning</b>	# 1 S Jefferson St	Janet Petrunich	931-967-0981	2
<b>Animal Control</b>	332 Utility Road	Brent Perry	931-967-5389	4
<b>Library</b>	105 S Porter St	Tina Stevens	931-967-3706	9
<b>Soil Conservation</b>	200 S Jefferson St	Carolyn Montoye	931-967-3504	2
<b>EMA</b>	325 George Fraley	Scott Smith	931-967-4532	2
<b>Communications</b>	325 George Fraley	Kathy Blazier	931-967-2331	14
<b>Health Dept</b>	338 Joyce Lane		931-967-3826	1
<b>Solid Waste</b>	367 Joyce Lane	William Anderson	931-967-1139	26
<b>Highway Dept</b>	207 S. Cedar St	Luke McCurry	931-967-2755	23
<b>Finance Dept</b>	851 Dinah Shore Blvd	Andrea Smith	931-967-1279	11
<b>Election Commission</b>	855 Dinah Shore Blvd	Margaret Ottley	931-967-1893	3
<b>Industrial Development</b>	855 Dinah Shore Blvd	Mike Cunningham	931-967-2905	2
<b>Probation Services</b>	360 Wilton Circle	Greg Ferguson	931-968-0005	3
<b>Circuit Court Clerk</b>	440 George Fraley	Robert Baggett	931-967-2923	15
<b>General Session Court</b>	440 George Fraley	David Stewart	931-962-4133	5
<b>Chancery Court</b>	440 George Fraley	Tappy Bailey	931-967-2843	3
<b>Sheriffs Dept</b>	494 George Fraley PKW	Tim Fuller	931-962-0123	66
<b>Jail</b>	494 George Fraley PK	Scotty McKay	931-962-0123	66
<b>Veterans Service</b>	839Dinah Shore Blvd	Bobby Clark	931-967-9322	3
<b>Maintenance/ Custodial</b>	851 Dinah Shore Blvd	Barbara Stovall	931-962-1481	9
<b>Total</b>				278

## APPENDIX – II NOTICE TO ALL EMPLOYEES

### NOTICE TO ALL EMPLOYEES OF FRANKLIN COUNTY GOVERNMENT.

The Tennessee Occupational Safety and Health Act of 1972 provides job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to ensure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or Annette Sisk – Risk Manager.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before county attorney for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of Franklin County Government is available for inspection by any employee at Finance Department – Risk Manager during regular office hours.

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Signature: FRANKLIN COUNTY MAYOR

DATE

**STATEMENT OF FINANCIAL RESOURCE AVAILABILITY**

Be assured that Franklin County Government has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

(251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, inpatient hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

**NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan.** This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.

**RESOLUTION 1m-0123**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH THE FRANKLIN COUNTY LIBRARY BOARD OF TRUSTEES FOR A PROPERTY PURCHASE TO ACCOMMODATE A FUTURE LIBRARY EXPANSION**

BE IT RESOLVED, by the Board of Commissioners of Franklin County, Tennessee, in session assembled the 17<sup>th</sup> day of January, 2023.

WHEREAS, the Board of Commissioners of Franklin County, Tennessee provides facilities for the Franklin County Library to accommodate the educational needs of the citizens of Franklin County and the municipalities within the county; and,

WHEREAS, expansion of the library facilities is justified to accommodate the increased scope and depth of services and to meet the future utilization and educational needs of the citizens; and,

WHEREAS, the Franklin County Library Board of Trustees has approved the purchase of property at 101 South Porter Street, Winchester, TN for future expansion. \$277,000 of the \$320,000 purchase cost will be appropriated from funds received by Franklin County from the State Governor's Direct Appropriation and/or Federal American Rescue Plan of 2021. The remaining purchase costs will be provided from the library fund balance; and,

NOW THEREFORE BE IT RESOLVED, that the Franklin County Board of Commissioners hereby approve this purchase request and authorize the Franklin County Mayor and Finance Director to proceed with the acquisition of said property. Adopted, this 17<sup>th</sup> day of January, 2023.

Chris Guess, Honorable County Mayor & Chairman to the Commission

ATTEST:

Tina Sanders, County Clerk

RESOLUTION SPONSORED BY: Riddle & Schultz

MOTION TO ADOPT: Z. Lardge

SECOND BY: Riddle

VOTES: AYES 15 NAYS      DECLARATION: approved

# **FRANKLIN COUNTY, TENNESSEE**

**CHRIS GUESS, COUNTY MAYOR**

855 DINAH SHORE BLVD., SUITE 3  
WINCHESTER, TN 37398

OFFICE: (931) 967-2905

FAX: (931) 962-0194

[fcmayor@franklincotn.us](mailto:fcmayor@franklincotn.us)



## **Appointments/Reappointments**

**January 17, 2023**

### **Audit Committee**

**Appoint Mitch Colby**

### **Consolidated Communications Board**

**Appoint Sheriff Tim Fuller as Sheriff Representative**



CERTIFICATE OF ELECTION OF NOTARIES PUBLIC  
AS A CLERK OF THE COUNTY OF FRANKLIN, TENNESSEE I HEREBY CERTIFY TO  
THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF  
NOTARY PUBLIC DURING THE JANUARY 17, 2023 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. MELVA JEAN BLANTON	4251 FRANCISCO RD HUNTLAND TN 37345	931-581-4161	200 MYTLE ST NEW BRITAIN CT 06053	931-581-4161	
2. RHONDA BLANDFORD KILGORE	303 N PORTER ST WINCHESTER TN 37398	931-691-8526	303 N PORTER ST WINCHESTER TN 37398	931-691-8526	
3. JEFFREY MARSHALL	5999 MANSFORD RD WINCHESTER TN 37398	615-987-4112			
4. ROBERT WILLIAM MELZER	303 N PORTER ST WINCHESTER TN 37398	258-608-6597	176 N INDUSTRIAL BLVD TRENTON GA 30752	708-657-6200	
5. KAYLA TURNER	648 SIX MILE BOARD RD BELVIDERE TN 37306	931-308-6282	140 2ND AVE NW WINCHESTER TN 37398	931-308-4445	
6. GINNY P. WEHRLE	4917 AWALT ROAD TULLAHOOMA TN 37388	931-273-0863	111 S. ANDERSON STREET TULLAHOOMA TN 37388	931-455-2888	

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CLERK OF THE COUNTY OF FRANKLIN, TENNESSEE

\_\_\_\_\_  
DATE

**PLEASE SIGN-IN  
GUEST AND MEDIA**

**FRANKLIN COUNTY COMMISSION MEETING  
January 17, 2023**

<u>NAME</u>	<u>AFFILIATION</u>
1. Brian Justice	HC
2. Sara Luckey	BOE
3. MIKE CUNNINGHAM	FC MAYOR'S OFFICE
4. Chris Isbell	WCDT
5. Ben Smith	A&E EMS
6. Denise Marshall	ROD
7. Ben Berry	Berry Engineers
8. Jane Wilkerson	Jane Wilkerson
9. Glenn Wilkerson	Glenn Wilkerson
10. Phil Wilkerson	
11. Stephanie Dutton	
12. Mark Wilkerson	
13. Pam Kreidenweis	FC Mayors office
14. Brody Metcalf	FC Leadership
15. Justin Smith	FC Leadership
16. Parker Reynolds	FC Leadership
Angie Fuller	

**NAME**

**AFFILIATION**

17.

*JA*

*NA*

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**NAME**

**AFFILIATION**

40. Isabelle Sims

FC Leadership

41. Hilary Goodman

Friend of the Library

42. Carl Goodman

Library Trustee

43. Amelia Maxon

FC Leadership

44. Samantha Pfister

FC Leadership

45. Ava McClain

FC Leadership

46. Sydney Webb

FC Leadership

47. Bailey Gipson

FC Leadership

48. Ryan Cullis

FC Leadership

49. Benji Wilkerson

\_\_\_\_\_

50. John Steven Wilkerson

\_\_\_\_\_

51. Jessica King

Planning & zoning

52. Madelyn Harvell

FC Leadership

53. Addison Hannaway

FC Leadership

54. Anna Reed

FC Leadership

55. Kristie Bell

Trustee

56. Kim Pendergraft

FC Leadership

57. Savana Pendergraft

FC Leadership

58. Kyle Moon

FC Leadership

59. Nichi Janning

FC Leadership

60. Gordon Williams

Secretary