

Franklin County Board of Commissioners  
**Legislative Committee**  
Minutes of March 9, 2017

The Legislative Committee met in the basement conference room at the courthouse and was called to order at 6:00 pm by Chairman Johnny Hughes.

**MEMBERS PRESENT:** Chairman Johnny Hughes, Eddie Clark, Chuck Stines, Dave Van Buskirk, and Iris Rudder

**OTHERS PRESENT:** Secretary Mary Sons, Philip Lorenz, Andrea Smith

1. *Motion by Stines to approve minutes of January 5, 2017 second Van Buskirk; all ayes.*
2. Resolution for Nonpartisan Elections for Franklin County Officials. *Motion by Stines to approve and send to full commission, second Clark; approved 3/2, Rudder and Van Buskirk nay*
3. Resolution Authorizing a Continuous Five (5) Year Reappraisal Cycle and Memorandum of Understanding. *Motion by Clark to approve and send to full commission, second Stines; all ayes.*
4. Resolution Approving Proposal of the Department of Transportation (From Bridge over Elk River) *Motion by Van Buskirk to approve and send to full commission, second Rudder; all ayes.*
5. Handout Resolution Authorizing a Multiple Year Lease Purchase and Maintenance Agreement for Circuit Court Clerk. Resolution was approved in the Finance Committee but needed to be amended on the number; (4) copiers and (14) printers. *Motion by Clark to approve and send to full commission, second Rudder; all ayes.*
6. Approval of (21) Notary Applications. *Motion by Clark to approve and send to full commission, second Van Buskirk; all ayes.*
7. Rudder requested the Legislative Committee consider having a Policy and Procedures manual created for the commission and have it in place by 2018 to give to new officials.
  - a) Requested everyone to compile ideas and bring to next meeting to discuss
  - b) Clark noted the current Rules for Government and CTAS manual are already in place that the commission uses as their policy and procedures
8. *Motion by Clark to adjourn, second Stines; all ayes.*

Respectfully Submitted,

Johnny Hughes, Chairman

Franklin County Board of Commissioners  
**Legislative Committee**  
Minutes of January 5, 2017

The Legislative Committee met in the Commissioner's Conference room at the courthouse and was called to order at 6:00 pm by Johnny Hughes.

**MEMBERS PRESENT:** Chairman Johnny Hughes, Eddie Clark, Dave Van Buskirk

**OTHERS PRESENT:** Secretary Mary Sons, Philip Lorenz

1. *Motion by Van Buskirk to approve minutes of November 17, 2016 second Clark; all ayes.*
2. Resolution to Affirm Compliance with Federal Title VI Regulations: *Motion by Clark approve and send to full commission, second Van Buskirk; all ayes.*
3. (27) Notary Public Applications: *Motion by Van Buskirk to approve and send to full commission, second Clark; all ayes.*
4. *Motion by Clark to adjourn, second Van Buskirk; all ayes.*

Respectfully Submitted,

Johnny Hughes, Chairman

DATE APPROVED: \_\_\_\_\_  
JH/ms

**RESOLUTION # \_\_\_\_\_**  
**FOR NONPARTISAN ELECTIONS FOR FRANKLIN COUNTY, TENNESSEE**  
**ELECTED OFFICIALS**

**WHEREAS**, the Franklin County, Tennessee Elected Officials are required to identify themselves with a political party affiliation or declare as an Independent candidate in the County Elections; and

**WHEREAS**, many of the Franklin County, Tennessee Elected Officials have made it absolutely clear that their political party affiliation has no bearing on their service to their constituents; and

**WHEREAS**, it is the feeling of the Franklin County, Tennessee Elected Officials that political party affiliation, on the local government level, only divides us where we need unifying; and

**WHEREAS**, anyone running for an elected county position will not have to choose a political party.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Franklin County, Tennessee, meeting in its regular session on this \_\_\_\_\_ day of March, 2017, that Franklin County, Tennessee is a Nonpartisan County and call upon our State Senator and Representatives to introduce a Private Act to show as such.

**BE IT FURTHER RESOLVED that**

1. A copy of this Resolution be forwarded by the County Clerk to the Governor's Office and to State Senator Janice Bowling and State Representative David Alexander.

2. This Resolution shall be properly recorded upon the records of the County Clerk of Franklin County, Tennessee.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect upon adoption, the general welfare requiring it.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED:

APPROVED:

\_\_\_\_\_  
Richard Stewart, Mayor

\_\_\_\_\_  
Eddie Clark, Chair of Commission

ATTEST: \_\_\_\_\_  
Phillip Custer, County Clerk

**RESOLUTION SPONSORED BY:** Commissioner's Clark, Stines, Hughes, Goodman

**MOTION TO ADOPT:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**VOTES:** AYES: \_\_\_\_ NAYS: \_\_\_\_

**DECLARATION:** \_\_\_\_\_

**RESOLUTION NO.:** \_\_\_\_\_

**A RESOLUTION AUTHORIZING A CONTINUOUS  
FIVE (5) YEAR REAPPRAISAL CYCLE**

**WHEREAS**, Tennessee Code Annotated §67-5-1601 establishes a general six (6) year reappraisal for updating and equalizing property values for every county in Tennessee for property tax purposes; and

**WHEREAS**, a six (6) year reappraisal program consists of an on-site review of each parcel of real property over a five-year period followed by revaluation of all such property in the year following completion of the review period and includes a current value updating during the third year of the review cycle and sales ratio studies during the second and fifth years of the review cycle; and

**WHEREAS**, Chapter 318 of the 1997 Public Acts provides upon the approval of the assessor and upon the adoption by majority approval vote of the county legislative body, the reappraisal program may be completed by a continuous five (5) year cycle comprised of an on-site review or photograph of each real property over a four (4) year period followed by revaluation of all such property in the year following completion of the review period; and

**WHEREAS**, the county legislative body of Franklin County understands that by approving such a five (5) year reappraisal cycle a sales ratio study will be conducted during the second and fourth years of the review cycle and the centrally assessed properties and commercial/industrial tangible personal property will be equalized by the sales ratio adopted by the State Board of Equalizations;

**NOW, THEREFORE, BE IT RESOLVED**, by the county legislative body of Franklin County, Tennessee, in a meeting in full session on the \_\_\_\_ day of March, 2017, that:

**PURSUANT** to Tennessee Code Annotated §67-5-1601, as amended by Chapter 318 of the 1997 Public Acts, reappraisal shall be accomplished in Franklin County, Tennessee by a continuous five (5) year cycle beginning July 1, 2017, comprised of an on-site review or photograph of each parcel of property over a four (4) year period following evaluation of all such property for the tax year 2022.

ADOPTED this \_\_\_\_\_ day of March, 2017.

APPROVED:

APPROVED:

\_\_\_\_\_  
Richard Stewart, Mayor

\_\_\_\_\_  
Eddie Clark, Chair of Commission

ATTEST: \_\_\_\_\_

Phillip Custer, County Clerk

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

*Stines and Hughes*

**MOTION TO ADOPT:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**VOTES:** AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

**DECLARATION:** \_\_\_\_\_



*5 - YEAR*  
*REAPPRAISAL PLAN*

***FRANKLIN COUNTY***

*SUBMISSION DATE:*  
*1 JANUARY 2017*

*ASSESSOR OF PROPERTY*

***BRUCE SPENCER***

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## (Attachments)

### County Parcel Distribution Report

**FRANKLIN COUNTY**  
**5 YEAR VISUAL INSPECTION CYCLE**

START DATE OF INSPECTION CYCLE: 07/01/17

ASSESSOR: BRUCE SPENCER

URBAN 1'=50' & 100' MAPS	<b>10,985</b>	(Except C//Other)
RURAL 1'=400' MAPS	<b>11,581</b>	(Except C//Other)
COMMERCIAL/INDUSTRIAL	<b>1548</b>	
ALL OTHER	<b>884</b>	
TOTAL PARCELS	<b>24998</b>	

TOTAL MAPS	1" = 50'	<b>0</b>
	1' = 100'	<b>180</b>
	1" = 400'	<b>154</b>

# 1ST INSPECTION YEAR

## PARCELS TO BE INSPECTED FOR 2018:

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
2563	3311	173	124	6171	25%

## MAPS TO BE INSPECTED FOR 2018

1" = 400' Maps	
	1,2,3,6,7,8,9,10,11,12,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,31,
	32,33,34,35

1" = 100' Maps	1K,1M,2I,2J,2O,3I,7L,8A,8F,8M,8P,9G,12A,15H,16M,16N,18K,19B,22G,
	22M,24B,24C,24D,24E,24K,24M,25A,25H,25I,25N,25O,25P,32A,32B,33F,
	33K,34C,34D,34E,34F,34L,34M,34N,35A,35B,35G,35H,35I,35J,35O

1" = 50' Maps	
	N/A

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>25%</b>
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## % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

## 2ND INSPECTION YEAR

### PARCELS TO BE INSPECTED FOR 2019:

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
3064	2499	375	188	6126	25%

### MAPS TO BE INSPECTED FOR 2019

1" = 400' Maps	36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,
	60,61

1" = 100' Maps	42G,43J,43O,43P,44C,44D,44E,44O,45B,45G,52M,53H,53J,53K,54A,
	54C,54E,54F,54H,54I,54J,54K,54L,54N,55A,55B,55C,55G,55H,55I,55J,
	55K,55M,55O,55P,56G,56H,56I,56J,56K,56N,56O,56P,57I,59F,59K,
	59L,59M,59N,59O

1" = 50' Maps	
	N/A

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>25%</b>
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### % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%



# 3RD INSPECTION YEAR

## PARCELS TO BE INSPECTED FOR 2020:

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
3965	1636	791	292	6684	26%

## MAPS TO BE INSPECTED FOR 2020

1" = 400' Maps	
	62,63,64,65,66,67,68,69,70,71,72,73,74,75,76

1" = 100' Maps	62D,62E,62G,62J,62N,62C,63A,63B,63M,64D,64E,64F,64I,64L,64N,64P,
	65C,65D,65E,65F,65G,65I,65J,65K,65L,65M,65N,65O,66A,66B,66G,66H,
	67O,69B,69C,69D,69E,69F,69G,69K,69L,69N,74B,75A,75B,75C,
	75D,75E,75F,75G,75K,75L,76A,76B,76H,76I

1" = 50' Maps	
	N/A

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>26%</b>
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## % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

# 4TH INSPECTION YEAR

## PARCELS TO BE INSPECTED FOR 2021:

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
1393	4135	209	280	6017	24%

## MAPS TO BE INSPECTED FOR 2021

<b>1" = 400' Maps</b>	77,78,79,80,82,83,84,85,86,87,88,89,90,91,92,93,94,95,93,97,98,99,100,
	101,102,103,104,106,107,108,110,111,112,113,114,115,116,117,118,120,
	121,122,123,124,125,126,127,128,129,130,131,132,133,134,135,136,137,
	138,139,140,141,142,143,144,145,146,147,148,149,150,151,152,153,154,155,156,159,160,161

<b>1" = 100' Maps</b>	77E,77K,77L,77M,77N,77O,86G,86H,88B,88C,88D,88E,94L,95H,95I,120K,
	120N,123A,123I,123O,123P,130C,133A,133B

<b>1" = 50' Maps</b>	
	N/A

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>24%</b>
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## % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

# 5TH INSPECTION YEAR

## PARCELS TO BE INSPECTED FOR 2022:

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
N/A	N/A	N/A	N/A	N/A	N/A

## MAPS TO BE INSPECTED FOR 2022

MAPS TO BE INSPECTED FOR 2022	
1" = 400' Maps	
	N/A

1" = 100' Maps	
	N/A

1" = 50' Maps	
	N/A

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>N/A</b>
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## % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
N/A	N/A	N/A	N/A	N/A

# County Map Index

				162	163						
		001	002	003	004	005	006				
		007	008	009	010	011	012	013			
		014	015	016	017	018	019	020	021		
		022	023	024	025	026	027	028	029	030	
	031	032	033	034	035	036	037	038	039	040	
	041	042	043	044	045	046	047	048	049	050	
	051	052	053	054	055	056	057	058	059	060	
	061	062	063	064	065	066	067	068	069	070	
	071	072	073	074	075	076	077	078	079	080	
081	082	083	084	085	086	087	088	089	090	091	
	092	093	094	095	096	097	098	099	100	101	
	102	103	104	105	106	107	108	109	110	111	
	112	113	114	115	116	117	118	119	120	121	
	122	123	124	125	126	127	128	129	130	131	164
	132	133	134	135	136	137	138	139	140	141	
	142	143	144	145	146	147	148	149	150	151	
	152	153	154	155	156	157	158	159	160	161	

**Year 1= Yellow**  
**Year 2= Orange**  
**Year 3= Blue**  
**Year 4= Pink**

## NARRATIVE INFORMATION --- VISUAL INSPECTION

- A. **Field Inspectors:** Each county is expected to have experienced/competent field personnel to measure and list all types of improvements in the field. Assistance will be requested from the Division of Property Assessments if there are any special or unique improvements that the field staff is not experienced with.
- B. **Training Recommended:** DPA seminars, workshops and courses will be provided by the Division of Property Assessments relating to current procedures and valuation of properties.
- C. **Quarterly Progress Reports:** Each quarter, the Assessor will return a report to the Division of Property Assessments that shows progress that has been made on a quarterly basis. This report will show the number of parcels reviewed and keypunched along with the maps that have been completed.
- D. **Accuracy of All Attributes:** Land and Improvements must be reviewed on every parcel during the review phase for accuracy and completeness. This includes the physical attributes of the land, such as topography, and tree-lines that may have changed since the last inspection cycle.
- E. **Changes to Parcels:** Any new structures, additions, and remodeling should be keyed in the current file to maintain fairness and equity among all property owners. Changes held until reappraisal or future years, must only be nominal in nature. Review will be considered complete when changes have been keypunched in the CAMA system.
- D. **Geographic Areas Assigned:** Annual visual inspection of parcels are defined for each year in this report. The inspection of all rural, urban and commercial properties will be completed by the end of the cycle explained within this report.
- F. **Map Maintenance Schedule and Explanations:** Map maintenance will be worked on a daily basis, with the IMPACT file being current at all times. Sales will comply with the State's procedures.



G. **Use of Aerial Photography for Review:** Maps may be reviewed using aerial photography for all attributes of the parcels, provided that the outcome will result in accurate assessments. Some field review may be required in some instances. The Assessor may use a variety of methods to achieve the goal of fairness and equity during each phase of the cycle.

H. **Quality Assurance Efforts Planned:** Quality of work for visual review and keypunching must be maintained by the Assessor. It is suggested that all field review work, and keypunch, be checked by more than one staff member in the office. This will ensure adequate quality in all work. It is also suggested that Assessment Summaries be run on a regular basis to catch any large irregularities or mistakes.

## NARRATIVE INFORMATION – REVALUATION YEAR

- A. **Personnel Needs:** Reappraisal cycles for 6 year counties will be assisted by the Division of Property Assessments with the help of the Assessor's office. Sharing of valuation is necessary for quality results during the reappraisal process. 5 year cycles will be assisted by the Division, with less involvement and more of the valuations in the hands of the Assessor's office. For 4 year cycles, the Assessor and staff will do all valuation from their office. The Division will have no involvement unless there are unique/complex valuations.
- B. **Office Space and Equipment Needs:** The Assessor will provide adequate space for any DPA personnel assisting in the reappraisal. Any supplies and equipment will be provided by the Assessor's office for any reappraisal needs.
- C. **Use of Aerial Photographs:** Aerial photography will be utilized to check location, access, , land grades, improvements, tree-lines, acreage, etc. They will also be used to check consistency of improvement types, land tables, and consistency when Mapviewer is available.
- D. **Assistance of Division of Property Assessments:** Technical support in developing the Base house, OBY rates, urban land pricing, market and use farm schedules, and valuing commercial and industrial property will be given to counties where needed. 4 and 5 year cycles will be given more limited assistance.
- E. **Development of Sales File:** Sales information will posted to the Property Record Cards in a timely manner, in order to use the information for the revaluation of properties. The DPA will monitor the quality of this data to insure acceptable standards are met. Sales Verification forms will be maintained as required by procedures.
- F. **Neighborhood Codes:** Neighborhood codes will be checked for consistency and delineated in manner that is reasonable and consistent. This will be a combined effort of the DPA and the Assessor's office.

**G. Improvement Valuation:**

1. Base House Development: Residential improvements will be based on market derived sales information from the previous year. Commercial rates will be derived from the Marshall & Swift Cost tables using the local multipliers from each area.
2. Out Building and Yard Items: Update with computer assistance by table- driven OBY Rates and Depreciation Tables as developed from Marshall & Swift. Any changes made to the table should be derived from the local market.
3. Collection & Use of Income & Expense Information: Questionnaires to be sent to selected properties during revaluation year for use in property valuation and appeals.
4. Quality Assurance Efforts: The quality of work completed by field personnel and computer clerks will be reviewed and monitored on a regular basis by the Assessor, along with periodic use of Assessment Summaries.

**H. Land Valuation:**

1. Rural Land & Use Value: Market and use value schedules will be developed by the Division of Property Assessments and the Assessor, along with size and location adjustments.
2. UOM Tables: UOM tables will be used to value residential land from 0 to 14.99 acres. The Division will assist with the development of the UOM tables.
3. Commercial & Industrial: The Division of Property Assessments will assist in the review and pricing and listing of all commercial/industrial properties.
4. Quality Control: The Assessor will conduct quality control at all times with a review of randomly selected parcels. Statistical analysis will check for outliers and standard statistical measures will be used.

- I. Mineral and/or Leaseholds:** Leasehold questionnaires will be mailed to selected properties in the reappraisal year by the Assessor's office with calculation by DPA. Mineral properties are to be identified by the Assessor with valuation assistance from the DPA.

J. **Valuation Analysis:** Detailed Analysis: Statistical analysis will be done by the Division of Property Assessments to ensure that final statistics fall with acceptable standards in all categories of vacant and improved properties. Final value correlation will be achieved at 100% of market value.

K. **Mapping and Ownership:** Mapping and ownership information will be kept current during the reappraisal process within 30 days from the time of the sale.

L. **New Construction:** New improvements and/or remodeling will be kept current throughout the reappraisal year.

M. **Final Value Meeting:** A final value meeting will address all rates, tables, and the final analysis will be based upon standard statistical measures of performance. Final results will acceptable or final meeting will be delayed until equity and market value is achieved.

N. **Hearings (Formal and Informal):** Assessor's staff will conduct all informal hearings. Any assistance with formal hearings will be requested through the Division of Property Assessments and the Appeals Request form to the Assistant Director.

Is your county currently on the IMPACT system? Yes\_\_\_\_\_ No\_\_\_\_\_

Do you plan to change to another system? Yes\_\_\_\_\_ No\_\_\_\_\_

If so, list the name and the date: \_\_\_\_\_

\_\_\_\_\_

## ASSESSOR'S PERSONNEL ASSIGNMENT

POSITION # 1	
TITLE	PROPERTY ASSESSOR
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	ALL PHASES OF THE REAPPRAISAL PROGRAM
POSITION # 2	
TITLE	DEPUTY ASSESSOR
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	18 YEARS ON THE JOB EXPERIENCE
POSITION # 3	
TITLE	PERSONAL PROPERTY/CLERK
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	PERSONAL PROPERTY, KEYPUNCH AND CLERICAL DUTIES
POSITION # 4	
TITLE	MAPPING
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	MAPPING AND CLERICAL DUTIES AS NEEDED
POSITION # 5	
TITLE	FIELD REVIEW
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	REVIEW OF PROPERTY AND NEW CONSTRUCTION
POSITION # 6	
TITLE	
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	
POSITION # 7	
TITLE	
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	



Signature Page

\_\_\_\_\_  
ASSESSOR OF PROPERTY (Signature)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNTY MAYOR (Signature)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRMAN, COUNTY COMMISSION (Signature)

\_\_\_\_\_  
DATE

**ATTACHED RESOLUTION FOR 4 OR 5 YEAR CYCLES?**

YES  X                       NO \_\_\_\_\_

**DATE SUBMITTED TO STATE BOARD OF EQUALIZATION:**

DATE \_\_\_\_\_

# MEMORANDUM OF UNDERSTANDING

Between

\_\_\_\_\_ County and the Division of Property Assessments

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

TO: \_\_\_\_\_, Assessor of Property

\_\_\_\_\_, County Mayor (or Executive)

RE: \_\_\_\_\_ County \_\_\_\_\_ Year Reappraisal Program

**FROM: State of Tennessee  
Division of Property Assessments  
Greg Moody, CAE, Assistant Director, Division of Property Assessments**

The purpose of this Memorandum of Understanding is to clarify the areas of responsibility for all parties involved in the reappraisal of \_\_\_\_\_ County. It is intended to express the requirements needed to successfully complete reappraisal and to define the extent of involvement expected of the State of Tennessee, Division of Property Assessments. A reappraisal program is defined as the updating of all values in the county by analyzing current information and establishing new tables, models, schedules, rates and depreciation.

TCA 67-5-1601 provides for Assessors of Property to have the option to reappraise either on a 6-year cycle with an update of values in the third year or to reappraise on a 4 or 5 year cycle with no updates. TCA 67-5-1601 (d) requires the Division of Property Assessments to provide technical assistance to counties during the year of reappraisal. The resources available to the Division of Property Assessments enables them to provide technical assistance to counties during the reappraisal year, however, the amount of division involvement will be determined by the workload resulting from all counties that are scheduled for reappraisal during each year.

**The amount of Division of Property Assessments involvement must be determined and clearly understood prior to the county producing a plan for reappraisal. The Assessor of Property will prepare a Plan for Reappraisal that accomplishes reappraisal in accordance**

with standards and procedures prescribed by the Division of Property Assessments. The Plan for Reappraisal must include all specific items identified in this Memorandum of Understanding.

## I. County Responsibility

(These items will be the county's responsibility unless specifically identified as being performed by the Division of Property Assessments.) The Assessor of Property will be responsible for ensuring that all phases of the reappraisal program are conducted in accordance with Division of Property Assessment's policies and procedures relating to **property valuation, sales verification, appeal defense and statistical standards**. The county must **resolve data quality reports, provide accurate property characteristics, provide adequate data entry, demonstrate its ability to organize and manage a program, provide adequate staffing and provide financial support**. The following is an overview of the process and can be used in conjunction with manuals developed by the Division of Property Assessments. The manuals should be used for more specific information on each of the topics identified.

**A. Property Valuation:** All types of property will be valued following standard procedures.

**1. Residential** - Residential properties will be valued by determining the proper base rate for each residential improvement type in the jurisdiction. The base rates will be developed using sale properties with recently constructed improvements whenever possible to reduce the difficulties of estimating depreciation and to increase the accuracy of the land values. The base rate analysis will consider the new depreciation that will automatically be calculated when the year of reappraisal changes. The Assessor of Property shall retain all base rate analyses for appeal purposes. Appropriate depreciation and/or effective age will be used to adjust groups of parcels identified as having unique market consideration. When additional depreciation or effective age changes are used to adjust values, market analysis must be retained to support the adjustments. Individual property characteristics will not be improperly altered to effect acceptable analysis results. Extra Features and Special Buildings will be valued using standard abbreviations and updated cost tables. The cost tables will be developed from the local market when possible, and the Assessor of Property will retain all necessary supporting documentation for review and appeal purposes. Residential land will be valued using accepted appraisal practices and available computer techniques. All residential market area delineation codes will be reviewed to

determine their accuracy, and the necessary action will be taken to correct any changes indicated by the market since the last reappraisal program.

**2. Rural Land** - Rural land will be valued using standard rural land valuation procedures. Rural sales will be located and verified to determine if they meet the requirements of a valid transaction. All rural sales will be reviewed by the Assessor of Property or a staff member with either the buyer, seller or agent to determine the conditions of the sale and if any adjustments are needed. A rural land sales verification form will be completed on all rural sales. These forms will be separated into Qualified and Disqualified sales and maintained in the Assessor of Property's office for review and use in appeals. All rural land will be valued using the rural land tables. Appropriate sales analysis must be conducted to produce a rural land schedule and also to determine all factors affecting value. Areas of the county that cannot be valued using the base rural land schedule will be valued using the rural land schedule adjusted to the appropriate level of value. Land grade maps will be used to determine the appropriate land grade for each parcel. The land grade maps, if not already available, will be constructed by using all available SCS soil survey information. All maps will be updated to reflect the most current base features such as wooded areas and areas that have been cleared since the last reappraisal program. It is appropriate to use home sites on all rural tracts where a home site exists. The Rural Land Procedures Manual published by the Division of Property Assessments will be followed in the valuation of all rural land. All rural market area delineation codes will be reviewed to insure they conform to current market conditions.

**3. Commercial/Industrial Property** - All commercial and industrial property shall be valued using standard valuation procedures. The listing of commercial and industrial properties will be reviewed for accuracy. All commercial property will be reviewed to determine if valuation by the income approach is the most appropriate method. In these instances, it will be necessary to gather sufficient income and expense data to calculate an indication of value by the income approach. All the completed income and expense forms will be retained for review and appeal purposes. All income data must be analyzed by making comparisons with like properties such as comparing offices to offices, warehouses to warehouses, and restaurants to restaurants. All commercial sales will be verified to determine if any special circumstances such as personal property or unusual financing are included. Commercial and industrial base rates will be developed for each type of commercial and industrial improvement in the jurisdiction. This is typically accomplished using a combination of local information and a professional cost service. All industrial

properties shall be revalued using the most appropriate method, typically the cost approach. All commercial and industrial land will be revalued using the most appropriate method such as front foot price, square foot price or unit, and all pertinent information such as zoning will be indicated on the land valuation maps. All analyses and sales information used to determine the commercial and industrial land values will be retained by the Assessor of Property for review and appeal purposes. All commercial and industrial market area delineation codes will be verified to determine if they need to be revised due to changes in the market. All commercial and industrial property will be valued following the Commercial and Industrial Valuation Manual prepared by the Division of Property Assessments.

**4. Small Tracts** - Land that does not qualify as a farm and is not part of an organized development is considered a small tract. It is typically valued as an individual unit and priced per unit or per acre. A total countywide small tract analysis must be accomplished in order to determine reasonable values. After the analysis has been accomplished and a pricing guide developed, the existing small tracts are to be reviewed to determine consistency. After making any needed adjustments to improve consistency, the small tracts will be revalued using accepted appraisal practices and any appropriate computer techniques. The Assessor of Property should maintain all analyses and sales information used in the valuation of small tracts for review and appeal purposes. All market area delineation codes that have an effect on the valuation of small tracts will be reviewed to determine accuracy, and any adjustments needed will be made.

**5. Unique Properties** - Usually, unique properties will exist in a county that will require special treatment. These can be lake properties, mobile homes, large industrial complexes, mineral interest, leasehold interest, etc. The Plan for Reappraisal will address these properties and explain how they will be valued.

**B. Sales Verification:** A major element in the success of a reappraisal program is the completeness and accuracy of the sales file. The Division of Property Assessments has published the Property Assessor's Procedures for Sales Data Collection and Verification. These procedures will be followed to ensure the desired accuracy. Any attempt to influence the results of the analysis by inaccurate sales verification must be avoided. The quality of the analysis depends on the accuracy of the sales file and every effort should be made to ensure this accuracy. The Assessor of Property will maintain sufficient records on the verification of sales for review and appeal purposes.



**C. Appeal Defense:** Any reappraisal program must have the necessary data and information to defend the appraisals. The Assessor of Property and staff must have the ability to present the value-supporting data in a manner that provides the property owners and appeal boards with the information necessary to understand how and why the value conclusions were determined. The Assessor of Property and staff will resist making unnecessary changes just to satisfy the property owner when the appraisal is correct. All elements of the valuation process must consider the appeal process. An effort must be made to maintain sufficient data to defend the values, and this data includes the following: Base Rate Analysis; Sales Analysis; Cost Information; Land Valuation Information; Adjustments to Sales; Income and Expense Information; and any other information that will be useful in the appeal process.

**D. Statistical Standards for Reappraisal:** The Division of Property Assessments has developed statistical standards for evaluating the results of reappraisal programs. The reappraisal program should be completed with these standards as the goal. Failure to meet these standards provides indications that the reappraisal program may be flawed and unacceptable. The standards apply to property by its statutory classification such as residential, commercial, industrial and farm. Within each classification, properties may be further stratified based on a detailed analysis of the information available. The data used to produce the analysis must be accurate and uninfluenced by personal desires to attain a certain goal. The discovery of inaccurate data that has an influence on the results of the statistical analysis will be considered in the overall evaluation of the program. If the results of the statistical analysis fail to meet the standards, said results will be reported to the State Board of Equalization for appropriate action.

**E. Data Quality Reports:** The Data Quality Reports include edits that enable the assessor to identify data problems. Since the success of a reappraisal program is determined by the accuracy of the data, each county must resolve all errors found on the Data Quality Reports. Typically, this information is produced from the Assessor of Property's computer file and analyzed locally. The ability to produce this information locally requires certain computer skills. Counties not on the State's Computer Assisted Appraisal System will develop similar capabilities and produce and use these types of reports to resolve all erroneous data.

**F. Data Entry:** A reappraisal increases the amount of data entry because of changes and adjustments to the file, especially where extensive field reviews are required. Any plan for

reappraisal must consider this additional data entry workload, identify detailed expected production levels, produce a completion schedule and provide for terminals and sufficiently trained personnel.

**G. Organization and Management:** The completion of a successful reappraisal program is dependent upon the ability of the Assessor of Property to organize the work activities and to manage the employees.

1. The initial indication of the Assessor of Property's ability is the Plan for Reappraisal. If the Assessor of Property can properly complete a Plan for Reappraisal that considers all aspects of the program, it is likely the Assessor has the necessary organization skills. In addition to the normal items of real property associated with reappraisal, the Assessor of Property's plan shall include a program of discovery, data collection, analysis and valuation for any assessable leasehold or mineral properties in the county. The Plan for Reappraisal shall include a detailed schedule showing the beginning and ending dates of each phase of the program, the personnel responsible for each phase and the man months necessary for the completion of each phase. The Plan for Reappraisal will contain a plan for notifying property owners of the new assessed values and providing them the opportunity to appeal such values.

2. The Assessor of Property will also need to consider the normal maintenance that is the daily occurrence in the assessor's office. New construction continues, deeds are recorded and the public continues to make inquiries. This work must proceed and the organization of the Assessor of Property's office must consider these items as well as the reappraisal. The plan for reappraisal must include a section on maintenance that provides specific information such as a completion schedule for all map and ownership maintenance and a completion schedule for collecting data and valuing all new construction. This information must also include the specific names of the employees that will perform these tasks.

3. After the Assessor of Property has properly organized the office and planned for all aspects of reappraisal while continuing to perform normal maintenance, the Assessor must manage the staff and resources. The management includes making personnel assignments and determining which phase of the program should be completed next, as well as overseeing and supervising the quality and quantity of the work being performed.

The Assessor of Property will develop and maintain production reports and quality control reports to ensure that the program is completed accurately and on time.

**H. Staffing:** The Plan for Reappraisal shall contain a staffing plan that provides for adequate reappraisal staff, sufficient review and clerical staff to accomplish the necessary work with regard to the on-site review. The Plan for Reappraisal must be specific in identifying the personnel necessary for each phase of the reappraisal as well as all other phases of the normal maintenance work accomplished by the Assessor of Property's office.

1. The Assessor of Property shall assume the responsibilities and duties of the reappraisal manager or employ a qualified reappraisal manager having previous experience in directly related programs. The qualifications of the reappraisal manager shall be included in the Plan for Reappraisal and submitted to the Division of Property Assessments for approval.

2. The Plan for Reappraisal shall include the training and experience levels of all employees that will be involved in the reappraisal program. The qualifications of the employees will be determined by the courses and seminars they have attended as well as the amount of their reappraisal experience.

**I. Approval for 4-Year and 5-Year Cycles:** The Assessor of Property in any county that plans a 4 or 5-year reappraisal program must have approval by resolution from the county legislative body. The Plan for Reappraisal prepared by the Assessor of Property must be submitted for review to the county executive and the county legislative body. The county legislative body must provide the funding to accomplish the reappraisal program as outlined in the Plan for Reappraisal. It shall also be understood that reappraisal on a 4 or 5-year cycle does not entitle the county to any additional state funds beyond those determined for a 6-year reappraisal cycle.

## **II. State Division of Property Assessments' Responsibility:**

TCA 67-5-1601 (d) (1) (B) (3) provides that all work (accomplished by the Assessor of Property) is subject to the supervision and approval of the director of the Division of Property Assessments. The Division of Property Assessments is required to supervise and direct all reappraisal and revaluation programs. The Division of Property Assessment's statutory responsibility is to (1) provide technical assistance and (2) ensure the accuracy of the reappraisal program. All counties conducting reappraisal programs accept the condition of

limited involvement from the Division of Property Assessments and also agree to maintain records and provide sufficient data and reports to enable the Division of Property Assessments to evaluate the quality of the reappraisal program.

**A. Technical Assistance:** Technical assistance is provided to a county by experienced staff members of the Division of Property Assessments. The technical assistance to be provided by the Division of Property Assessments will be determined considering available resources and existing workload of county reappraisal programs scheduled during each year.

**TECHNICAL ASSISTANCE TO THE ASSESSOR MAY INVOLVE THE FOLLOWING ACTIVITIES:**

- Residential Base Rate Development
- Residential Analysis (V & I)
- EFSB Cost Tables Development
- Rural Land Schedule Development
- Home-Site Analysis
- Commercial & Industrial Base Rate Development
- Income & Expense Analysis
- Commercial Market Analysis
- Unique Industrial Properties Appraisal
- Small Tract Sales Analysis
- Small Tract Pricing Guide Development
- Sales Adjustments Determination
- Sales Verification Instruction
- Unique Properties Appeal Preparation
- Data Preparation for Appeals Defense
- Overall Statistical Results Review
- Data Quality Reports Production
- Assessable Mineral Interest Valuation
- Assessable Leasehold Interest Valuation
- On-The-Job Training for Assessor's Staff
- Market Area Delineation Codes Review

**B. Modification of Responsibility**

Due to level of expertise, number of staff members and resources available to the Assessor of Property, there may be a need to modify areas of responsibility in the Memorandum of Understanding. The purpose of the modification of responsibility is to provide latitude between the assessor and the division regarding the identified areas of responsibility. The following are specific modifications to this agreement that will be mutually beneficial for both parties and allow for better utilization of resources during the revaluation program:

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### III. Accuracy of Program

The Assessor will prepare a Final Value Report that will give an overview of the reappraisal program and support the value indications. The accuracy of the reappraisal program shall be determined by a review of the supporting documentation for the following: base rate development; land valuation; the application of market adjustments; the market area delineation codes analysis; rural land sales analysis; small tract analysis; the identification and valuation of unique properties; the completeness of the sales file; the quality of records developed for appeal defense; the results of the statistical analysis; the resolution of the data quality reports; and the property characteristic data.

### IV. Computer Appraisal System

In the event the assessor of property chooses to change the current computer appraisal system, information regarding the new system and a detailed plan of implementation must be included with the reappraisal plan for approval by the State Board of Equalization.

### V. Failure to Comply

It is the expressed intent of this Memorandum of Understanding to provide the County and the Division of Property Assessments with a clear understanding of the responsibility of each party in regard to the completion of the next reappraisal program. It is the intent of the Division of Property Assessments to take whatever action necessary to ensure the accurate and timely completion of the reappraisal program. Failure on the part of the county on any of the items agreed to herein shall result in the reporting of said failure to the State Board of Equalization for appropriate action.

**It is with full understanding that we accept the conditions identified in this Memorandum of Understanding and accept responsibility to accomplish all items identified herein. We recognize that failure on the part of the county legislative body or the Assessor of Property to complete the agreed to requirements will result in the action identified herein.**

County Mayor (or Executive) \_\_\_\_\_   /  /    
*Signature* *Date*

County Assessor of Property \_\_\_\_\_   /  /    
*Signature* *Date*

Reg. Appraisal Supervisor \_\_\_\_\_   /  /    
Div of Property Assessments *Signature* *Date*

Area Appraisal Manager \_\_\_\_\_   /  /    
Div. of Property Assessments *Signature* *Date*

Greg Moody, CAE, Asst. Dir. \_\_\_\_\_   /  /    
Div of Property Assessments *Signature* *Date*



**RESOLUTION # 8K-0317**  
**APPROVING PROPOSAL OF THE DEPARTMENT OF TRANSPORTATION OF THE  
STATE OF TENNESSEE TO THE COUNTY OF FRANKLIN, TENNESSEE**

**WHEREAS**, the Department of Transportation of the State of Tennessee, hereinafter "Department", proposes to construct a project in the County of Franklin, Tennessee, hereinafter "County", designated as Federal Project No. BR-STP-127(18), State Project No. 26013-2214-94, that is described as "From Bridge over Elk River, L.M. 6.21 SR-127 0.489 miles", as set forth in the Proposal attached hereto as Exhibit "A"; and

**WHEREAS**, it has been requested that said Proposal be approved by the Board of County Commissioners of Franklin County, Tennessee; and

**WHEREAS**, authorization is required for the Franklin County Mayor Richard Steward to execute any and all documents necessary to effectuate said Proposal on behalf of Franklin County.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Franklin County, Tennessee, meeting in its regular session on this \_\_\_\_\_ day of March, 2017, that the Proposal, a copy of which is attached hereto as Exhibit "A" and made a part hereof, is approved; and

**IT IS FURTHER RESOLVED** that the Franklin County Mayor Richard Stewart is hereby authorized to execute on behalf of Franklin County, Tennessee any and all documents necessary to implement said Proposal.

**BE IT RESOLVED** that this Resolution shall take effect immediately upon its passage.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED:

APPROVED:

\_\_\_\_\_  
Richard Stewart, Mayor

\_\_\_\_\_  
Eddie Clark, Chair of Commission

ATTEST: \_\_\_\_\_  
Phillip Custer, County Clerk

**RESOLUTION SPONSORED BY:** Cofer and Clark

**MOTION TO ADOPT:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**VOTES:** AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

**DECLARATION:** \_\_\_\_\_

**PROPOSAL**  
**OF THE DEPARTMENT OF TRANSPORTATION OF THE STATE OF TENNESSEE**  
**TO THE COUNTY OF FRANKLIN, TENNESSEE:**

The DEPARTMENT OF TRANSPORTATION of the State of Tennessee, hereinafter "DEPARTMENT", proposes to construct a project in the County of Franklin, Tennessee, hereinafter "COUNTY", designated as Federal Project No. BR-STP-127(18), State Project No. 26013-2214-94 , that is described as "From Bridge over Elk River, L.M. 6.21 SR-127 0.489 miles", provided the COUNTY agrees to cooperate with the DEPARTMENT as set forth in this proposal, so that the general highway program may be carried out in accordance with the intent of the General Assembly of the State.

Accordingly, the parties agree as follows:

1. That in the event any civil actions in inverse condemnation or for damages are instituted by reason of the DEPARTMENT, or its contractor, going upon the highway right-of-way and easements, and constructing said project in accordance with the plans and as necessary to make the completed project functional, it will notify in writing the Attorney General of the State, whose address is 425 Fifth Avenue North, Nashville, Tennessee, 37243, of the institution of each civil action, the complaint and all subsequent pleadings, within ten (10) days after the service of each of the same, under penalty of defending such actions and paying any judgments which result therefrom at its own expense.
2. The COUNTY will close or otherwise modify any of its roads, or other public ways if indicated on the project plans, as provided by law.
3. The COUNTY will transfer or cause to be transferred to the DEPARTMENT without cost to it, all land owned by the COUNTY or by any of its instrumentalities as required for right-of-way or easement purposes, provided such land is being used or dedicated for road or other public way purposes.
4. Where privately, publicly or cooperatively owned utility lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water, not connected with highway drainage, and other similar commodities, including publicly owned facilities such as fire and police signal



systems and street lighting systems are located within the right-of-way of any road or other public way owned by the COUNTY, or any of its instrumentalities, the COUNTY agrees that it will take any action necessary to require the removal or adjustment of any of the above-described facilities as would conflict with the construction of the project. But the foregoing may not be a duty of the COUNTY since it shall become operative only after the DEPARTMENT has been unsuccessful in its efforts to provide for said removals or adjustments for the benefit of the COUNTY.

The foregoing does not apply to those utility facilities which are owned by the COUNTY or one of its instrumentalities, it being understood that the COUNTY has the duty to relocate or adjust such facilities, if required, provided the COUNTY is notified to do so by the DEPARTMENT with detailed advice as to this duty of the COUNTY.

5. The COUNTY will maintain any frontage road to be constructed as part of the project.
6. After the project is completed and open to traffic, the COUNTY will accept jurisdiction and maintenance such parts of any existing DEPARTMENT highway to be replaced by the project, as shown on the attached map.
7. The COUNTY will make no changes or alter any segment of a road on its road system that lies within the limits of the right-of-way acquired for any interchange to be constructed as part of the project and will not permit the installation or relocation of any utility facilities within the right-of-way of any such a segment of one of its roads without first obtaining the approval of the DEPARTMENT.
8. No provision hereof shall be construed as changing the maintenance responsibility of the COUNTY for such part of the project as may presently be on its highway, street, road or bridge system.
9. It is understood and agreed between the DEPARTMENT and the COUNTY that all traffic control signs for the control of traffic on a street under the jurisdiction of the COUNTY and located within the DEPARTMENT's right-of-way shall be maintained and replaced by the COUNTY.
10. When traffic control devices for the direction or warning of traffic, lighting of roadways or signing, or any of them, which are operated or function by the use of electric current are constructed or installed as part of the project, they will be furnished with electricity and maintained by the COUNTY.

11. If, as a result of acquisition and use of right-of-way for the project, any building and/or structure improvements become in violation of a COUNTY setback line or building and/or structure requirement, including, but not limited to, on-premise signs, the COUNTY agrees to waive enforcement of the COUNTY setback line or building and/or structure requirement and take other proper governmental action as necessary to accomplish such waiver.
12. The COUNTY will prohibit encroachments of any kind upon the right-of-way and easements for the project.
13. The COUNTY will prohibit the servicing of motor vehicles within the right-of-way and easements for the project.
14. The COUNTY will obtain the approval of the DEPARTMENT before authorizing parking on the right-of-way and easements for the project and before installing any device for the purpose of regulating the movement of traffic.
15. The DEPARTMENT will maintain the completed project if it is classified as full access control (i.e. a project which has no intersecting streets at grade), and it will maintain the pavement from curb to curb where curbs exist or the full width of the roadway where no curbs exist on non-access control projects. The COUNTY agrees to maintain other parts of non-access control projects.
16. If a sidewalk is constructed as a component of this project, the COUNTY shall be responsible for maintenance of the sidewalk and shall assume all liability for third-party claims for damages arising from its use of the sidewalk or premises beyond the DEPARTMENT'S maintenance responsibilities as set forth in section 15 of this Proposal.
17. When said project is completed, the COUNTY thereafter will not permit any additional median crossovers, the cutting of the pavement, curbs, gutters and sidewalks, by any person, firm, corporation, or governmental agency, without first obtaining the approval of the DEPARTMENT.
18. The DEPARTMENT will acquire the right-of-way and easements, construct the project and defend any inverse condemnation for damage or civil actions of which the Attorney General has received the notice and pleadings provided for herein.
19. The project plans hereinbefore identified by number and description are incorporated herein by reference and shall be considered a part of this proposal, including any revisions or amendments thereto, provided a copy of each is furnished the COUNTY.

20. The acceptance of this proposal shall be evidenced by the passage of a resolution, or by other proper governmental action, which shall incorporate this proposal verbatim, or by reference thereto.

IN WITNESS WHEREOF, the DEPARTMENT has caused this proposal to be executed by its duly authorized official on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

THE COUNTY OF \_\_\_\_\_, TENNESSEE

BY: \_\_\_\_\_  
MAYOR

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

STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
JOHN SCHROER  
COMMISSIONER

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

APPROVED AS TO FORM AND LEGALITY:

BY: \_\_\_\_\_  
JOHN REINBOLD  
GENERAL COUNSEL

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

RESOLUTION# \_\_\_\_\_

**A RESOLUTION AUTHORIZING  
A MULTIPLE YEAR LEASE PURCHASE and MAINTENANCE AGREEMENT  
FOR THE FRANKLIN COUNTY CIRCUIT COURT CLERK**

**WHEREAS**, the Franklin County Circuit Court Clerk has a need to upgrade, operate and maintain their current copiers including hardware/software system within his respective offices, and

**WHERE AS**, the current copiers are not sufficiently meeting the needs of the function of the department in concern, and

**WHERE AS**, the funding for the leased copiers shall be obtained from the county general fund Circuit Court Clerk budget through an amendment, and

**WHEREAS**, the projected cost of the copiers hardware/software system is such that the payments need to be spread over more than one budget year, and the Franklin County Circuit Court Clerk does not have the authority to enter into purchase contracts for this period of time without the approval of the Franklin County Board of Commissioners.

**NOW, THEREFORE, Be It Resolved** by the Franklin County Board of Commissioners that the Finance Director on behalf of the Franklin County Circuit Court Clerk, be authorized to enter into a multi-year lease agreement for four (4) copiers and fourteen (14) printers not to extend over a period of more than sixty (60) months.

**Be It Further Resolved** that this resolution be effective immediately upon the passage and the required executed forms be kept at the Franklin County Finance Department for the public welfare demanding it on this the 20<sup>th</sup> day of March 2017.

\_\_\_\_\_  
Eddie Clark, Honorable Chairman to the Commission

\_\_\_\_\_  
Richard Stewart, Honorable County Mayor

**ATTEST:** \_\_\_\_\_

Phillip Custer, County Clerk

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

**MOTION TO ADOPT:** \_\_\_\_\_

**SECOND BY:** \_\_\_\_\_

**VOTES: AYES** \_\_\_\_\_ **NAYS** \_\_\_\_\_

**DECLARATION:** \_\_\_\_\_

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 MARCH 20, 2017 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. KAMBRIE BACKUS	18 BRIAR CIRCLE WINCHESTER TN 37398	931-491-3255	2459 DECHERD BLVD WINCHESTER TN 37398	931 455 5441	
2. MELISSA BASS	2575 MORRIS FERRY BRIDGE RD WINCHESTER TN 37398	931-308-3851	2459 DECHERD BLVD WINCHESTER TN 37398	9314554551	
3. KATHLEEN A. GREEN	423 GREEN GRASSWAY MANCHESTER TN 37349	931-273-1115	1360 BYPASS RD WINCHESTER TN 37398	931-967-7082	
4. BRYNT HILL	205 AMHERST DRIVE TULLAHOMA TN 37388	931-434-2557	PO BOX 804 DECHERD TN 37324	9319628800	
5. JENNIFER A. JACKSON	PO BOX 1187 WINCHESTER TN 37398	931-308-1731	300 FIRST AVE NW WINCHESTER TN 37398	931-967-2222	
6. LISA KELLEHER	17445 S PITTSBURG MTN RD SEWANEE TN 37375	931-308-2648	PO BOX 648 WINCHESTER TN 37398	931-967-2474	
7. LEAH LASATER	209 N VINE STREET APT B WINCHESTER TN 37398	931-308-7870	1 S JEFFERSON ST WINCHESTER TN 37398	9319673869	
8. SARA LEATHERS	586 JEAN DR TULLAHOMA TN 37388	931-455-5441	2459 DECHERD BLVD WINCHESTER TN 37398	9314555441	
9. MATT MASON	116 CASSANDRA DRIVE COTTONTOWN TN 37048	931-252-5410	301 2ND AVE NW WINCHESTER TN 37398	931-967-2979	
10. LISA B. MOFFITT	214 CINDERPATH RD ESTILL SPRINGS TN 37330	931-409-7810	121 S COLLEGE ST WINCHESTER TN 37398	931-967-1467	
11. JESSICA C. MONTGOMERY	79 SHARP CIRCLE WINCHESTER TN 37398	931-308-6302	340 WEST LINCOLN ST TULLAHOMA TN 37388	931-455-0026	
12. MICHELLE PERRY	195 SPOTTED HORSE LANE ESTILL SPRINGS TN 37330	931-967-2086	906 DINAH SHORE BLVD WINCHESTER TN 37398	931-967-2272	P P
13. VICTORIA POE	101 GLADE DRIVE TULLAHOMA TN 37388	931-409-8002	111 S ANDERSON STREET TULLAHOMA TN 37388	931-455-2888	
14. VICKY ROBERTSON	40 HOLLY TREE DRIVE ESTILL SPRINGS TN 37330	931 952 0234	111 S. ANDERSON STREET TULLAHOMA TN 37388	931 455 2888	
15. LYLE RUSSELL	813 WESTSIDE DR TULLAHOMA TN 37388	931 841 2954	501 N COLLINS STREET TULLAHOMA TN 37388	931-455-1121	
16. VALERIE RUSSELL	813 WESTSIDE DR TULLAHOMA TN 37388	931 273 6629	40 NURSING HOME ROAD LYNCHBURG TN 37352	9317596000	
17. HORACIA S. TAYLOR	1003 TAYLOR DRIVE WINCHESTER TN 37398	931-967-3935	2459 DECHERD BLVD WINCHESTER TN 37398	931 455 5441	
18. BRIAN TRAVIS	47 REBECCA LANE ESTILL SPRINGS TN 37330	615-653-1136	730 INDUSTRIAL DR WINCHESTER TN 37398	931-967-7210	
19. ASHLEIGH WEST	1226 CINDY HOLLOW RD ESTILL SPRINGS TN 37330	931-691-4174	2459 DECHERD BLVD WINCHESTER TN 37398	9314555441	
20. CHARLES WHITMER	53 CAMPBELL CT / PO BOX 151 SEWANEE TN 37375	931-636-7527	53 CAMPBELL CT / PO BOX 151 SEWANEE TN 37375	9316367527	

SIGNATURE

CLERK OF THE COUNTY OF FRANKLIN, TENNESSEE

DATE

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 MARCH 20, 2017 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
21. DIANNE ZIMMERMAN	124 BRANDI WAY WINCHESTER TN 37398	931-607-6030	839 DINAH SHORE BLVD, STE 1 WINCHESTER TN 37398	9319671893	

\_\_\_\_\_  
SIGNATURE

CLERK OF THE COUNTY OF FRANKLIN, TENNESSEE

\_\_\_\_\_  
DATE