



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive – Room 111
Gallatin, Tennessee 37066-5410

Commissioners

First District
Mike Akins
Moe Taylor

Second District
Billy Geminden
Shawn Utley

Third District
Steve Graves
David Satterfield

Fourth District
Frank E. Freels
Joe C. Matthews

Fifth District
Ben Harris
Baker Ring

Sixth District
Paige Brown
Jim Vaughn

Seventh District
Trisha LeMarbre
Kirk Moser

Eighth District
Paul Decker
Merrol N. Hyde

Ninth District
Chris Hughes
David Kimbrough

Tenth District
Paul R. Goode
Jo Skidmore

Eleventh District
Paul D. Freels
Jerry F. Stone

Twelfth District
Michael Guthrie
Bob Pospisil

The following minutes are included in this packet:

Beer Board.....August 18

Budget Committee.....August 11

Committee on Committee.....August 18

Education Committee.....June 30

Employee Benefits Committee.....June 17

2002 Financial Management Committee.....August 18

2012 Financial Management Committee.....August 18

General Operations Committee.....August 11

Investment Committee.....August 18

Legislative Committee.....August 11

Purchasing Committee.....August 18

MINUTES
AUGUST 18, 2014
BEER BOARD
PAIGE BROWN, CHAIRMAN

Present:

Paige Brown, Chairman
Chris Hughes, Vice-Chairman
Paul Goode
Jo Skidmore
Frank Freels
Baker Ring
Absent: Paul Freels

Also Present:

Leah Dennen, County Attorney
County Executive Anthony Holt
Erika Porter, County Law Officer
Brad Singleton, beer permittee

The regular meeting of the Beer Board was brought to order by Chairman Paige Brown on Monday, August 18, 2014, at 6:15 p.m. in the Sumner County Administration Building in Gallatin.

Agenda. Upon motion of Comm. Skidmore, seconded by Comm. Frank Freels, the Board voted to approve the agenda.

Minutes. Upon motion of Comm. Frank Freels, seconded by Comm. Skidmore, the Board voted to approve the minutes for October 21, 2013.

Recognition of the Public. There was none.

Beer Applications. The Beer Board considered the following permit application:

- Manufacturer and distributor's permit for Briar Scratch Brewing, LLC to operate at 544 Bursby Branch Road in Bethpage, TN

Leah Dennen, Law Director, reported that Sheriff Weatherford had checked out the owner and location for the distance requirement and background check. She said there was no cause to deny the application.

Upon motion of Comm. Skidmore, seconded by Comm. Frank Freels, the Committee voted unanimously to approve the beer permit application for Briar Scratch Brewing, LLC, Brad Singleton, owner.

Comm. Goode moved, and was duly seconded by Comm. Frank Freels, to adjourn at 6:20 p.m.

Prepared by Maria A. Savage



BUDGET COMMITTEE MINUTES
08/11/14

MEMBERS PRESENT
Jerry Stone, Chairman
Moe Taylor, Vice-Chairman
Paul Freels
Mike Guthrie
Ben Harris
Shawn Utley
Jim Vaughn
OTHERS PRESENT
David Lawing
Lean Dennen
Erika Porter
Anthony Holt

- I. CALL TO ORDER by Chairman Stone at 6:00pm in Room 112 of the County Administration Building in Gallatin, TN.
 - A. Approval of Agenda- Added under Appropriations, Item 3 Donations to Sumner County Museum and Item 4 School projects carried over from last year, also added under Report of the Finance Director, Item B Budget Analysis. Motion to group and approve by Mr. Harris, second by Mr. Vaughn, unanimous approval.
 - B. Recognition of Public-None
 - C. Approval of Minutes, July 14, 2014- Motion to approve by Mr. Taylor, second by Mr. Vaughn, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN
 - A. Report from the Assessor of Property- Chairman Stone recommended to defer because there is an appeal by Lowes in process. Chairman Stone recommended the incoming commission to have all the information as possible before setting the tax rate. Chairman Stone stated that the rate does not have to be set until October 1. No motion.
- III. REPORT OF THE COUNTY EXECUTIVE-None
- IV. OLD BUSINESS-None
- V. NEW BUSINESS
 - A. Appropriations
 1. \$100,000 from City of Portland for Portland Vocational Center-Motion to approve by Mr. Utley, second by Mr. Guthrie, unanimous approval.
 2. Health Department Tobacco Grant Carryover- Motion to approve by Mr. Taylor, second by Mr. Harris, unanimous approval.
 3. Donation to Sumner County Museum of \$10,000-Mr. Utley stated this program, "Traveling Trunk", consists of an individual that will travel to the Elementary Schools of Sumner County and present different artifacts to teach about the history of Sumner County. Mr. Utley asked the committee to amend the rule for first year appropriations having a \$2500 max. Motion to approve by Mr. Utley, second by Mr. Vaughn, Motion passes 6-1 with Mr. Freels opposing.
 4. Sumner County School Projects Carryover of \$250,362-Motion to approve by Mr. Taylor, second by Mr. Guthrie, unanimous approval.
 - B. Transfers
 1. Inter-budgetary
 - a. Greater than \$2,500- Motion to approve EMA Salary adjustment by Mr. Vaughn, second by Mr. Guthrie, motion passes 4-3, with Mr. Taylor, Mr. Freels, and Mr. Harris opposing. Motion to approve Courthouse and Jail Maintenance Fund budget adjustment by Mr. Guthrie, second by Mr. Utley, unanimous approval.
 - b. \$2,500 or less- Motion to group and approve by Mr. Guthrie, second by Mr. Utley, unanimous approval.
- VI. REPORT OF THE FINANCE DIRECTOR
 - A. Financial Reports—July (available at Commission meeting if requested)-Mr. Lawing stated this memorandum states that July's financials are available on website.
 - B. Budget Analysis- Mr. Lawing stated the year ended up well with 3.9% above projection, which is around \$4.4 million. Property taxes for FY 13-14 had a 97% collection rate. Sales tax had a 7.2% growth from last year. Mr. Lawing stated the county looks good overall.
- VII. Adjournment- Motion to adjourn at 6:25pm by Mr. Vaughn, second by Mr. Taylor, unanimous approval.

COMMITTEE ON COMMITTEES
MINUTES
August 18, 2014

Present:

Trisha LeMarbre, V. Chairman
Billy Geminden
Kirk Moser
Jo Skidmore

Anthony Holt, County Executive
Leah May Dennen, County Law Director
Erika Porter, Law Director's Office

The meeting of the Committee on Committees was brought to order on Monday, August 18, 2014, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Vice-Chairman Trisha LeMarbre was presiding.

Agenda. Upon motion of Comm. Skidmore, seconded by Comm. Geminden, the Committee voted to approve the agenda.

Minutes. Upon motion of Comm. Skidmore, seconded by Comm. Geminden, the Committee approved the minutes of June 16, 2014.

Recognition of the Public. There was none.

Report of the County Executive. County Executive Anthony Holt had no report.

Report of the Chairman. Chairman Taylor had no comment.

Old Business. None.

New Business.

Sumner County Regional Airport Authority. Vice-Chairman LeMarbre recognized County Executive Anthony Holt who announced his appointments of David Black to fill the expiring term of Dianne Denson and Shawn Fennell to replace Dan Downs on the Sumner County Regional Airport Authority. Executive Holt requested that the third appointment to fill the expiring term of Ben Williams be deferred until next month.

Upon motion of Comm. Geminden, seconded by Comm. Skidmore, the Committee voted to approve the appointments of Mr. Black and Mr. Fennell.

Joint Economics & Development Board. Without objection, Vice-Chairman LeMarbre deferred action on appointments to the Joint Economics & Development Board.

Civil Service. Vice-Chairman LeMarbre stated that Sheriff Weatherford requested the re-appointment of William Moudy. Upon motion of Comm. Geminden, seconded by Comm. Skidmore, the Committee voted to approve the re-appointment of Mr. Moudy to serve on the Civil Service Board.

Sumner County Regional Planning Commission. Vice-Chairman LeMarbre recognized County Executive Anthony Holt who announced the re-appointment of Tom Tucker to serve on the Sumner County Regional Planning Commission. Upon motion of Comm. Geminden, seconded by Comm. Skidmore, the Committee voted to approve the appointment of Mr. Tucker.

Next Month. Vice-Chairman LeMarbre noted the appointments for next month:

- Ethics Committee Board - All members
- West Fork Creek Reservoir/Dam Authority - Billy Geminden
- Tourism Board - Moe Taylor, Billy Geminden, Trisha LeMarbre, Paul Goode

Ms. Dennen stated that more appointments would be forthcoming on the following Boards:

- Library Board
- Sumner County Resource Authority
- Public Records Commission
- Sumner Regional Airport Authority
- Gallatin and Hendersonville members of the Planning Commission

Upon motion of Comm. Geminden, and duly seconded, the Committee adjourned at 6:34 p.m.

Prepared by Maria Savage

MINUTES
EMPLOYEE BENEFITS COMMITTEE
June 17, 2014
9:00 A.M.

Members Present:

Joe Matthews Bob Pospisil Anthony Holt

Also:

Leah Dennen Karen Tokarz Ernie Clevenger Judy Hardin
Bob Shupe Teresa Terry April Harrod
Debbie Robertson Jeremy Shupe Shawn Curtis

Mr. Matthews called the SIB Employee Benefits Committee meeting to order on Tuesday, June 17, 2014 at 9:00 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

Agenda: Mr. Matthews added July Meeting under new business; Mr. Pospisil made a motion to approve the agenda with this addition; seconded by Mr. Matthews; unanimous approval.

Public Recognition: None

Minutes: Motion was made by Mr. Pospisil to approve the minutes of May 20, 2014; seconded by Mr. Matthews; unanimous approval.

Report of Committee Chair: None

Report of Consultant: Mr. Shupe reported that we are still okay on the dental. We will increase the fund by about \$24,000 by the end of the year. On the medical, we usually have 4 months with bigger hits due to the way claims come in. May is the month with the biggest hit we have had. Total medical claims paid out are about \$2M more than last year. RX is an additional \$600,000. Overall, total claims less fixed costs will be up about \$2.1M over last year. Total year to date for reinsurance costs that we saved in the bank is about \$900,000. We have 7 claims over \$150,000 this year.

Mr. Shupe stated that Wilson County started their Wellness Program about 2 years before we did. They are seeing significant reductions or savings in their claims. He feels we should be seeing these changes after we get through the initial stages of our changes we made.

Life Insurance is out for bid with an opening date of July 11, 2014. He has a meeting with Mr. Lawing on Thursday, June 19, to discuss the Stop Loss issue and funding. Another new change they will discuss has to do with the smoking cessation laws and how that will impact our group.

CareHere: Ms. Harrod reported that she would get with Ms. Tokarz of BCBS to see how to proceed on reporting the compliance of 2013-2014. She went over the figures of how many employees and spouses had completed their HRA for the 2014-2015 plan year for the County and the BOE.

Ms. Harrod stated that there was a HIPPA concern at the Hendersonville Clinic. Since there are now two providers in the clinic and the rooms are close together, you can hear the conversations going on between the patient and provider. She has put radios in the examining rooms and lobby as a temporary fix. She inquired as to whether we can do a small build-out to have the rooms

further apart. Ms. Denning suggested we wait until next month until Dr. Phillips could be present to discuss this with him.

Ms. Harrod addressed the fact that the BOE was to carry the majority of the unutilized appointments for the first 6 months. Now that we are in the sixth month, she is recommending that it be split upon utilization. Mr. Matthews stated we need to discuss this with Mr. Lawing and we will address this issue next month. Ms. Harrod reported we went from 69% utilization in January to 88% utilization in May. We want to be above 85% in utilization.

Ms. Harrod stated that the verbage for the Sumner County compliance status button is active. Mr. Matthews said that they need to change the verbage to make it easier to understand.

Finance Director: Mr. Lawing was not present but had reports attached to the agenda.

Old Business: None

New Business: Mr. Matthews stated that the date for the July meeting will be the 4th Tuesday which falls on July 22nd. We may possibly have to meet in the Commission Chambers next month. Everyone will be informed before then.

There was no further business so Mr. Pospisil made a motion to adjourn the meeting; seconded by Mr. Matthews; meeting was adjourned at 9:35 a.m.

2002 FINANCIAL MANAGEMENT COMMITTEE MINUTES
08/18/2014



MEMBERS PRESENT
Frank Freels, Chairman
Steve Graves, Vice-Chairman
Judy Hardin
Anthony Holt
OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Marty Nelson

- I. CALL TO ORDER by Chairman Freels at 5:50 pm in Room 112 of the County Administration Building in Gallatin, TN.
 - A. Approval of Agenda- Motion to approve by Mr. Graves, second by Ms. Hardin, unanimous approval.
 - B. Recognition of Public-None
 - C. Approval of Minutes—February 24, 2014- Motion to approve by Mr. Holt, second by Ms. Hardin, unanimous approval.

- II. REPORT OF THE COMMITTEE CHAIRMAN-None

- III. REPORT OF THE COUNTY EXECUTIVE-None

- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Monthly Revenue Analysis- Mr. Lawing stated the overall local revenue was at 104%. This fiscal year had a 97% collectability and the county did very well overall.

- V. REPORT OF THE LAW DIRECTOR-None

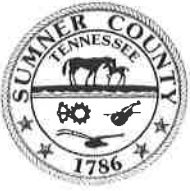
- VI. OLD BUSINESS-None

- VII. NEW BUSINESS
 - A. County Vehicle Policy- Mr. Lawing stated that there is a \$350,000 limit on insurance and needs to be amended down to \$300,000 due to taking a greater tort limit being an issue. Mr. Lawing stated the vehicles are used for commuting purposes only and it will be used as a tax benefit. Motion to approve by Mr. Holt, second by Mr. Graves, unanimous approval.

- VIII. ADJOURNMENT –Motion to adjourn at 5:54 pm by Ms. Hardin.

2012 FINANCIAL MANAGEMENT COMMITTEE MINUTE:

08/18/2014



MEMBERS PRESENT
Frank Freels, Chairman
Steve Graves, Vice-Chairman
Judy Hardin
Anthony Holt
OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Marty Nelson

- I. CALL TO ORDER by Chairman Freels at 5:54 pm in Room 112 of the County Administration Building in Gallatin, TN.
 - A. Approval of Agenda- Motion to approve by Ms. Hardin, second by Mr. Holt, unanimous approval.
 - B. Recognition of Public-None
 - C. Approval of Minutes—February 24, 2014- Motion to approve by Mr. Graves, second by Ms. Hardin, unanimous approval.

- II. REPORT OF THE COMMITTEE CHAIRMAN-None

- III. REPORT OF THE COUNTY EXECUTIVE-None

- IV. REPORT OF THE FINANCE DIRECTOR
 - A. Status Report- Mr. Lawing stated that Accounts Payable employees will be transitioning to the Finance Department by December 31, 2014 and that Payroll employees will transition from that point until June 30, 2015. Mr. Lawing stated that all Payroll and AP employees are already being paid through the County General Fund. Mr. Lawing stated we are working hard with the IT Department to integrate old software into new and pull the two databases together; other than that issue, everything is going well with the transition.

- V. REPORT OF THE LAW DIRECTOR-None

- VI. OLD BUSINESS-None

- VII. NEW BUSINESS- None

- VIII. ADJOURNMENT –Motion to adjourn at 5:57 pm by Mr. Holt, second by Ms. Hardin, unanimous approval.

MINUTES
GENERAL OPERATIONS COMMITTEE
JO SKIDMORE, CHAIRMAN
August 11, 2014

Present:

Jo Skidmore, Chairman
Paige Brown, Vice-Chairman
Steve Graves
Ben Harris
Moe Taylor
Bob Pospisil
David Satterfield

Also Present:

David Pigna, Communications Director
Leah Dennen, County Law Director
Erika Porter, County Law Office
Anthony Holt, County Executive

The regular meeting of the General Operations Committee was brought to order on Monday, August 11, 2014, at 5:00 p.m. in the Sumner County Administration Building. Chairman Skidmore declared a quorum present to conduct business and extended her best wishes to the newly elected commissioners and thanked the committee members for their service.

Agenda. Upon motion of Comm. Pospisil, seconded by Comm. Harris, the Committee approved the agenda as presented.

Minutes. Upon motion of Comm. Graves, seconded by Comm. Taylor, the Committee voted to approve the minutes of July 14, 2014, regular meeting.

Report of Chairman. Chairman Skidmore had no report.

County Executive. There was none.

Recognition of the Public. There was none.

Surplus Property. David Pigna reported the following departments' lists of surplus property:

- Various Items of Surplus from the Assessor of Property's Office
- Various items Sheriff's Office

Upon motion of Comm. Harris, seconded by Comm. Taylor, the Committee voted unanimously to group the items and to declare the items surplus property.

The meeting adjourned at 5:02 p.m. after a motion by Comm. Pospisil, seconded by Comm. Graves.

Prepared by Maria Savage

INVESTMENT COMMITTEE MINUTES
08/18/2014



MEMBERS PRESENT
Frank Freels, Chairman
Steve Graves, Vice-Chairman
Judy Hardin
Anthony Holt
OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Marty Nelson

- I. CALL TO ORDER by Chairman Freels at 5:40 pm in Room 112 of the County Administration Building in Gallatin, TN.
 - A. Approval of Agenda- Motion to approve by Ms. Hardin, second by Mr. Graves, unanimous approval.
 - B. Recognition of Public-None
 - C. Approval of Minutes—February 24, 2014- Motion to approve by Mr. Holt, second by Mr. Graves, unanimous approval.
- II. REPORT OF THE COMMITTEE CHAIRMAN-None
- III. REPORT OF THE COUNTY EXECUTIVE-None
- IV. REPORT OF THE TRUSTEE
 - A. Current bank depository contract- Mrs. Nelson chose to re-evaluate banking services. First State Bank was the only bank willing to write a proposal, offering zero finance charges and 0.2% on balances. First Tennessee Bank net the county more money by offering 0.4%. Ms. Nelson recommended that the county stay with First Tennessee Bank. Motion to approve by Mr. Holt, second by Ms. Hardin, unanimous approval.
- V. REPORT OF THE LAW DIRECTOR-Ms. Dennen stated that there was a passage of an Investment committee last month. Ms. Dennen stated that this committee was actually a sub-committee and the Investment Committee is still the standing committee for the county. Ms. Dennen stated that she will correct the minutes.
- VI. OLD BUSINESS-None
- VII. NEW BUSINESS
- VIII. ADJOURNMENT –Motion to adjourn at 5:43 pm by Ms. Hardin.

**MINUTES
LEGISLATIVE COMMITTEE
AUGUST 11, 2014**

Present:
Bob Pospisil, Chairman
Paul Decker, Vice-Chairman
Steve Graves
Jo Skidmore
Jerry Stone
Moe Taylor
Joe Matthews
Jim Vaughn
Absent: Chairman Merrol Hyde

Also Present:
Leah Dennen, County Law Director
Erika Porter, Law Director's Office
County Executive Anthony Holt
Bill Kemp, County Clerk

Chairman Pospisil brought the Legislative Committee meeting to order with an invocation on August 11, 2014, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Without objection, Chairman Pospisil added as New Business, Item E discussion of bonds and Item F naming a road after Mike McDonald. Comm. Decker made a motion, seconded by Comm. Graves, to approve the agenda with the additions. The motion carried.

Approval of Minutes. Upon motion of Comm. Skidmore, and duly seconded by Comm. Matthews, the July 14, 2014, minutes were approved by the body.

Public Comments. There were none.

Report of Chairman. Chairman had no report.

Report of County Executive. County Executive Anthony Holt had no report.

New Business.

Veterans Service Report. Presented for docketing purposes only.

New Lawsuit Report. Leah Dennen, County Law Director, stated there were no new lawsuits to report.

Raise General Sessions Fee. Chairman Pospisil recognized Ms. Dennen who stated that the increase in general sessions fees correlates to hiring an additional general sessions court judge, as approved by private act. Court costs now set at \$6.00 would be increased to \$18.00. Ms. Dennen stated that

the increase had been placed in the 2014-15 Fiscal Year County General Budget approved previously. The fee increase requires a separate, two-thirds vote for approval by the full Commission and provides funding for the new general sessions court judge. Comm. Vaughn moved, seconded by Comm. Decker, to approve the increase and forward it to the full Commission. The motion carried (5-2-1) with Commissioners Skidmore and Taylor voting no and Comm. Stone abstaining.

Bridge Project. Ms. Dennen stated the committee needed to approve a contract with the State regarding the 109 bridge project. Comm. Taylor moved, seconded by Comm. Graves, to approve the contract and forward it to the full Commission. The motion carried unanimously.

Officials Bonds. Ms. Dennen said that the State has doubled the amount of officials bonds and directed the counties to maintain bonds on employees for errors and omissions and theft during performance of duties. Comm. Matthews moved, seconded by Comm. Stone, to approve the bonding amounts for county officials and a blanket bond amount to cover county employees, excluding schools. The motion carried unanimously.

Naming of Section of Highway 109. Chairman Pospisil explained that the proposed section of highway to be named for the former State Representative Mike McDonald would be from where Highway 109 intersects with Highway 52 down to Old Highway 109. Comm. Decker moved, seconded by Comm. Matthews, to approve a resolution encouraging the state to adopt the naming of the highway. The motion carried upon unanimous voice vote of the body.

Certificates of Recognition. Chairman Pospisil introduced the following certificates of recognition:

- 1) All departing County Commissioners
- 2) Mahailiah Hughes - retiring
- 3) Soccer player of the year, Alert Hasani
- 4) Chancellor Tom Gray - retiring
- 5) Sumner County 4-H Junior High School Team
- 6) Sumner County 4-H High School Team
- 7) Frank Cardwell - B.H.S. Principal Retiring
- 8) Bennie Wells - Retiring from Highway Department
- 9) Gallatin High School 100th Anniversary

Upon motion of Comm. Decker, seconded by Comm. Matthews, the Committee voted to group and approve the certificates of recognition.

Zoning Amendment. Ms. Dennen stated the Committee needed to docket the zoning amendments.

- Request to rezone the John Edwin Baites, Jr., property from R1A to an LDR PUD (Low Density Residential-Planned Unit Development) containing 27 proposed residential lots. Subject Property is located at 94 New Shackle Island Road, Hendersonville, TN; on Tax Map 138, Parcel 53.00; containing approximately 14.03 acres. (First Notice)
- Request to rezone the Melvin Lee and Martha Ann Cowan property from R1A to a Commercial 1 (Planned Unit Development). Subject Property is located at 3152 Hartsville Pike, Castalian Springs, TN., is on Tax Map 110, Parcel 24.01, and contains approximately 4.31 acres as described on the Preliminary Master Development Plan/Site Plan. (First Notice)

Comm. Matthews made a motion, seconded by Comm. Taylor, to group and approve the property rezonings of Mr. Baites and the Cowans for placement on the Commission agenda for August 18, 2014. The motion carried (5-0-2), with Commissioners Skidmore and Stone abstaining.

Report of the Law Director. There was no report.

Adjournment. Comm. Vaughn made a motion to adjourn, seconded by Comm. Matthews. The Committee adjourned at 6:42 p.m.

Prepared by Maria Savage

PURCHASING COMMITTEE MINUTES
08/18/2014



MEMBERS PRESENT
Frank Freels, Chairman
Steve Graves, Vice-Chairman
Judy Hardin
Anthony Holt
OTHERS PRESENT
David Lawing
Leah Dennen
Erika Porter
Marty Nelson

- I. CALL TO ORDER by Chairman Freels at 5:43 pm in Room 112 of the County Administration Building in Gallatin, TN.
 - A. Approval of Agenda- Motion to approve by Mr. Graves, second by Ms. Hardin, unanimous approval.
 - B. Recognition of Public-None
 - C. Approval of Minutes—February 24, 2014- Motion to approve by Ms. Hardin, second by Mr. Holt, unanimous approval.

- II. REPORT OF THE COMMITTEE CHAIRMAN-None

- III. REPORT OF THE COUNTY EXECUTIVE-None

- IV. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT- None

- V. REPORT OF THE LAW DIRECTOR-None

- VI. OLD BUSINESS-None

- VII. NEW BUSINESS
 - A. Purchase Order Issues
 1. Exceptions (approved)
 2. Courthouse & Jail Maintenance- Motion to group and approve by Ms. Hardin, second by Mr. Graves, unanimous approval.

- VIII. ADJOURNMENT –Motion to adjourn at 5:50 pm by Mr. Graves, second by Ms. Hardin, unanimous approval.