AGENDA

ROANE COUNTY COMMISSION REGULAR MEETING

AUGUST 14th, 2023 06:00 P.M.

CALL TO ORDER:

PRAYER:

PLEDGE ALLEGIANCE TO THE FLAG:

ROLL CALL:

APPROVE MINUTES OF THE JULY 10th, 2023 MEETING:

ACCEPT COMMITTEE REPORTS AND CORRESPONDENCE:

- 1. MINUTES of Environmental Review Board 04-06-23
- 2. MINTUES of Public Utility Board 06-13-23
- 3. MINUTES of Board of Zoning Appeals 06-21-23
- 4. MINUTES of Planning Commission 06-21-23
- 5. MINUTES of Industrial Liaison Committee 06-28-23
- 6. MINUTES of Tourism Committee 06-28-23
- 7. MINUTES of County Commission Special-Called Meeting 06-29-23
- 8. MINUTES of Fire Board 07-11-23
- 9. MINUTES of County Commission & School Liaison Committee 07-17-23
- 10. MINUTES of Long-Range Planning Committee 07-27-23
- 11. MINUTES of Emergency Services Committee 07-27-23
- 12. MINUTES of HR Committee 07-20-23
- 13. MINUTES of Opioid Settlement Fund Advisory Committee 07-18-23
- 14. BUILDING PERMITS ISSUED: June 2023, Roane County
- 15. LEASE AGREEMENT between Michael Dunn Center and Roane County Government for a temporary relocation of the Roane County Health Department to the "demised premises" at 629 Gallaher Road
- 16. LETTER from County Executive Wade Creswell to TDOT RE: Right-of-way procurement and utility relocation to widen SR-1/US-70 from US-27 in Rockwood to Ruritan Road in Roane County
- 17. LETTER from TDOT to County Executive Wade Creswell RE: SR-1 (Hwy 70) Roane County Widening Projects-From State Route-61 (US-27) in Rockwood to Midtown Roane County Public Utility
- 18. MINUTES of Opioid Settlement Fund Advisory Committee 06-27-23
- 19. MINUTES of Opioid Settlement Fund Advisory Committee 07-18-23
- 20. PROCLAMATION: "National Night Out" is Tuesday, August 1, 2023
- 21. TDOT: Project Status Report for Roane County

ACCEPT COMMITTEE REPORTS AND CORRESPONDENCE (Continued)

- 22. LETTER from TN Comptroller of the Treasury RE: receipt and approval of a certified copy of the fiscal year 2024 budget for Roane County
- 23. MEMORANDUM from Sheila Reed, Director of Local Gov't Finance at the TN Comptroller of the Treasury, RE: Fiscal Health Metrics
- 24. LAWSUIT: Roane County v. Carol Runyan, Response to Complaint to Set Aside Deed, No. 2023-62
- 25. LAWSUIT: Roane Co. v. M3 Fire Apparatus, LLC and HME, Inc., Notice of Filing Removal, Case No. 2023-CV-76
- 26. LAWSUIT: Roane Co. v. Logan Michelle McClain, Order, No. 2022-75
- 27. LAWSUIT: Roane Co. v. Baylen Bryant, Order of Compliance, No. 2022-72
- 28. LAWSUIT: Roane Co. v. Richard A. Crass, Order, No. 2022-78
- 29. LAWSUIT: Roane Co. v. Courtney L. Gillis, Order, No. 2022-114
- 30. LAWSUIT: Roane Co. v. Tammy H. Fairchild, Order of Dismissal, No. 2022-CV-141
- 31. LAWSUIT: Roane Co. v. Loyd Tucker, Order of Continuance, No. 2022-111
- 32. LAWSUIT: Roane Co. v. Ryan Dale Wayne Guard, Default Judgment, No. 2022-144
- 33. LAWSUIT: Roane Co. v. Daniel Lee Cox and wife, Linda Sharon Cox, Order, No. 2022-147
- 34. LAWSUIT: Roane Co. v. Mary Lucas, Order, No. 2021-63
- 35. LAWSUIT: Roane Co. v. Tommy Jack Swicegood, Order, No. 2022-106
- 36. LAWSUIT: Roane Co. v. Matthew Poland and Jamie Poland, Order of Voluntary Dismissal, No. 2023-73
- 37. LAWSUIT: Roane Co. v. Jennifer R. Bryant, Default Judgment, #2022-112
- 38. LAWSUIT: Roane Co. v. Mallory Davidson and Paul Michael Davidson, Order, No. 2022-109
- 39. LAWSUIT: Roane Co. v. Charles Steven Standridge, Order of Continuance, No. 2022-142
- 40. LAWSUIT: Roane Co. v. Daryl L. Burnworth and wife, Sabrina L. Burnworth, Order of Substantial Compliance, No. 2022-145
- 41. LAWSUIT: Roane Co. v. Aurel Persteniuc and wife, Ofelia Persteniuc, Order of Compliance, No. 2022-CV-148
- 42. LAWSUIT: Roane Co. v. Lee Bailey and Jeff Achenbach, Agreed Order, No. 2019-23
- 43. LAWSUIT: Roane Co. v. Nikki Troxtell, Order, No. 2022-146
- 44. ANNUAL FINANCIAL REPORT: Roane County Clerk, FY 2023
- 45. ANNUAL FINANCIAL REPORT: Roane County Sheriff, FY 2023
- 46. ANNUAL FINANCIAL REPORT: Roane County Trustee, FY 2023 (YTD RDB)
- 47. LETTER from County Attorney Greg Leffew to County Executive Wade Creswell RE: Revised Personnel Handbook for Roane Co. Employees

NOTARIES:

HEARING OF DELEGATION:

COUNTY ATTORNEY'S REPORT:

COUNTY EXECUTIVE'S REPORT:

SPECIAL ORDERS: (4)

- 1. CONFIRMATION of RE-APPOINTMENT of Mary Ann Koltowich and Susan Witts to the Roane County Environmental Review Board by County Executive Wade Creswell.
 - *These terms will expire July 30, 2026.
- 2. CONFIRMATION of APPOINTMENT for <u>Don Coffey</u> to the Roane County Environmental Review Board by County Executive Wade Creswell. *This term will expire July 30, 2026.
- 3. APPROVAL of SURETY BOND No. 66411314 for <u>Jennifer Johnson</u> as a Youth Service Officer in the amount of \$2,500.00
- 4. APPROVAL of SURETY BOND No. 66411316 for Leonora Doyle-Spangler as a Youth Service Officer in the amount of \$2,500.00

ZONING RESOLUTIONS: (1)

RESOLUTION #08-23-01Z

A RESOLUTION of Roane County Planning Commission recommending action by the Roane County Legislative Commission on a Resolution amending the Roane County Zoning Map as requested by <u>Valerie E. Rivas</u> to rezone Map 018, Parcel 088.00 from MHP (Mobile Home Park) to A-2 (Developing Agricultural)

OLD BUSINESS: NONE

NEW BUSINESS: (7)

RESOLUTION # 08-23-01

A RESOLUTION authorizing the Roane County Executive to enter into an Interlocal Cooperation Agreement with the City of Oliver Springs

RESOLUTION # 08-23-02

A RESOLUTION to restate the position of the Roane County Commission in advocacy of State and federal efforts to prevent the migration of invasive carp into Watts Bar Lake

RESOLUTION # 08-23-03

A RESOLUTION to adopt the Roane County Government Employee Handbook

RESOLUTION # 08-23-04

A RESOLUTION to place in Surplus a certain Roane County vehicle and equipment as listed on the attached sheet dated August 2, 2023 and entitled "Surplus Vehicles & Equipment"

RESOLUTION # 08-23-05

A RESOLUTION to appropriate \$11,000 in the Records Preservation Function of the General Fund (101)

RESOLUTION # 08-23-06

A RESOLUTION to appropriate \$44,582 in the Health Department Function of the General Fund (101)

RESOLUTION # 08-23-07

A RESOLUTION to reclassify the "Appropriation to the State" budget of \$51,601 that has been formally approved by the State

NOTICE:

AUGUST 14, 2023
ZONING PUBLIC HEARING
6:00 P.M.
QUALLS COURTROOOM

IN REGARD TO REZONING RESOLUTION:

#08-23-01Z

Request to Rezone

Map 018 Parcel 088.00

From MHP to A-2

PUBLIC HEARING

REQUIRED WITH REGULAR MEETING

TO IMMEDIATELY FOLLOW

MINUTES ROANE COUNTY COMMISSION REGULAR MEETING JULY 10, 2023 STATE OF TENNESSEE 06:30 P.M.

BE IT REMEMBERED that the County Commission of Roane County, Tennessee convened in regular session in Kingston, TN at the Roane County Courthouse on the 12th day of June, 2023 at 6:40 P.M. in the Qualls Commission Room.

The Commission was called to order by Bailiff Adam Badger.

Invocation was given by **Commissioner Mike Hooks**.

The Pledge of Allegiance to the Flag of the United States of America was led by Adam Badger.

ROLL CALL:

Present and presiding was the Honorable **Shannon Hester**, Chairman, and the following Commissioners: **Bell**, **Berry**, **Brackett**, **Cunningham**, **Duff**, **Ferguson**, **Gann**, **Goss**, **Hendrickson**, **Hooks**, **Kirby**, **Lehman**, **Parks**, and **Wilson**. (15)

ABSENT: -0-

THEREUPON, Chairman Hester announced the presence of a quorum.

Also present was the Honorable **Wade Creswell**, County Executive, Budget Director **Connie Cook**, County Attorney **Greg Leffew**, Building Inspector **Glen Cofer**, Risk Management Chair **Ken Clinton**, Deputy Clerk **Ariel Smith**, and **County Clerk Beth G. Johnson**.

APPROVE THE MINUTES OF THE JUNE 12th, 2023 MEETING:

MOTION to approve 06-12-2023 Minutes was made by Commissioner Wilson, seconded by Commissioner Duff.

UPON ELECTRONIC ROLL CALL VOTE, the following Commissioners voted Aye: Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks, and Wilson. (15)

The following Commissioners **Passed:** -0- The following Commissioners voted **No:** -0-

THEREUPON, the Chairman announced that the Minutes were approved.

ACCEPTANCE OF COMMITTEE REPORTS AND CORRESPONDENCE:

- 1. MINUTES of Public Utility Board 05-09-23
- 2. MINUTES of Agriculture Advisory Committee 05-16-23
- 3. MINUTES of Board of Zoning Appeals 05-17-23
- 4. MINUTES of Planning Commission 05-17-23
- 5. MINUTES of Property Committee 06-15-23
- 6. MINUTES of Sports Recreation Committee 06-20-23
- 7. MINUTES of ARP Ad-Hoc Committee 06-22-23
- 8. MINUTES of Risk Management Committee 06-26-23
- 9. MINUTES of Budget Committee 06-26-23
- 10. BUILDING PERMITS issued in May, 2023 (Map)
- **11. LETTER** from County Executive Wade Creswell to FFA Project Manager of OREM: Document DOE/OR/01-2922&D2, proposed plan for Record of Decision for Groundwater in the K-31/K-33 Area at the ETTP in OR
- **12. LETTER** from County Executive Wade Creswell to TDEC: the Roane Alliance designated to be Administrator of the ThreeStar Program
- 13. EMAIL from Robert Wadley of TDEC: Roane County Household Hazardous Waste Collection Event
- 14. ORDER APPOINTING COMMISSIONER: Cumberland Utility District
- 15. SUMMARY: RCERB Environmental Impact Statement, May 2023- Kingston Fossil Plant (KIF) Retirement
- 16. EXECUTIVE SUMMARY: Environmental Assessment Report, KIF
- 17. LIST: Active Projects & Grants in Roane County & Municipalities June, 2023

MOTION to accept Committee Reports & Correspondence was made by Commissioner **Berry** with second by Commissioner **Bell**.

UPON ELECTRONIC ROLL CALL VOTE, the following Commissioners voted Aye: Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks, and Wilson. (15)

The following Commissioners Passed: -0- The following Commissioners voted No: -0-

THEREUPON, The Chairman announced that the Committee Reports and Correspondence had been ACCEPTED.

NOTARIES:

The following persons desiring to be elected as a Notary Public in Roane County were presented by Deputy Clerk **Ariel Smith**: (10)

Tracy Boudreau Cassidy M. Pugh
John W. Davis Leeann Sohm
Alicia D. Hyle Chadwick Grant Norris Tiffany West
Angela Sue Prater Sunshine F. Whitus

MOTION to elect all notary applicants was made by Commissioner Hooks with second by Commissioner Duff.

UPON ELECTRONIC ROLL CALL VOTE, the following Commissioners voted Aye: Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks, and Wilson. (15)

The following Commissioners voted No: -0- The following Commissioners Passed: -0-

THEREUPON, the Chairman announced that the election of Notaries was APPROVED.

HEARING OF DELEGATION:

- 1. Justin Snow, President of the Roane Alliance, addressed the Commission to discuss the happenings of recent Committee meetings such as the Industrial Development Board which met on June 28th as well as the Tourism Committee, the most recent meeting being led by Mrs. Stacey Wilson. Mr. Snow distributed a handout for the main takeaways. All Commissioners are invited to join a tour of the Roane County Industrial Park and the Roane Regional Business and Technology Park with a focus on Project XYZ. These tours will take place Friday, July 21st with buses leaving from the Roane Alliance at 0900 A.M.
- 2. Wade Love, resident of 1060 Lawnville Rd., addressed the Commission to discuss the pending Re-Zone along Ladd Wright Road which will allow a new Dollar General Market to be built in an area with many traffic hazards. Mr. Love mentioned that even if the road was widened in that area, a new Dollar General Store still creates issues related to transport trucks and tractor trailers pulling and out thus temporarily blocking Highway 70, a highly traveled route.
- 3. Brian Channell, resident of 129 Ladd Wright Rd., addressed the Commission to express his opposition to the Re-Zone of Ladd Wright Road to R-B Rural Business due to the dangers and inconveniences that would be created by a Dollar General Market store at that location. Mr. Channell noted that those routes are often used by School Buses and families and adding business in that spot may lead to a huge safety issue on Ladd Wright Road.
- 4. Lloyd Tucker, resident of 304 Roddy Ln., addressed the Commission to discuss his efforts to come into compliance with the Building and Zoning Codes in Roane County on a property he wishes to sell. Mr. Tucker mentioned that his neighbor(s) filing numerous complaints about his property, which was purchased as a drug-seizure property, has led to an agreement he has with the state to meet certain requirements on top of the codes enforced by Roane County. Mr. Tucker said his efforts to communicate with Building Inspector Glen Cofer have been turbulent or unsuccessful.

COUNTY ATTORNEY'S REPORT:

County Attorney Greg Leffew discussed the following:

- Property maintenance court was held last week with October 10, 2023 being the next court date scheduled.
- M3 Fire Apparatus and the manufacturers involved in the lawsuit filed by the county, pertaining to a defective mini-EVO mini pumper truck, were served last week, though the dealer (who will also be sued in this case) has not been served yet. Mr. Leffew said he has been contacted by their Minnesota attorney.

COUNTY EXECUTIVE'S REPORT

County Commission Meeting July 10, 2023 County Executive's Report

- County Executive Wade Creswell reported that On June 30, 2023, he executed a 12-month lease agreement with a six-month option to allow the Roane County Health Department to relocate into 12000 sq. ft. of space at the old Michael Dunn Center facility on Gallaher Rd. while the current health department facility is renovated. Thanks to \$1.72 million in state grant funding and \$500,000 in matching funds through our FY24 budget, the health department will be completely remediated for long-term moisture issues. This is the County Executive's Office highest priority project to ensure that Roane County continues to provide quality public health care. The Roane County Health Department is an 18,000 square foot building, and only 9,000 square feet is needed for the Health Department. The other square footage could potentially be used for record storage, or this could possibly be open to other Roane County Government Departments/Offices.
- Mr. Creswell reported that the Gallaher Road ambulance station work is on track. The site is fully prepped, a construction permit is in place and utilities have been ordered. The mobile home is scheduled for delivery on 9/1/23. Mr. Creswell also stated that the bid for the garage has gone out and will be opened in 3 weeks. This is the 3rd attempt to rebid the garage so that the specs lead to a price that is within budget.
- Mr. Creswell stated that the Opioid Settlement Fund Advisory Committee will host its 3rd meeting next week, July 18th at 6pm at the Roane Alliance in Kingston. This committee is working to bring a recommendation to the County Commission regarding the spending of Opioid settlement funds.
- Mr. Creswell reported that Commissioner Berry will be running for President of NACo next week, which would be an incredible distinction that would be very good for Roane County. Mr. Creswell asked that everyone please join him in wishing Commissioner Berry the best in his upcoming Presidential election in July.
- Mr. Creswell stated that the Tennessee Broadband Accelerate Program is in its 12th week of its 16-week duration. They have developed a survey intended for all Roane Countians. Survey results have continued to come in. The survey can be found on the county's website, roanecountytn.gov.
- Mr. Creswell reported that construction is slated to begin on a new spay/neuter building adjacent to the Animal Shelter.
- Mr. Creswell mentioned that the Environmental Review Board (ERB) does a wonderful job of
 producing the response documents that are requested throughout the year that can be found in the
 Correspondence section, at times, of the County Commission meetings. There will be 2
 reappointments to this committee that will come before the Commission at the August meeting. Mr.
 Creswell also reported that former Chair of the ERB, John Shaw, recently passed away. Mr. Creswell
 asked that his family be remembered in everyone's thoughts and prayers.

SPECIAL ORDERS: (1)

1. CONFIRMATION of RE-APPOINTMENT of John Howell to the Board of Public Utilities by County Executive Wade Creswell. This term will expire June 30, 2026.

MOTION to APPROVE was made by Commissioner Berry, seconded by Commissioner Brackett.

UPON ROLL CALL VOTE, the following Commissioners voted Aye: Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks, and Wilson. (15)

The following Commissioners voted **No**:

-0- The following Commissioners **Passed:**

-0-

THEREUPON, the Chairman announced that said Motion PASSED.

ZONING RESOLUTIONS: (1)

REZONING RESOLUTION 07-23-01Z

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION OF ROANE COUNTY PLANNING COMMISSION RECOMMENDING ACTION BY THE ROANE COUNTY LEGISLATIVE COMMISSION ON A RESOLUTION AMENDING THE ROANE COUNTY ZONING MAP

ROANE COUNTY PLANNING COMMISSION RECOMMENDS:	REQUESTED BY: Remon Farhat, representing JMB Investment Co. LLC
APPROVAL	PUBLIC HEARING INFORMATION
X DENIAL	NOTICE DATE: June 9, 2023
OTHER	NEWSPAPER: Roane County News
	HEARING DATE: lune 21, 2023
	COUNTY COMMISSION ACTION READING DATE: July 10, 2023 EFFECTIVE DATE: July 10, 2023
Planning Commissi	on Chairman
Planning Commission	on Secretary
Date	

Planning Commission denied the recommendation of the requested rezone during the June 21, 2023 Planning Commission meeting.

WHEREAS, Roane County Legislative Commission has been asked to consider the rezoning of Map 059 Parcel 069.00, as shown on the attached map, and,

WHEREAS, the Planning Commission of jurisdiction has reviewed the request to have said parcel rezoned from

(A-2) Developing Agricultural District to (R-B) Rural Business District and,

WHEREAS, the Planning Commission recommendation of **DENIAL** is certified: On a Roll Call Vote, the 9 members present and 1 absent the vote was 5 yes and 4 no with the vote failing.

BE IT RESOLVED BY THE ROANE COUNTY COMMISSION THAT:

Section 1: Map 059 Parcel 069.00 as shown on the attached map is hereby zoned (R-B) Rural Business District

Section 2: This resolution shall take effect after the required public hearing and adoption by this commission.

(See attachments)

Submitted by County Executive Wade Creswell at the request of the Roane County Planning Commission.

UPON MOTION of <u>Commissioner Wilson</u>, seconded by <u>Commissioner Hendrickson</u>, the following Commissioners voted Aye: <u>Berry</u>, <u>Brackett</u>, <u>Cunningham</u>, <u>Ferguson</u>, <u>Gann</u>, <u>Goss</u>, <u>Hendrickson</u>, <u>Hooks</u>, <u>Hester</u>, <u>Kirby</u>, <u>Lehman</u>, <u>Parks</u>, and <u>Wilson</u>. (13)

The following Commissioners voted **No**:

Bell and Duff. (2)

The following Commissioners **Passed**:

-0-

THEREUPON, the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

REZONING RESOLUTION #07-23-012

A RESOLUTION OF ROANE COUNTY PLANNING COMMISSION RECOMMENDING ACTION BY THE ROANE COUNTY LEGISLATIVE COMMISSION ON A RESOLUTION AMENDING THE ROANE COUNTY ZONING MAP.

ROANE COUNTY PLANNING	
COMMISSION RECOMMENDS:	REQUESTED BY: Remon Farhat, representing JMB Investment Co. LLC
APPROVAL	PUBLIC HEARING INFORMATION
X DENIAL	NOTICE DATE: June 9, 2023
OTHER	NEWSPAPER: Roane County News
	HEARING DATE: June 21, 2023
	COUNTY COMMISSION ACTION READING DATE: July 10, 2023
Planning Commission Planning Commission Planning Commission Planning Commission Planning Commission	dith

COMMENT:

Planning Commission denied the recommendation of the requested rezone during the June 21, 2023, Planning Commission meeting.

WHEREAS, Roane County Legislative Commission has been asked to consider the rezoning of Map: 059 Parce:069.00, as shown on the attached map, and,

WHEREAS, the Planning Commission of jurisdiction has reviewed the request to have said parcel rezoned from

(A-2) Developing Agricultural District to (R-B) Rural Business District and,

WHEREAS, the Planning Commission recommendation of **DENIAL** is certified: On a Roll Call Vote, the 9 members present and 1 absent the vote was 5 yes and 4 no with the vote failing.

BE IT RESOLVED BY THE ROANE COUNTY COMMISSION THAT:

Section 1: Map: 059 Parce:069.00 as shown on the attached map is hereby zoned (R-B) Rural Business District

Section 2: This resolution shall take effect after the required public hearing and adoption by this commission.

(See attachments)

Roane County - Parcel: 059 069.00

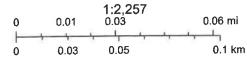


Date: April 26, 2023

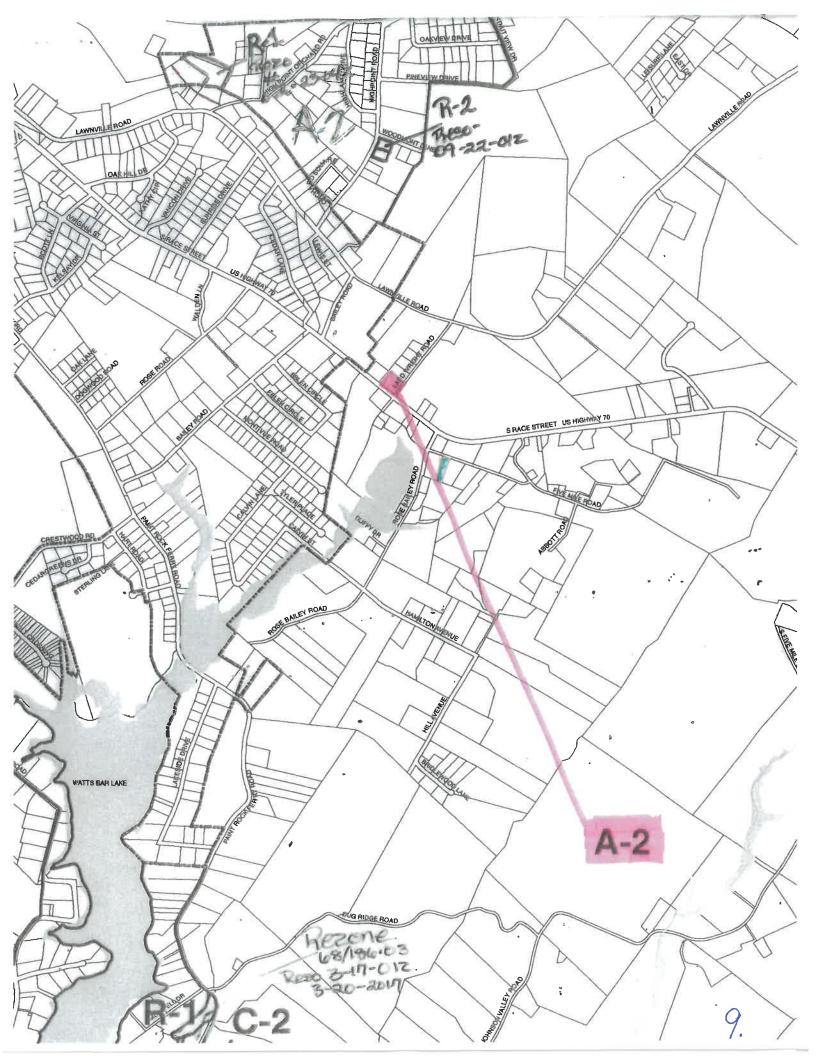
County: Roane

Owner: MELSON THOMAS A Address: KINGSTON HWY 2042 Parcel Number: 059 069.00

Deeded Acreage: 0 Calculated Acreage: 1



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OLD BUSINESS: NONE

NEW BUSINESS: (8)

RESOLUTION NO. 07-23-01

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION authorizing the naming of a private drive located in the Fifth Civil District of Roane County off Loop Road. Map: 087A Group: A Parcel: 001.00 & 007.00 to be Castle Cove

WHEREAS, as Map: 087A Group: A Parcel: 001.00 & 007.00, is located in the Fifth Civil District, and is a private drive and not a county-maintained road; and

WHEREAS, the county is desirous of naming private drives with more than three residences/parcels; and

WHEREAS, in accordance with Tennessee Code Annotated 54-10-216, notice has been published in a newspaper of general circulation in the county, and Planning Commission recommends the naming of this private drive off Loop Road, as shown on attached Map: 087A Group: A Parcel: 001.00 & 007.00;

NOW, THEREFORE, BE IT RESOLVED by the Roane County Commission that, pursuant to the recommendation of the Executive Director of the Roane County Emergency Communications District (E-911) and Roane County Reginal Planning Commission, Roane County authorizes the naming of a private drive located in the Fifth Civil District of Roane County off Loop Road. Map: 087A Group: A Parcel: 001.00 & 007.00 to be **Castle Cove**.

BE IT FURTHER RESOLVED, that after adoption of this resolution, the Roane County Road Superintendent recommends that a copy be sent to the Director of E-911 as notification of road changes.

SECTION 1. All resolutions in conflict herewith be and the same be repealed insofar as conflict exists.

SECTION 2. This resolution shall become effective upon passage, the public welfare requiring it.

UPON MOTION of Commissioner **Hendrickson**, seconded by Commissioner **Gann**, the following Commissioners voted **Aye**: **Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks, and Wilson. (15)**

The following Commissioners voted **No**: -0- The following Commissioners **Passed**:-0-

THEREUPON the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

#07-23-01

A RESOLUTION authorizing the naming of a private drive located in the Fifth Civil District of Roane County off Loop Road. Map: 087A Group: A Parcel: 001.00 & 007.00 to be Castle Cove

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WHEREAS, in accordance with Tennessee Code Annotated 54-10-216, notice has been published in a newspaper of general circulation in the county, and Planning Commission recommends the naming of this private drive off Loop Road, as shown on attached Map: 087A Group: A Parcel: 001.00 & 007.00;

NOW, THEREFORE, BE IT RESOLVED by the Roane County Commission that, pursuant to the recommendation of the Executive Director of the Roane County Emergency Communications District (E-911) and Roane County Reginal Planning Commission, Roane County authorizes the naming of a private drive located in the Fifth Civil District of Roane County off Loop Road. Map: 087A Group: A Parcel: 001.00 & 007.00 to be **Castle Cove**.

BE IT FURTHER RESOLVED, that after adoption of this resolution, the Roane County Road Superintendent recommends that a copy be sent to the Director of E-911 as notification of road changes.

SECTION 1. All resolutions in conflict herewith be and the same be repealed insofar as conflict exists.

SECTION 2. This resolution shall become effective	e upon passage, the public welfare requiring	it.
UPON MOTION of Commissioner	, seconded by Commissioner	the following
Commissioners voted Aye:		
The following Commissioners voted No:		
The following Commissioners passed:		

THEREUPON the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

County Chairman

The foregoing resolution was submitted to the County E, 2023.	executive for his consideration this th	e day of
	ATTESTED:	;ā
	County Clerk	_
I approve/veto the foregoing resolution this th	ee day of, 2	2023.
	County Executive	-

SUBMITTED BY Ron Woody, County Executive by request of Roane County Planning Commission







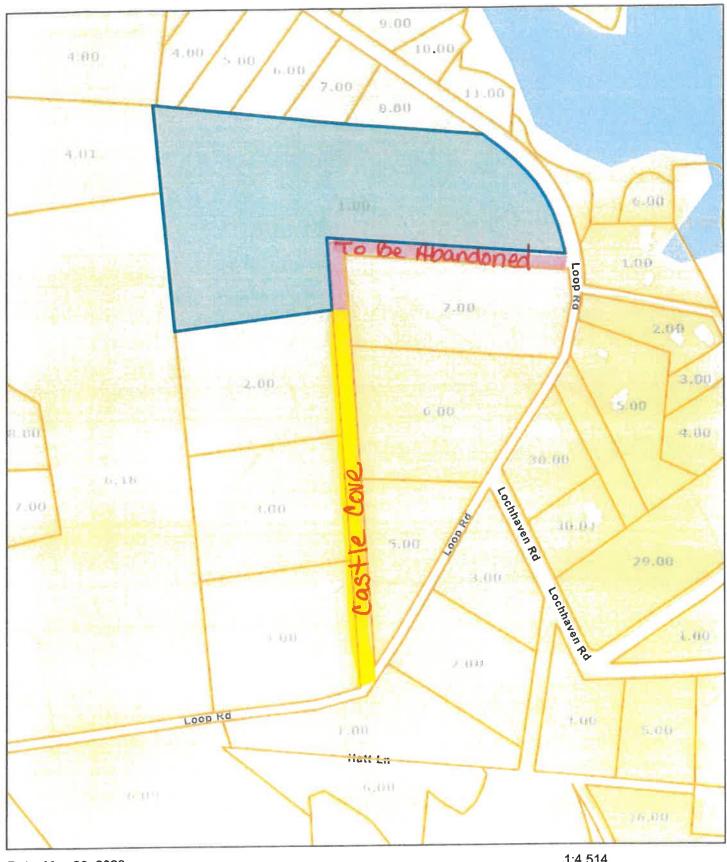


ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT E-911

Tim Suter Chairman 4390 ROANE STATE HWY. ROCKWOOD, TENNESSEE 37854 865-354-0704 Fax 865-354-8481 Bryan Walker Director

Date:05/30/2023
To whom it may concern,
Our office has reviewed the following private road name and it does not conflict with existing roads.
Castle CV
City: Rockwood
Should you have any additional questions, please contact our office at 865-354-0704.
Thank you,
Annette Stubbs
Roane County E-911

Roane County - Parcel: 087A A 001.00



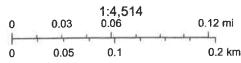
Date: May 26, 2023

County: Roane

Owner: BUECHLEY BOAZ & SARAH

Address: LOOP RD 330 Parcel Number: 087A A 001.00

Deeded Acreage: 0



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RESOLUTION NO. 07-23-02

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION authorizing the naming of a private drive located in the Fifth Civil District of Roane County off Bowers Road. Map: 056 Parcel: 048.03 to be Tremont Way

WHEREAS, as Map: 056 Parcel: 048.03, is located in the Fifth Civil District, and is a private drive and not a county-maintained road; and

WHEREAS, the county is desirous of naming private drives with more than three residences/parcels; and

WHEREAS, in accordance with Tennessee Code Annotated 54-10-216, notice has been published in a newspaper of general circulation in the county, and Planning Commission recommends the naming of this private drive off Bowers Road, as shown on attached Map: 056 Parcel: 048.03;

NOW, THEREFORE, BE IT RESOLVED by the Roane County Commission that, pursuant to the recommendation of the Executive Director of the Roane County Emergency Communications District (E-911) and Roane County Reginal Planning Commission, Roane County authorizes the naming of a private drive located in the Fifth Civil District of Roane County off Bowers Road. Map: 056 Parcel: 048.03 to be **Tremont Way**.

BE IT FURTHER RESOLVED, that after adoption of this resolution, the Roane County Road Superintendent recommends that a copy be sent to the Director of E-911 as notification of road changes.

SECTION 1. All resolutions in conflict herewith be and the same be repealed insofar as conflict exists.

SECTION 2. This resolution shall become effective upon passage, the public welfare requiring it.

UPON MOTION of Commissioner **Hendrickson**, seconded by Commissioner **Berry**, the following Commissioners voted **Aye**: **Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks,** and **Wilson**. **(15)**

The following Commissioners voted **No**:

-0-

The following Commissioners Passed:-0-

THEREUPON the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE



A RESOLUTION authorizing the naming of a private drive located in the Fifth Civil District of Roane County off Bowers Road. Map: 056 Parcel: 048.03 to be Tremont Way

WHEREAS, as Map: 056 Parcel: 048.03, is located in the Fifth Civil District, and is a private drive and not a county-maintained road; and

WHEREAS, the county is desirous of naming private drives with more than three residences/parcels; and

WHEREAS, in accordance with Tennessee Code Annotated 54-10-216, notice has been published in a newspaper of general circulation in the county, and Planning Commission recommends the naming of this private drive off Bowers Road, as shown on attached Map: 056 Parcel: 048.03;

NOW, THEREFORE, BE IT RESOLVED by the Roane County Commission that, pursuant to the recommendation of the Executive Director of the Roane County Emergency Communications District (E-911) and Roane County Reginal Planning Commission, Roane County authorizes the naming of a private drive located in the Fifth Civil District of Roane County off Bowers Road. Map: 056 Parcel: 048.03 to be **Tremont Way**.

BE IT FURTHER RESOLVED, that after adoption of this resolution, the Roane County Road Superintendent recommends that a copy be sent to the Director of E-911 as notification of road changes.

SECTION 1. All resolutions in conflict herewith be and the same be repealed insofar as conflict exists.

SECTION 2. This resolution shall become effective upon passage, the public welfare requiring it.

UPON MOTION of Commissioner	, seconded by Commissioner	the following

Commissioners voted Aye:

The following Commissioners voted No:

The following Commissioners passed:

THEREUPON the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

County Clerk

County Chairman	

The foregoing resolution was submitted to the County Executive for his consideration this the _____ day of _____ 2023.

ATTESTED:

l approve _____/veto ____ the foregoing resolution this the _____ day of _______, 2023.

County Executive

SUBMITTED BY Ron Woody, County Executive by request of Roane County Planning Commission









ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT E-911

Tim Suter Chairman

Roane County E-911

4390 ROANE STATE HWY. ROCKWOOD, TENNESSEE 37854 865-354-0704 Fax 865-354-8481

Bryan Walker Director

Date: <u>June 7, 2023</u>	
To whom it may concern,	
Our office has reviewed the following private road name and i	t does not conflict with existing roads.
Tremont Way	
City: Harriman Map/Parcel: 056 048.03	Zip Code:37748
Should you have any additional questions, please contact our	office at 865-354-0704.
Thank you,	
Annette Stubbs	



ROANE COUNTY 3070 Roane State Highway, Harriman, TN 37748, 865-882-9782 Office, 865-882-9784 Fax

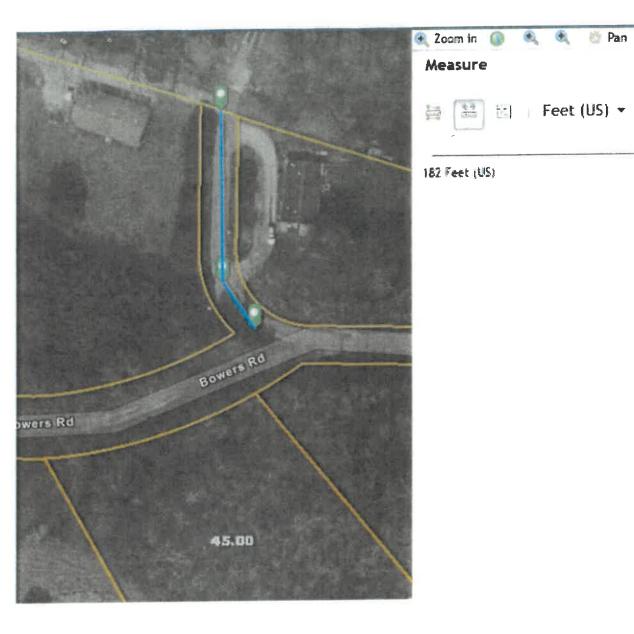
June 8, 2023

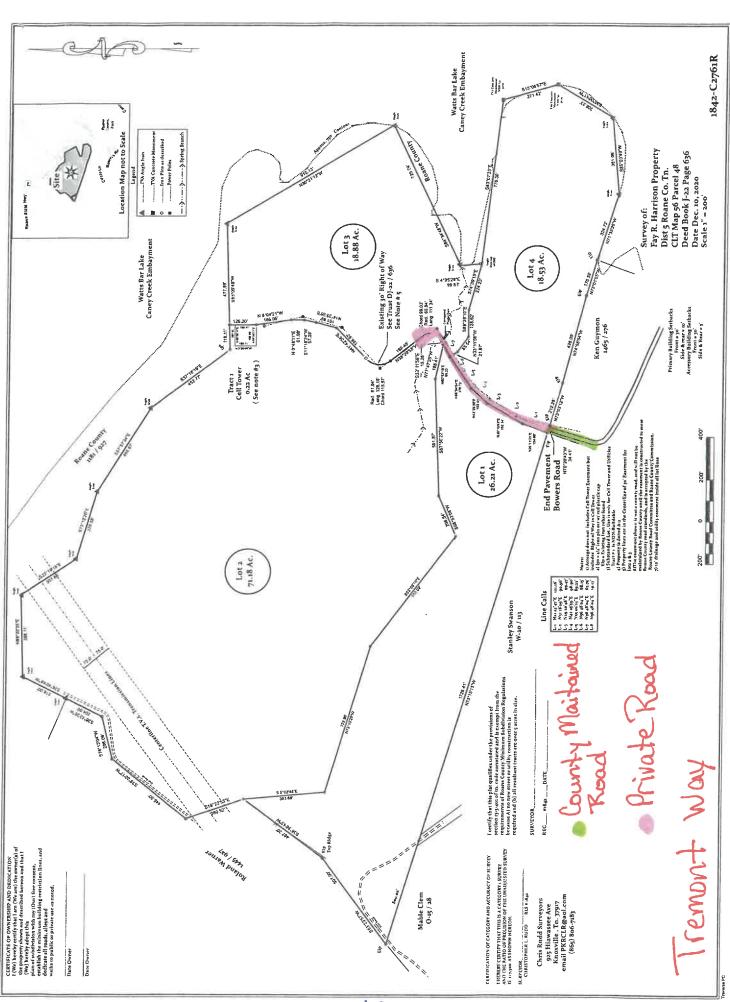
This letter certifies that Roane County Highway Department is in agreement and has no issues with approximately 182 feet of Bowers Road being renamed to Tremont Way.

If you need anything else please let me know.

Thank you

Terri Broyles





19.

RESOLUTION NO. 07-23-03

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION TO PLACE IN SURPLUS certain Roane County vehicles and equipment as listed on the attached sheet dated June 15, 2023 and entitled Surplus Vehicles & Equipment

WHEREAS, the vehicle and equipment on the attached list have been determined to be surplus property to various departments of the county, and

WHEREAS, these departments now seek to have the aforementioned vehicles declared surplus to be in compliance with the County's Vehicle Replacement policy and TCA §5-14-108, and

WHEREAS, Roane State Community College has requested that some Sheriff's vehicles be transferred to their Police Department and is so indicated on the attached page, and

WHEREAS, these vehicles (unless otherwise noted) and equipment will be made available to other county offices prior to advertising them for sale.

NOW, THEREFORE, BE IT RESOLVED that the vehicle and equipment on the <u>attached list dated 06/15/2023</u> <u>and entitled Surplus Vehicles & Equipment</u> are hereby declared surplus property and may be disposed of in accordance with TCA §5-14-108 or as indicated on the attached sheet.

- **SECTION 1**. All resolutions in conflict herewith be and the same are repealed insofar as such conflict exists.
- **SECTION 2.** This resolution shall become effective upon passage, the public welfare requiring it.

UPON MOTION of Commissioner **Wilson**, seconded by Commissioner **Gann**, the following Commissioners voted **Aye**: **Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks,** and **Wilson.** (15)

The following Commissioners voted **No**: -0- The following Commissioners **Passed**:-0-

THEREUPON the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

SURPLUS VEHICLES & EQUPMENT JUNE 15, 2023

		MODEL	YEAR	NS	
DEPARTMENT	MAKE				DISPOSITION
	Chevrolet	Tahoe	2008	1GNFK13088J167919	
Juvenile					Sell on GovDeals
	Dodge	Durango	2015	1C4RDJFG4FC938466	
Sheriff	•	•			Transfer to Juvenile
	Ford	Crown Vic	2008	2FAFP71V88X136341	
Sheriff					Sell on GovDeals
	Ford	Explorer	2017	1FM5K8AR5HGB40605	
Sheriff		-			Transfer to East Roane County VFD
	Ford	Explorer	2017	1FM5K8AR1HGB40603	
Sheriff					Transfer to East Roane County VFD
	Ford	Escape	2015	1FMCU0JX7FUA24192	
Sheriff					Sell on GovDeals
	Dodge	Charger	2013	2C3CDXAT1DH544421	
Sheriff					Transfer to Roane State Police Department
	Dodge	Charger	2014	2C3CDXAT7EH362157	
Sheriff					Transfer to Roane State Police Department
	Dodge	Charger	2014	2C3CDXAT4EH362228	
Sheriff					Transfer to Roane State Police Department
	Dodge	Charger	2014	2C3CDXAT7EH362160	
Sheriff					Transfer to Roane State Police Department
	Ferrara	Entruder	1996	4S7DT9K00TC018333	
OES - Fire Truck					Sell on GovDeals

DEPARTMENT	DESCRIPTION	DISPOSITION
Emergency Services	Miscellaneous Computer Equipment – Antiquated and will not run current applications. 25 – WYSE Units & Attachments (Computer Mice & Keyboards) 26 – Byrne Relocatable Power Taps	Sell on GovDeals
Sheriff	Miscellaneous Patrol Car Equipment – Do not own vehicles this equipment will fit. Includes Center Consoles, Light Bars, Siren Speakers & Partitions for Dodge Chargers & Ford Explorer	Sell on GovDeals - Restricted to Law Enforcement
Wastewater	Ariens Zero Turn Riding Mower, Model #991158 – SN 050245	Sell on GovDeals
Wastewater	Ariens Zero Turn Riding Mower, Model #991158 – SN 050271	Sell on GovDeals



Roane State Community College Police Department 276 Patton Lane Harriman, TN 37748



6/27/2023

Chief Deputy Tim Hawn C/O Sheriff Jack Stockton Roane County Sheriff's Department 230 N. Third Street Kingston, TN 37763

Dear Chief Hawn,

This letter is to acknowledge our recent conversation regarding the inquisition by me regarding the donation of surplus Roane County Sheriff's Departments (RCSD) patrol vehicles to the Roane State Community College Police Department (RSPD). The conversations detailed the RCSD's gracious donation four surplused Dodge Charger's to the RSPD. We can use those vehicles in our fleet as most of the driving by our officers is minimal and generally limited to our campuses and/or driving from campus to campus or bank runs.

Thank you again for the vehicles.

Respectfully Submitted,

Vaniel R. Wight

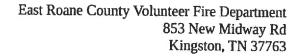
Danny Wright

Chief of Police

Roane State Community College

Police Department

Email: wrightdr@roanestate.edu





To: Whom it may concern

Date: 06/12/2023

Subject: Surplus vehicles

East Roane County Volunteer Fire Department would like to request two 2017 Ford Police Interceptor Utility's from Roane County Sheriff's Office. Our department would like to make the necessary repairs for them to be put into service for the communities in Roane County. These vehicles should replace our 20-year-old aging vehicle's we're currently using now.

1FM5K8AR1HGB40603 1FM5K8AR5HGB40605

Sincerely,

Michael Munguia

Fire Chief

East Roane County Volunteer Fire Department

RESOLUTION NO. 07-23-04

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION authorizing the County Executive to execute a multi-year contract with BFI Waste Services, LLC dba Republic Services of Chattanooga

WHEREAS, the Roane County Purchasing Department has advertised for and competitively bid the services for Trash Hauling and Disposal, and

WHEREAS, BFI Waste Services, LLC dba as Republic Services of Chattanooga submitted the only complete proposal for trash hauling and disposal and the pricing is significantly lower than the current rates, and

WHERAS, the effective date of the contract will be August 1, 2023, and the contract will be reviewed by the County Attorney, for approval as to legal form.

NOW, THEREFORE, BE IT RESOLVED that the Roane County Commission does hereby authorize the County Executive to execute a multi-year contract for Trash Hauling and Disposal with BFI Waste Services, LLC dba Republic Services of Chattanooga.

UPON MOTION of Commissioner **Berry**, seconded by Commissioner **Hendrickson**, the following Commissioners voted **Aye**: **Bell, Berry, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks, and Wilson. (14)**

The following Commissioners voted No: Brackett. (1) The following Commissioners Passed:-0-

THEREUPON the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

RESOLUTION NO. 07-23-05

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION approving the distribution of funds to municipal organizations subject to T.C.A 5-9-109 and requirements of the Community Investment Fund (CIF)

WHEREAS, the CIF was established with the adoption of the 2018 Budget, and

WHEREAS, certain requirements to be eligible for the CIF are:

- 1. Eligible under T.C.A. 5-9-109 or other T.C.A codes,
- 2. Restricted to matching funds,
- 3. Restricted to capital projects,
- 4. Must meet a public purpose that contributes to the county's livability and general welfare of the residents of the county, and

WHEREAS, the Roane County Budget Committee shall recommend the annual amount allocated to the CIF and the recommended projects, and

WHEREAS, the FY2024 Budget allocated \$60,000 for CIF, and two proposed projects are as follows:

Renovation of Riverfront Park Restroc	\$	15,000
Engineering plan for Tom Fuller Park parking lot expension Hotel Study	\$	10,000 5,000
	Engineering plan for Tom Fuller Park parking lot expension	parking lot expension \$

NOW, THEREFORE, BE IT RESOLVED that a portion of the CIF subfund appropriations for the 2024 Budget are distributed as noted above subject to the organization fulfilling the CIF and TCA requirements.

UPON MOTION of Commissioner **Brackett**, seconded by Commissioner **Hendrickson**, the following Commissioners voted **Aye**: **Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks, and Wilson. (15)**

The following Commissioners voted **No**:

-0-

The following Commissioners **Passed**:

-0-

THEREUPON the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

From: Scott Mason <scott.mason@cityofharriman.net>

Sent: Friday, May 5, 2023 3:49 PM

To: Wade Creswell < wade.creswell@roanecountytn.gov >

Subject: Community Investment Funds

Mayor-

You mentioned at our last city manager meeting about the community investment fund and unsure of its future. I think you also mentioned we could request funding, however I do not remember the type of format needed for the request.

While we have numerous needs, our Mayor has emphasized improving what we already have. A huge improvement we need to make is to the Riverfront Park restrooms. Our goal is to enlarge them, make them ADA compliant, replace the floor, replace the fixtures, and a fresh coat of paint. Estimates for the total project easily exceed \$70,000.00.

The City of Harriman is requesting \$15,000.00-\$20,000.00 from the community investment fund to assist with this project. If approved, we hope to have the project completed by the end of the summer.

On behalf of the city council and EVERYONE that utilizes the park, thank you for the consideration.

Scott Mason Harriman City Manager 408 North Roane Street Harriman, Tennessee 37748 (865) 882-9414

City of Rockwood

110 N. Chamberlain Ave. Rockwood, TN. 37854 865-354-0611 (phone) 865-354-0348 (fax) www.cityofrockwood.com

May 3, 2023

Honorable RC Executive Wade Creswell & Members of the Community Investment Committee 200 E. Race St. #1 Kingston, TN. 37763

Re: Community Investment Fund

Dear Executive Creswell.

On behalf of the City of Rockwood, I would like to request \$15,000 (\$10,000 for one project and \$5,000 for another) from the County's Community Investment Fund. We have been informed by the State Tourism Department that if we would invest in a Master Plan for Tom Fuller Park that will incorporate a minimum of 225 paved parking places and two more boat ramp accesses, we should be able to attract the largest fishing tournaments in the entire southeast region.

Mayor Jason Jolly City Council Members: Steve Bryant

Larry Davis

Mike Fuller Mike Reed April Wilson

THE PLACE TO BE IN TENNESSORE

Peggy Evans

The proposed cost for the engineering plan from Cannon & Cannon is \$20,000. The city would pay \$10,000 and use the investment funds for the remainder. I am taking the proposal to the council at the May meeting and feel good about getting approval.

Afterward, we would begin the process of applying for grants to make the improvements. State officials informed us of three different grant possibilities to make the necessary improvements. The revenue brought in by fishing tournaments includes lots of sales tax, hotel motel tax, fuel tax and other types of revenue for both the county and the city.

The additional \$5,000 would go toward furthering the 2014 Hotel Study that was done by the city. The study back at that time was \$5,000. I'm certain a new study utilizing the former information as well would cost a minimum of \$10,000, maybe more. I haven't clarified that amount as of yet. If you or the committee don't feel comfortable with giving the additional \$5,000 without a set price and commitment from the city, we can come back at a later time.

Thanks so much for your consideration, as we strive to make Rockwood and Roane County a better place for all of us.

Sincerely,

Becky Ruppe

City Administrator/Recorder

City of Rockwood

110 N. Chamberlain Ave. Rockwood, TN. 37854 865-354-0611 (phone) 865-354-0348 (fax)

May 31, 2023

Honorable RC Executive Wade Creswell & Members of the Community Investment Committee 200 E. Race St. #1 Kingston, TN. 37763

Re: Community Investment Fund

Mayor Jason Jolly City Council Members: Steve Bryant Larry Davis Peggy Evans Mike Fuller Mike Reed April Wilson



THE PLACE TO BE IN TENNERMEN

Dear Honorable Mr. Creswell & the Roane County Commission,

The Rockwood City Council recently approved a resolution approving a Contract with Cannon & Cannon to do a Master Development Plan for Tom Fuller - Rockwood Waterfront Park in Order to Obtain Future Grant Funds.

Below is the wording from the Resolution.

WHEREAS, the City of Rockwood Tom Fuller Memorial Boat Ramp- Rockwood Waterfront Park has a huge potential of being an additional economic driver for the City of Rockwood in the future; and WHEREAS, city administration recently met with State of Tennessee Economic Development Officials on ways to increase those economic opportunities with future development in the area; and WHEREAS, the very first recommendation from state staff included increasing the number of paved parking places from the current 80-90 to a minimum of 225 with two additional boat ramps, pavilion, concession stand and other amenities that would attract the largest fishing tournaments available in the Southeast, weddings, concerts, family & school reunions and many other types of events of this nature; and WHEREAS, state staff expressed there are at least three different types of funding that may be acquired if the city would do an engineered master park plan showing the park's potential and what could be allowed above and below the TVA 750 watermark etc; and WHEREAS, Cannon & Cannon has done all the previous engineering for the sidewalks, trails, comfort station, sewer installation and Marina/RV Resort plans for the City of Rockwood, having much needed knowledge to do this plan as well to the specifications of the city; and WHEREAS, the total cost for the plan is \$20,000 and City Administration has requested \$10,000 to go toward the cost from the county's Community Investment Fund; and WHEREAS, the county's Community Investment Fund is meant for projects that benefit both the city and the county, of which this project most certainly would do so; and WHEREAS, the county's portion should be voted on by the county commission in the near future; and WHEREAS, should the county commission not approve the county's portion, the city would not proceed without coming back to the city council for the remaining amount. NOW THEREFORE BE IT RESOLVED that the Rockwood City Council hereby approves to enter into a contract with Cannon and Cannon for the master planning of Tom Fuller Boat Ramp-Rockwood Waterfront Park at a cost of \$20,000 with \$10,000 coming from the county and the remaining amount to be placed in the 2023-24 budget. This Resolution is Adopted on this the 22nd day of May, 2023.

In addition to this request, the city did a Hotel Feasibility Study in 2014. We would like to take that study to another phase which would cost a minimum of an additional \$10,000. We were told at that time we were at the cusp of being able to support a new hotel and if things grew and changed, we could come back and have certain elements in the study looked at again. We feel that time is here. We would love to have the county help us invest in this study. Additional lodging, especially new lodging is badly needed in our county.

Thank you so much for your consideration of our projects that will greatly benefit Roane County as well.

Sincerely.

Becky Ruppe/

City Administrator/Recorder

RESOLUTION NO. 07-23-06

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A Resolution authorizing the Roane County Executive to enter into an Interlocal Cooperation
Agreement with the City of Harriman

WHEREAS, *Tennessee Code Annotated* §5-1-113 and §12-9-101 through 12-9-109 authorize cities and counties to enter into Interlocal Cooperation Agreements.

WHEREAS, the City of Harriman desires to contract with Roane County for Roane County to provide said City with local advisory planning services.

WHEREAS, The Harriman City Council approved an Interlocal Cooperation Agreement with Roane County for such services, and a copy of this agreement is attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Roane County Commission does hereby authorize the Roane County Executive to enter into and execute on behalf of Roane County the attached Interlocal Cooperation Agreement.

UPON MOTION of Commissioner **Goss**, seconded by Commissioner **Hendrickson**, the following Commissioners voted **Aye**: **Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks, and Wilson. (15)**

The following Commissioners voted **No**: -0- The following Commissioners **Passed**:-0-

THEREUPON the County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

INTERLOCAL COOPERATION AGREEMENT

WHEREAS, Tennessee Code Annotated Section 5-1-113 and Sections 12-9-101 through 12-9-109, authorize public agencies, as defined in Tennessee Code Annotated Section 12-9-103, to enter into interlocal cooperation agreements; and

WHEREAS, the parties hereto desire to avail themselves of the privileges afforded by these laws; and

WHEREAS, the purpose of this Agreement is to allow the City to contract with Roane County for Roane County to provide the City with local advisory planning services.

NOW, THEREFORE, in consideration of the premises, as authorized by Resolution of their respective governing bodies, the parties do hereby agree as follows, to-wit:

1. During the twenty-four (24) month period between July 1, 2023, and ending on June 30, 2025. Roane County agrees to furnish the services of a professionally certified planning advisor who will confer with the City's planning commission, board of zoning appeals and other local officials with respect to all phases of the comprehensive planning program as set forth in *Title 13, Chapter 3 of Tennessee Code Annotated*. Planning recommendations are advisory, only, and the City and its appropriate representatives have the sole authority to enact and enforce ordinances and other regulations concerning planning. A work program derived from the elements listed below will be developed jointly between Roane County and the City within thirty (30) days after both parties' governing bodies have approved this Interlocal Agreement and this

Interlocal Agreement has been executed. Other activities may be included depending on the scope and nature of the desired services and Roane County's ability to provide the same. All activities must be agreed upon mutually by the City and Roane County. Planning services may include but are not limited to the following activities:

A. Attendance at planning commission and/or boards of zoning appeals meetings; assistance in the preparation or review of the long-range work program of the planning commission; preparation of comprehensive plans, Public Chapter 1101 Growth Management Plans and amendments, and other planning studies and documents.

B. Preparation of land use controls for adoption, implementation and enforcement by local community officials, including, but not limited to zoning ordinances, subdivision regulations, flood plain management regulations, or other land use controls; review of development proposals; advice and assistance to administrators of zoning, subdivision regulations, and other land use controls.

C. Access to the planning and land-use resources of Roane County, including drafting, mapping and geographic information systems support and planning related research.

D. Specialty training for planning commissions, board of zoning appeals and local administrators, assistance in providing information on planning activities and interpreting planning programs and activities to the public through meetings and conferences, news releases and presentations before various groups.

E. Advice and assistance on all matters relating to state, federal and regional programs that affect planning and implementation for the locality.

2. During the term of this Agreement, the City shall pay Roane County the sum of \$14,666.00 per year, due and payable on July 1. The City hereby authorizes Roane County to

apply on the City's behalf for any eligible funds from the State of Tennessee or state sources to

supplement the planning contract amount and to use such grant funds to cover the cost of

providing planning services to the City.

3. Either party may terminate this Agreement by giving written notice to the other party

specifying the date of termination, and least ninety (90) days before the early termination date.

Upon early termination of the Agreement, the obligation of Roane County to conduct and carry

on the program agreed to under this Agreement shall cease. If Roane County elects to terminate

this Agreement before the termination date, Roane County shall retain the portion of the City's

prepayment prorated through the date of early termination, and the City shall be refunded the

portion of the City's prepayment prorated from the date of early termination through the date that

said prepayment was intended to cover services contemplated by this Agreement. However,

because Roane County has to hire additional County employees to provide the services

contemplated by this Agreement, if the City elects to terminate this Agreement before the

termination date, the City shall not be entitled to any refund of any amount it has paid to the

Roane County.

4. This Agreement is for a period of twenty-four (24) months. A new twenty-four (24)

month agreement and fee schedule will be presented prior to July 1, 2025.

5. This Agreement pertains only to the specific services set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement to become

effective on the date of the last signature placed hereon.

ROANE COUNTY, TENNESSEE

By:				
	Wade	Creswell, Co	ounty Executive	
	Date:			

CITY OF HARRIMAN, TENNESSEE

By:

Wayne Best, Mayor Date: (4/14/63)

RESOLUTION NO. 07-23-07

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A Resolution authorizing the Roane County Executive to enter into an Interlocal Cooperation Agreement with the City of Kingston

WHEREAS, Tennessee Code Annotated §5-1-113 and §12-9-101 through 12-9-109 authorize cities and counties to enter into Interlocal Cooperation Agreements.

WHEREAS, the City of Kingston desires to contract with Roane County for Roane County to provide said City with local advisory planning services.

WHEREAS, The Kingston City Council approved an Interlocal Cooperation Agreement with Roane County for such services, and a copy of this agreement is attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Roane County Commission does hereby authorize the Roane County Executive to enter into and execute on behalf of Roane County the attached Interlocal Cooperation Agreement.

UPON MOTION of Commissioner **Wilson**, seconded by Commissioner **Goss**, the following Commissioners voted **Aye**: **Bell, Berry, Brackett, Cunningham, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, Parks, and Wilson. (15)**

The following Commissioners voted **No**: -0- The following Commissioners **Passed**: -0-

INTERLOCAL COOPERATION AGREEMENT

T	THIS	AGREE	MENT is	entered int	o on this	day	of		
2023, by	and	between	ROANE	COUNTY,	TENNESSE	E, hereins	after referred	to as "R	oane
County",	, and t	he CITY	OF KING	GSTON, TE	NNESSEE, 1	ereinafter	referred to as	s "City".	

WHEREAS, Tennessee Code Annotated Section 5-1-113 and Sections 12-9-101 through 12-9-109, authorize public agencies, as defined in Tennessee Code Annotated Section 12-9-103, to enter into interlocal cooperation agreements; and

WHEREAS, the parties hereto desire to avail themselves of the privileges afforded by these laws; and

WHEREAS, the purpose of this Agreement is to allow the City to contract with Roane County for Roane County to provide the City with local advisory planning services.

NOW, THEREFORE, in consideration of the premises, as authorized by Resolution of their respective governing bodies, the parties do hereby agree as follows, to-wit:

1. During the twenty-four (24) month period between July 1, 2023, and ending on June 30, 2025, Roane County agrees to furnish the services of a professionally certified planning advisor who will confer with the City's planning commission, board of zoning appeals and other local officials with respect to all phases of the comprehensive planning program as set forth in *Title 13, Chapter 3 of Tennessee Code Annotated.* Planning recommendations are advisory, only, and the City and its appropriate representatives have the sole authority to enact and enforce ordinances and other regulations concerning planning. A work program derived from the elements listed below will be developed jointly between Roane County and the City within thirty (30) days after both parties' governing bodies have approved this Interlocal Agreement and this

Interlocal Agreement has been executed. Other activities may be included depending on the scope and nature of the desired services and Roane County's ability to provide the same. All activities must be agreed upon mutually by the City and Roane County. Planning services may include but are not limited to the following activities:

A. Attendance at planning commission and/or boards of zoning appeals meetings; assistance in the preparation or review of the long-range work program of the planning commission; preparation of comprehensive plans, Public Chapter 1101 Growth Management Plans and amendments, and other planning studies and documents.

B. Preparation of land use controls for adoption, implementation and enforcement by local community officials, including, but not limited to zoning ordinances, subdivision regulations, flood plain management regulations, or other land use controls; review of development proposals; advice and assistance to administrators of zoning, subdivision regulations, and other land use controls.

C. Access to the planning and land-use resources of Roane County, including drafting, mapping and geographic information systems support and planning related research.

D. Specialty training for planning commissions, board of zoning appeals and local administrators, assistance in providing information on planning activities and interpreting planning programs and activities to the public through meetings and conferences, news releases and presentations before various groups.

E. Advice and assistance on all matters relating to state, federal and regional programs that affect planning and implementation for the locality.

2. During the term of this Agreement, the City shall pay Roane County the sum of \$14,666 per year, due and payable on July 1. The City hereby authorizes Roane County to apply

on the City's behalf for any eligible funds from the State of Tennessee or state sources to supplement the planning contract amount and to use such grant funds to cover the cost of providing planning services to the City.

- 3. Either party may terminate this Agreement by giving written notice to the other party specifying the date of termination, and least ninety (90) days before the early termination date. Upon early termination of the Agreement, the obligation of Roane County to conduct and carry on the program agreed to under this Agreement shall cease. If Roane County elects to terminate this Agreement before the termination date, Roane County shall retain the portion of the City's prepayment prorated through the date of early termination, and the City shall be refunded the portion of the City's prepayment prorated from the date of early termination through the date that said prepayment was intended to cover services contemplated by this Agreement. However, because Roane County has to hire additional County employees to provide the services contemplated by this Agreement, if the City elects to terminate this Agreement before the termination date, the City shall not be entitled to any refund of any amount it has paid to the Roane County.
- 4. This Agreement is for a period of twenty-four (24) months. A new twenty-four (24) month agreement and fee schedule will be presented prior to July 1, 2025.
 - 5. This Agreement pertains only to the specific services set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement to become effective on the date of the last signature placed hereon.

ROANE COUNTY, TENNESSEE

By:	
	Wade Creswell, County Executive
	Date:

CITY OF KINGSTON, TENNESSEE

im Neal, Mayor

Date: July 13,2023

RESOLUTION NO. 07-23-08

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION setting the regular meeting date of the Roane County Legislative Body

WHEREAS, <u>Tennessee Code Annotated</u> Section 5-5-104 requires the Board of Commissioners to set a regular meeting date and place.

BE IT THEREFORE RESOLVED that the regular meeting date for the Roane County Board of Commissioners shall be the 2nd Monday night of each month at 6 o'clock in the evening, at the Roane County Courthouse. If a Public Hearing is required in advance of the County Commission meeting, the Public Hearing will begin at 6 o'clock in the evening, and the County Commission meeting will begin immediately after.

		ommissioner Ber , the following Commissioners vot Gann, Goss, Hendrickson, Hester, Hooks, Kirby,	
The following Commissioners voted No :	-0-	The following Commissioners Passed:	-0-
THEREUPON the County Chairman announ constitutional majority and ordered same s		Commission that said resolution had received a cord.	
There being no further business to discu	ıss before t	the Commission,	
MOTION to ADJOURN was made by Comm	issioner W i	ilson, seconded by Commissioner Hendrickson.	
Motion PASSED upon unanimous voice v	ote.		
Meeting Adjourned at 7:45 P.M. by Chair	man Heste	r.	
	A	APPROVED:	
		Roane County Commission Chairman	
	A	ATTEST:	
		Roane County Clerk	

Minutes for the Thursday, April 6,2023 Meeting of the Roane County Environmental Review Board Roane County Courthouse

County Courthouse

Attendees: *Voting Member

Present	Absent	
Х		*Carol Wood, Chair
Х		*Mary Anne Koltowich, Vice Chairperson
Х		*Susan Witts, Recorder
Х		*Joe Baarlear, Member
	Х	Lily Reagan, Student Member
Х		Lance Duff, County Commission Representative
	Х	Ben Gann, County Commission Representative
	Х	Tim Suter, County Executive Representative
	Х	Wade Creswell, County Executive

Call to Order 6:00 pm

Changes To and Approval of April 6, 2023 Agenda

Motion: Susan Witts; Second: Mary Anne Koltowich; Passed: 4/0

Changes To and Approval of the March 2, 2023 Meeting Minutes

Motion: Mary Anne Koltowich; Second: Carol Wood; Passed: 4/0



Public Comment [None Present]

Regular Board Business - Active

- Recruitment of new RCERB members (Mary Anne Koltowich) [Welcome Joe Baarlear to his first official meeting as a member of the RCERB, County Executive will assist in distributing membership information to attract qualified County residents]
- 2) Food Waste and Recycle Awareness (Susan Witts) [Update Recycle Presentation to include Joe Baarlear and email to group]
- 3) KIF TVA Kingston Fossil Plant (Mary Anne Koltowich)
 - a) Kingston Fossil Plant Retirement (tva.com)
 - · Draft Environmental Impact Statement being issued for review and public involvement.
 - Virtual Public Meeting: Thursday, June 8, 2023; 6:30-8:00 pm: Click here to register for the event. A link to the virtual open house event will be provided upon registration.
 - In-Person Open Houses

Tuesday, June 13, 2023, from 6:30-8:00 p.m. Eastern: Rockwood High School, 512 W Rockwood St, Rockwood, TN

Wednesday, June 14, 2023, from 6:30-8:00 p.m. Eastern, Kingston Community Center, 201 Patton Ferry Rd, Kingston, TN

- b) Kingston Environmental Investigation Plan link. This plan was issued in November 2018 and is over 1,000 pages long. This is in response to the TDEC Commissioner's Order for all of TVA's coal facilities to do an environmental investigation. [No Changes] See rpt (azureedge.net)
- 4) Kairos Power's Hermes Fluoride Salt-Cooled High Temperature Reactor at Heritage Center (ETTP) (Carol Wood) [No changes]

Minutes for the Thursday, April 6,2023 Meeting of the Roane County Environmental Review Board Roane County Courthouse

- a) Media Kairos Power
 - Kairos Power Joins with Bruce Power, Constellation, Southern Company and TVA to Form Advanced
 Nuclear Development Consortium Kairos Power

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- b) Technology Kairos Power
- c) Hermes Kairos Dashboard | NRC.gov
- d) Hermes Kairos Application | NRC.gov
- e) NUREG-2263 DFC, "Environmental Impact Statement for the Construction Permit for the Kairos Hermes Test Reactor" (nrc.gov)
- 5) TVA Clinch River Nuclear Site Advanced Nuclear Reactor Technology Park
 - a) https://www.tva.com/nepa
 - b) <u>CRNS Advanced Nuclear Reactor Technology Park Programmatic Environmental Impact Statement</u> Scoping Report dated June 2021 for Core Team Review (tva.com)
 - c) https://www.nrc.gov/reactors/new-reactors/smr/clinch-river.html

Discussion of moving ahead with plans but has not broke ground at this time

- 6) OREM YouTube Channel
 - a) YouTube channel
- 7) Local Emergency Planning Committee (LEPC)(Mary Anne Koltowich) [Met May 10th at 11:00am]
- 8) Solid Waste Advisory Board [Discussion of March 6th meeting from Mary Anne Koltowich]

Solid Waste Advisory Board (SWB)

Meeting Wednesday, March 22, 2023-attended by Mary Anne Koltowich, SWAB Member Report:

The SWAB met today, from 11:00 am - 12:00 pm.

Administrator Melinda Ferrell and Solid Waste Director Tony Brashears, from the Roane County Solid Waste Management Department, conducted the meeting. Below is a short description of the reports reviewed:

A. <u>10-Year Plan Update:</u> Each Region submits a 10 Year Plan detailing the roles and responsibilities of those who provide solid waste and materials management services. Tennessee Code Annotated (TCA) requires each Region to submit an annual progress report covering the next 10 years as a routine update. Each county is required to develop a comprehensive integrative municipal solid waste management plan.

Over the next 10 years, our Region would like to amend:

- Anticipated growth trends for the next the-year period. Roane County has experienced a 0.7% increase in population growth since the last census. More growth is anticipated. The "Preserve" off Gallaher Road is anticipating 2400 new homes. Over 60 new homes have been built in the Kingston city limits in the last several months. Large residential subdivisions are happening in Rockwood and off Lawnville Rd.
- A plan for the disposal of household hazardous wastes. Last year's participation in Roane County's
 Household Hazardous Waste day numbered about 80 households and over 11 tons of materials collected. This year's Hazardous Waste Day will be May 6, 2023 from 9 am until 1 pm at the Recycling
 Center. Volunteers are always needed to help. Call 865-590-7779 for more information.
- A description of education initiatives aimed at businesses, industries, schools, citizens and others, which addresses recycling, waste reduction, collection, and other goals. There is a big need for

Minutes for the Thursday, April 6,2023 Meeting of the Roane County Environmental Review Board Roane County Courthouse

curbside recycling. 50% of the people want it, but only 30% are willing to pay for it. The RCERB brochures for Food Waste and Recycling were passed around. It was discussed how the RCERB is working with Roane County Schools to get this information to the students. It was stated that schools waste a lot of food. There is some attempt to send food home with children in need on Fridays. This needs to be a discussion item with Commissioner Lance Duff to see what can be done with food waste at schools.

- Complaints received relate to the 10-12 bag policy per household disposal at one time and that recycling bins at the convenience centers are too full (residents can't dispose of their recyclables and have to come back at another time). The 10-12 bag policy was instituted to prevent contractors from dumping house demolition/building waste free of charge. Contractor waste is supposed to be brought to the Recycling Center, weighed, and paid for by weight. This helps keep costs to the tax-payers down. The County is short on both equipment and staff. There are only 3 trucks available for pickup; often 1 truck is out of service for repairs. Another part-time truck driver is needed to do pickups. When the recycle bins get full, people just wind up putting their recyclables in the regular trash. With the influx of new population, this issue will only get worse. Citizens are encouraged to submit complaints as this supports the need for additional resources (truck and driver).
- Caney Creek continues to be the largest roadside illegal dump site with 2 tons of materials (furniture, mattresses, tires, appliances, car parts, construction materials, vaping devices, used needles) cleaned up there. Dogwood Valley Road is the second largest roadside illegal dump with 1.1 tons of materials (furniture, mattresses, tires).
- Residents are encouraged to contact the Roane County Highway Department with litter or dump site
 concerns. The Highway Department receives the TDOT litter grant and also provides litter education
 within the schools. The Roane County Executive is working with the Sheriff's Department to try and
 create a Litter Control Officer. The Sheriff's Office also has an inmate litter crew that picks up roadside litter.

B. TDEC Survey Questions:

- TDEC asks what role its Materials Management program can play to be the biggest resource to the county and it municipalities. Materials Management continues to be a big help by providing services such as milk runs for paint and fluorescent bulb pickup and sponsoring the annual household hazardous waste event. Grants received, such as the sorting line and baler, have drastically increased production levels in recycling. Also received grant funding for new truck scales and a leachate holding tank on the closed landfill. Leachates collected are taken and processed through the wastewater treatment plant. More grant funding is needed for open top and divided containers for recycling and roll-off trucks. The possibility of a shredder for mattresses and box springs was discussed. A shredder would cost about \$1M, plus 1 employee to run it, then another 6 hours a day to maintain it. Box springs can be taken apart and the metals recycled. The wood parts can be mulched. Volume reduction does not really help here. Costs of disposing mattresses and box springs is by weight (not volume).
- TDEC asks what is needed to further waste reduction, recycling, diversion or end markets in Tennessee. Roane County believes all companies who recycle commodities should be required to submit their recycling surveys directly to TDEC. This would help each county's and regions's landfill diversion rates. Funding for education would greatly increase recycling and diversion. Waste reduction and

Minutes for the Thursday, April 6,2023 Meeting of the Roane County Environmental Review Board Roane County Courthouse

recycling efforts could be stressed more withing the schools. All county and municipal offices should have receptacles for materials the county is able to recycle.

- Roane County would like to expand its Hub & Spoke Program to surrounding cities and Counties. A
 new recycling facility in east Roane County could help service Anderson and Loudon Counties.
- C. Tire Report: 296.12 tons of tires were managed and sent to beneficial use. None were landfilled.

D. Annual Progress Report:

- The County permits and operates 13 Convenience Centers. The South Highway 58 center is proposed
 to be closed, bulldozed, redone, and expanded to accommodate 2 compactors for household waste,
 plus add a cardboard compactor. The County is working with engineers to see what would be needed
 (e.g., retaining walls) and to see if there is enough room to make this expansion.
- The City of Oak Ridge has the only curbside recycling program in the County. The County would like to see more, preferably single-stream.
- The County has no programs for the management of organics (other than disaster relief for downed trees and debris) or assistance for backyard composting.
- Obstacles to expanding recycling are funding (largest), citizen apathy, education, markets, and staff.
 Funding needs including an increase in fleet, increase in staff, and a secondary recycling facility with single stream sorting line capability. Plans are detailed in the 20-year Capital Projects plan.
- Contracting Out of Services: Roane County Solid Waste is hauling waste from the Landfill and Glen
 Alice Convenience Centers to the Rhea County Landfill. A contract with Republic Services hauls
 wastes from the other 22 Convenience Centers to the Loudon County Landfill. Republic Services is
 budgeted \$1,12M for its hauling services. Michael Dunn is budgeted \$65,000 for its recycling services. Liberty Tire Recycling is budgeted \$50,000 for tire pickup and recycling. Capital Waste Services
 is budgeted \$250,000 for disposal services.
- The County receives \$58,000 for its litter grant.

E. Residential Recycling, Diversion and Disposal Report

- Metals Recycles: 641.4 tons steel; .2 tons copper; 6.28 tons aluminum beverage cans; 1.26 tons other aluminum for a total of 649.14 tons.
- Fiber Recycles: 136 tons old newsprint; 1,143.95 tons old corrugated cardboard; 21.12 tons mixed paper for a total of 1,201.07 tons.
- Plastics Recycles: 51,820 pounds (25.91 tons) PET #1; 29,260 pounds (14.63 tons) HDPE #2;
 81.08 tons Mixed 1&2 for a total of 121.62 tons.
- Batteries: 4.15 tons lead acid
- Automotive Fluid: 13,471 gallons (49.84 tons) used oil; 399 gallons (1.48 tons) antifreeze for a total of 51.32 tons
- Electronics: 1 tons

Minutes for the Thursday, April 6,2023 Meeting of the Roane County Environmental Review Board Roane County Courthouse

The County reports a diversion rate of 93%. This includes Befesa Inc. (old American Zinc), which provides about 40%. Without Befesa, the diversion rate is 50-60%. Of special note, Befesa has closed and suspended operations. 58 people have been laid off; only salaried people remain at the facility. The facility is continuing to use its office space. Utilities are turned on (water, electricity, etc.). Befesa may reopen in about a year.

- 9) X-Energy and TRISO-X fuel facility [Discussion of assigning to Joe Baarlear for monitoring]
- 10) Oak Ridge Reservation Natural Resource Damage Assessment: Restoration and Compensation Determination Plan/Environmental Assessment Final I December 2022 [Discussion of Criteria for grant process project funding still under review, Next ORRCA meeting scheduled for June 5th @ 2pm]
- 11) Befesa Zinc construction permit to expand railyard: (tn.gov/environment/notices/befesa-class-3). Public hearing, Monday, April 17, 2023, at the Rockwood Community Center (as well as via video teleconference) Informational session 5:30 to 6:00 p.m.; formal hearing will begin at 6:00 p.m. Does not change amount facility can use, only what can be stored onsite.
- 12) 2023 Tennessee Environmental Network Show of the South, May 10-12 at the Chattanooga Convention Center [Discussion of adding EMAT Conference to watching list]
- 13) Interim ROD for ETTP Main Plant Groundwater (DOE-OR-01-2921&D2 Interim ROD for ETTP Main Plant Groundwater January 2023); public comment period open, due May 19, 2023 [Discussion of April Public Meeting 4/25/23 6-8pm in Oak Ridge]

Regular Board Business - Watching

- a) Roane County Invasive Species Committee Activities [Not met yet]
- b) KIF Discharge Permit <u>DWR-TN0005452-Draft-Permit-20211026-2366.pdf</u> (cleanenergy.org)
- c) Y-12 Mercury Treatment Plant Project
- d) Microplastics in TN rivers, including Clinch, Tennessee, and Emory Rivers
- e) Long-term Management and Storage of Elemental Mercury
- f) Tiger Haven
- g) 652 River Line Project
- h) New proposed development on site of old Southwest Point Golf Course
- i) Caney Creek Campground area development
- j) Y-12 Development Organization at 103 Palladium Way in Horizon Center Industrial Park (Mary Anne Koltowich)
- k) Enhanced Technology and Training Center and Simulated Nuclear and Radiological Activities Facility on Gallaher Road across from Horizon Center
- I) Rockwood Campground and Marina Development
- m) Oak Ridge Airport at Heritage Center [Discussion of City Manager Mark Watson retiring May 2023 and Facebook link that reports project building delay to 2025]
- n) Manhattan Project National Park Oak Ridge Site, Stakeholder Engagement [Discussion of Removing John Shaw and replacing with Susan Witts]
 - i) Stakeholder Engagement Project 2021 Manhattan Project National Historical Park (U.S. National Park Service) (https://nps.gov)
- o) EPA Superfund Site: Clinch River Company (Mary Anne Koltowich)
 - i) https://cumulis.epa.gov/supercpad/SiteProfiles/index.cfm?fuseaction=second.schedule&id=0405465
 - ii) Next action: EPA to select final remedy due September November 2023 timeframe

Minutes for the Thursday, April 6,2023 Meeting of the Roane County Environmental Review Board Roane County Courthouse

- p) Track EPA emission changes in light of Supreme Court ruling
- q) Waste Management Landfill Availability: It was noted that Roane County has no active landfill permit. Loudon County is currently used by Roane County; tipping fees are being significantly raised. There is discussion that a shredder is needed to help dispose of mattresses and box springs.
 - r) Invasive Aquatic Plant Species Note County Commission has reformed Invasive Asian Carp Committee.

Outside Participation Activity Opportunities

- "Hidden Rivers" Environmental film on Appalachian waters
 - o info@freshwatersillustrated.org
 - o Host a Hidden Rivers Event Freshwaters Illustrated
 - Sent email to Roane County Executive, asking for possible discussion/consideration of this item on July Commission meeting agenda.

Next RCERB Meeting:

 Thursday, May 4, 2023 [Discussion of canceling June 1, 2023 meeting due to members traveling and unable to have Quorum]

Adjourn Motion: Joe Baarlear; Second: Mary Anne Koltowich; Passed: 3/0

Incoming Documents (Attachments):

- To Wade Creswell: RCERB Summary of ORR NRDA 12-2022 Revised 3-7-23
- DOE-OR-01-2921&D2 Interim ROD for ETTP Main Plant Groundwater January 2023; SKM_C300i23032717520
- EPA Letter 1-17-23 to DOE for Interim ROD DOE-OR-01-2921&D2
- Email: Letter dated March 7, 2023 to Roger Petrie from Randy Young (TDEC) regarding groundwater monitoring wells west of EMEMF
- Email attachments regarding SWAB: Household Hazardous Waste Day May 2023; RCERB Report of SWAB Meeting 3-22-23; SWAB Agenda 3222023

Recap of past year's RCERB Meetings:

March 2, 2023: Quorum (3/3); routine business; potential new member; county commissioner

February 2, 2023: Quorum (3/3); Routine Business

January 5,2023: No meeting

December 1, 2022: Quorum (3/3); Routine Business November 03, 2022: Quorum (3/3); Routine Business October 06,2022: Quorum (3/5); Routine Business September 1, 2022: Quorum (3/5); Routine Business

August 4, 2022: No meeting

July 7, 2021: Quorum (3/4); Routine Business

June 2, 2022: Quorum (3/4); DSSI discussion, Potential student candidate introduction, and Routine Business

May 5, 2022: Quorum (3/4); ROANEnet presentation and Routine Business

April 7, 2022: No meeting

Roane County Public Utility Board June 13, 2023 Monthly Meeting Minutes



Call to Order:

The Monthly Meeting of the Roane County Public Utilities Board (RCPUB)
was called to order by Chairman Parkison on June 13, 2023, at 5:00 PM in
the conference room of the Roane County Public Utilities (RCPU) Building.

Attending:

- Members Present: Mr. Jeff Parkison, Chairman; Mr. Allen Deitz, Vice-Chairman; Mr. John Howell
- Others Present: Mr. Gene McClure, Director; Ms. Majel Leach, Pretreatment Coordinator; Mr. Michael Kelley, Kennerly-Montgomery

Attending Via Telephone: None

Absent: Larry W. Clark, Dr. Carol Wood

Public Present: None

Previous Meeting Minutes:

- Minutes of the May 9, 2023, meeting reviewed.
- Motion to approve the minutes was made by Mr. Allen Deitz
- Second to the motion to approve the minutes was made by Mr. John Howell
- Minutes Approved by unanimous voice vote.

Engineering Report:

Presented by Mr. Gene McClure, Director

• Reported that the first tie-in on the Caney Creek Bridge Replacement Project should be completed the last week of June.



Legal Report:

Presented by Mr. Michael Kelley, Kennerly-Montgomery

- The next court date for delinquent accounts will be Wednesday June 21, 2023.
- Per the Boards request Mr. Kelley discussed the governing statutes that apply when the relocation of public utilities is necessary due to the improvement of highways.

Director & Financial Reports:

Presented by Gene McClure, Director

- Engineers are continuing to check the pressures and flow at Grand Vista Bay to allow the team to proactively address any concerns and as part of the planning for the new Lift Station.
- Pending weather and availability of equipment the goal would be to begin installing the new Lift Station in Q1 of 2024.
- Senator Yager responded to the Board's letter asking for more information about the request for support with the funding for TDOT's Highway 70 widening project. The information is being gathered and will be promptly returned to Senator Yager. The current estimated impact on RCPUB rate payers would be \$6.6M.
- 2024 Budget has received final approval.
- Completed the County Financial Audit without any issues.
- The State Pretreatment Inspection came back clean.

Pretreatment Report:

Presented by Ms. Majel Leach, Pretreatment Coordinator

- Still working with American Greenfuels as they prepare to start up operations.
- Have reached an agreement with Golden Pond to take a limited amount of liquid only, which will be closely checked.
- Follow up ammonia testing at the Landfill planned this week.

Director's Report Approval:

- Motion to approve the minutes was made by Mr. John Howell
- Second to the motion to approve the minutes was made by Mr. Allen Deitz

• Director's Report approved by unanimous voice vote.

Financial Report Approval:

- Motion to approve the minutes was made by Mr. Jeff Parkison
- Second to the motion to approve the minutes was made by Mr. Allen Deitz
- Financial Report approved by unanimous voice vote.

Strategic Goal Discussion

- Group discussion around the Standard Operating Practice (SOP) of:
 - Lab Testing Procedures
 - O Pipe integrity testing and maintenance

Meeting Adjourned by C	hairman Parkison at 6:05	PIVI	
Submitted by:	Deitz, Vice-Chairman	Date: _	7/11/2023

ROANE COUNTY BOARD OF ZONING APPEALS MINUTES

June 21, 2023 6:00 PM



Members Present:

Alternate Carolyn Clemmons, Ellison Beard, Chairman Daniel Stracener, and Alternate Richard Owens

Members Absent: Alicia Harris, Scott Stout, and Wendy Shubert

Others Present: Glen Cofer, Rene'e Crowe, Mark Hoffman, and others

Roll Call and Call to Order:

Meeting was called to order by Scott Stout at 6:00 pm and a quorum was declared.

Acceptance:

APPROVAL of the May 17, 2023, minutes

Motion made by Carolyn Clemmons to approve the May 17, 2023, minutes.

Seconded by Ellison Beard

Roll Call: Carolyn Clemmons YES, Ellison Beard YES, Chairman Daniel Stracener YES,

Richard Owens YES,

Old Business: None

On a Roll Call Vote was unanimous in favor to APPROVE

Public Comments: None

New Business: (Two [2] Items)

AUG 0 2 2023

1. Election of Vice Chairman:

Postponed until next meeting.

2. Special Use Permit:

Mark Hoffman owner of property located at 111 Walker Road, Harriman, TN 37748.

Map: 027D Group: B Parcel: 008.00. Zoned R-1 (Low Density) Single Family Residential District.

Mr. Hoffman is requesting a special use permit to do gunsmithing and sales within his home.

Mr. Hoffman stated this will be by appointment only and that operation times of 9am to 5pm will be posted. Building Official Glen Cofer asked if there would be any firing of guns on site, Mr. Hoffman answered no. He also stated the weapons would be stored in a locked safe.

Motion made by Richard Owens to approve the SUP with no sales, and no sign with any allowing appraisals, gunsmithing and transfers with no lit signs for one year.

Seconded by Carolyn Clemmons

Roll Call: Carolyn Clemmons **YES**, Ellison Beard **YES**, Chairman Daniel Stracener **YES**, Richard Owens **YES**,

On a Roll Call Vote was unanimous in favor to APPROVE

Special Use Permit SUP2023-006 will expire June 21, 2024, at which time Mr. Hoffman will need to reapply.

Adjournment:

Motion made by Richard Owens to adjourn, Seconded by Ellison Beard

Meeting adjourned at 6:45 pm.

Minutes Submitted by:

Rene'e Crowe

Daniel Stracener Chairman

- 23

Rene'e Crowe Secretary

Date

ROANE COUNTY PLANNING COMMISSION

MINUTES June 21, 2023 7:00 PM



Members Present:

Greg Ferguson, Randall Bibee, Glenda Johnson, Randy Scarborough, Linda Cox, James Watts, Chip Dunn, Secretary Jean Meredith, and Chairman Allen Williams

Members Absent: Michael Parkison

Others Present: Glen Cofer, Rene'e Crowe, Wade Lovin, Will Robinson, Remon Farhat, Ed Martin, Alix Seiber, Blake Brown, James White, and others

Roll Call and Call to Order:

Meeting was called to order by Chairman Allen Williams at 7:00 pm and a quorum was declared.

Approval of Minutes:

Approval of the May 17, 2023, minutes.

Motion made by Glenda Johnson to approve the May 17, 2023, minutes and, **Seconded** by James Watts

Roll Call:

On a Roll Call Vote was unanimous in favor to Approve.

F AUG 0 2 2023

Public Comments: None

Old Business: (One [1] Item)

1. Rezone:

Remon Farhat representing JMB Investment Company, LLC requests a rezone for property located at 2042 Kingston Highway, Kingston. TN 37763 identified as Map: 059 Parcel: 069.00, from A-2 (Developing Agricultural District) to RB (Rural District) to build a Dollar General Market.

Many of the residents spoke against the rezone with concerns of safety, traffic and lowering their home value. It was also stated that the community did not have a need for the market.

Motion made by Randall Bibee to approve the rezone **Seconded** by Chip Dunn **Roll Call:**

On a Roll Call Vote was 5 no's to 4 yes with the Vote Denying the rezone.

New Business: (Three [3] Items)

1. Private Road Name:

Boaz & Sarah Buechley owner of property located on 330 Loop Road, Rockwood, TN 37854, identified as Map: 087A Group: A Parcel: 001.00 & 007.00, request approval for a private road name "Castle Cove". Bryan Walker, Executive Director of the Roane County Emergency Communications District (E-911) has reviewed and approved the requested name.

Motion by Glenda Johnson to approve the recommendation to County Commission and Seconded by Chip Dunn Roll Call:

On a Roll Call Vote was unanimous in favor to Approve.

2. Partial ROW Abandonment:

Donna & Gary Valestro owner of property located at 136 Johnson Road, Kingston, TN 37763 Map: 098 Parcel: 019.05, zone A-2 (Developing Agricultural District) is requesting approximately 1,361.3 feet of ROW on Johnson Road to be abandoned.

Motion by Glenda Johnson to **Approve** the recommendation to the County Commission, **Seconded** by Randall Bibee

Roll Call:

On a Roll Call Vote was unanimous in favor to Approve.

3. Private Road Name:

Hunter Alley representative for GGDA owner of property located on Bowers Road, Harriman, TN 37748 identified as Map: 056 Parcel: 048.03, request approval for a private road name "Tremont Way". Bryan Walker, Executive Director of the Roane County Emergency Communications District (E-911) has reviewed and approved the requested name.

 $\begin{tabular}{ll} \textbf{Motion} by Randall Bibee to approve the recommendation to County Commission and Seconded by Glenda Johnson \\ \end{tabular}$

Roll Call:

On a Roll Call Vote was unanimous in favor to Approve.

Adjournment	t
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Motion by Secretary Jean Meredith to adjourn, Seconded by Glenda Johnson.

Meeting adjourned at 8:15 pm.

Minutes Submitted by:

Rene`e Crowe

Allen Williams, Chairman	7-26-23 Date
Glenda Johnson, Vice Chairman	Date
Jean Meredith, Secretary	Date
Randall Bibee Randall Bibee, Vice Secretary	8/2/2023 Date



Minutes Industrial Liaison Committee

June 28, 2023

#5

Members present: Junior Hendrickson, Shannon Hester, and Chris Lehman

Members absent: Charlotte Cunningham and Travis Parks

Others present: Justin Snow, Teresa Jackson, Stacey Wilson, The Roane Alliance, and County Commissioner Ben

Gann

The meeting was called to order by Junior Hendrickson and was conducted at The Roane Alliance at 5:00 pm on Wednesday, June 28, 2023.

A motion was made by Shannon Hester and seconded by Chris Lehman to approve the minutes from the March 6, 2023, meeting. The motion was unanimously approved.

Economic Development Updates:

Mr. Snow reported and there was a discussion on the following agenda items:

- American Greenfuels, Rockwood LLC American Greenfuels acquired the Proton Power building in the RCIP in Rockwood. They have submitted an application to the State for \$175M bond allocation. They hope to get the plant running to full capacity. We have not heard of any issues arising to delay the project.
- 2. RRBTP / TPA Group/ Additional Buildings The TPA group is constructing the spec building in the RRBTP, and they have about 70 additional acres under contract. This project is still within the due diligence period. The spec building is approximately 260ksf. TPA wants to put up 2 more 300ksf buildings. There have been some delays due to wetlands issues and the Enbridge National Gas line running through the property, but they are moving forward with plans to still acquire the property.
- 3. Roane County Industrial Park / Project Roane Meats This project is still moving forward. They have 10 acres of property in the RCIP under contract for this project. They are being aggressive and have launched a Facebook page. The client is putting his own personal money into the project and has secured a loan but is looking for investors.
- 4. Project XYZ Update A couple of months ago XYZ signed a contract on the spec building being constructed in the RRBTP and hopes to close sometime in the next few weeks. They now have the green light to push the document for the approved PILOT agreement and purchase the other 2 properties in the park.
- 5. RRBTP Park Improvements: 1) Streetlights, 2) XYZ Road & Utility Extensions for Sam Rayburn Cul-de-sac and Hamilton Industrial Way The street light project is complete, and the 17 lights were turned on June 27th. The road extension project is ready to be bid out.
- 6. Project McWhorter / Buttermilk Road Property The IDB accepted the offer from Greg McWhorter for the purchase of 6 acres off Buttermilk Road.
- 7. RCIP / Old Roane Alloys Site We are working with S&ME to do a phase 1 study on the 200 acres on Black Hollow Road to see if developing the property is feasible.

There being no further business to come before the committee, the meeting was adjourned.

Submitted by: Justin Snow, The Roane Alliance



Roane County Commission - Tourism Committee Meeting 6/28/2023



Commissioners Present: Junior Hendrickson, Chris Lehman, Ben Gann

Others Present: Stacey Wilson, Tourism Director-The Roane Alliance; Jennifer Brown, Events Coordinator-The Roane Alliance; Justin Snow, President/CEO-The Roane Alliance; Teresa Jackson, VP of Operations-The Roane Alliance; Karly Page, Assistant Parks and Rec Director-The City of Kingston; Shannon Hester, Roane County Commissioner

Commissioners Absent: Charlotte Cunningham, Mike Hooks

Call to Order: The regular meeting of the Roane County Commission Tourism Committee, was called to order at 6:10pm by Commissioner Hendrickson. A quorum was declared. The meeting was held at The Roane Alliance.

A motion was made by Ben Gann to approve the minutes kept from the March 6th, 2023 meeting and was seconded by Chris Lehman. The motion passed unanimously.

New business:

- Justin Snow gave a president's report and spoke about events held, financials, and events to come.
- Mr. Snow also gave a report about the successes of the Roane Gala
- Stacey Wilson gave a tourism report and spoke about the new QR cards being passed out to assets, AMSE update and reports, other upcoming events.
- Mrs. Wilson introduced Karly Page to the committee. Karly gave a brief update about what to expect at the July 4th Smokin' the Water event this year.
- Mrs. Wilson spoke about the Tourism events calendar on the website and encouraged those present to share and bring awareness.

Adjournment: A motion to adjourn was made by Ben Gann and was seconded by Chris Lehman. The motion passed unanimously and was adjourned at 6:42pm.

Minutes submitted by Jennifer Brown on June 29th, 2023.

MINUTES ROANE COUNTY COMMISSION SPECIAL CALLED MEETING JUNE 29, 2023 STATE OF TENNESSEE



BE IT REMEMBERED that the County Commission of Roane County, Tennessee convened in a special-called session at the Roane County Courthouse in Kingston, Tennessee, Qualls Court Room on the 29th day of June, 2023 to adopt the FY 2023-2024 Budget.

The Commission was called to order by Adam Badger at 6:30 P.M.

Invocation was given by Mike Hooks.

The Pledge of Allegiance to the Flag of the United States of America was led by Adam Badger.

Present and presiding was the Honorable Shannon Hester, Chairman, and the following Commissioners: Bell, Berry, Brackett, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, and Wilson. (13)

Absent:

Cunningham and Parks. (2)

THEREUPON, Chairman Hester announced the presence of a quorum.

Also present was **County Executive Wade Creswell**, Budget Director **Connie Cook**, County Attorney **Greg Leffew**, Building Inspector **Glen Cofer**, Deputy of Finance **Jennifer Hasbrouck**, Purchasing Agent **Lynn Farnham**, Director of Schools **Russell Jenkins**, County Clerk **Beth Johnson**, and Deputy Clerk **Ariel Smith**.

ACCEPT COMMITTEE REPORTS AND CORRESPONDENCE:

- 1. MINUTES of Budget Committee 06-13-23
- 2. MINUTES of Budget Committee 06-26-23

MOTION to Accept Committee Reports and Correspondence made by Commissioner **Berry**, seconded by Commissioner **Gann**.

MOTION PASSED unanimously by electronic roll call vote.

THEREUPON, the Chairman announced to the Commission that the Budget Committee Minutes were accepted.



NEW BUSINESS ------

NEW BUSINESS: (6)

RESOLUTION NO. 06-23-01

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION amending Resolution 12-22-05 reflecting a 1% match in the amount of \$1,220.91 of the Violet Crime Intervention Fund Grant for the Roane County Sheriff's Office

WHEREAS, the VCIF grant offers grants to local law enforcements to help combat violent crime in their communities, and

WHEREAS, the grant will be used to upgrade radios in the patrol cars for the deputies to enhance communication, and

WHEREAS, the anticipated project cost is \$127,102 with a 1% County match, and

WHEREAS, this is a non-renewable grant.

NOW, THEREFORE BE IT RESOLVED, that the Roane County Commission approves amending Resolution 12-22-05 reducing the revenue by \$1,220.91.

Fund	<u>Function</u>	<u>Description</u>	Curr. BG	Amend	Ending BG
Revenue Co 171-RAD	ode: 46980-VIC	Other State Grants	-	125,881	125,881
Expenditure 171-RAD	e Code: 91130-708-VIC	Communication Equip.	-	127,102	127,102
Reserve Coo	de: 34585	Restricted Capital Project	25,000	(1,221)	23,779

UPON MOTION by Commissioner **Hooks**, seconded by Commissioner **Wilson**, the following Commissioners voted **Aye: Bell, Berry, Brackett, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman,** and **Wilson.** (13)

The following Commissioners **Passed**: -0- The following Commissioners voted **No**: -0-

RESOLUTION NO. 06-23-02

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION amending the General Fund 101 reflecting changes in the revenue/expenditure estimates for the 2022/2023 fiscal year

WHEREAS, the revenue/expenditures of the above noted fund have changes in expenditures related to additional meetings for Budget Committee, overages in electricity/gas for Courthouse and Microfilm scanner; and

WHEREAS, the budget should be revised to reflect the new estimates; and

NOW, THEREFORE, BE IT RESOLVED that the changes to the General Fund 101 be amended as follows:

Fund	<u>Function</u>	Description	Curr. BG	Amend	Ending BG
Expen	diture Code:				
Budge	t Committee				
101	51230-191	Boards & Committee Members Fees	10,500	425	10,925
101	51230-207	Medical Insurance	220	35	255
101	51230-422	Food Supplies	990	475	1,465
		Additional Meetings	13,495	935	14,430
County	y Buildings				
101	51800-415	Electricity	123,210	19,000	142,210
101	51800-434	Natural Gas	33,950	13,500	47,450
			770,818	32,500	803,318
Preser	vation of Recor	ds			
101	51910-709	Data Processing Equip Microfilm Scanner	-	11,000	11,000
Reserv	ve Code:				
101	39000	Unassigned	9,967,082	(33,435)	9,933,647
		Restricted for			
101	34520-RCRDS	Records Management	147,799	(11,000)	136,799

UPON MOTION by Commissioner **Hooks**, seconded by Commissioner **Wilson**, the following Commissioners voted **Aye**: **Bell, Berry, Brackett, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman**, and **Wilson**. (13)

The following Commissioners **Passed**: -0-

The following Commissioners voted **No**: -0-

RESOLUTION NO. 06-23-03

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION amending the Highway Department Fund 131 reflecting changes in the revenue/expenditure estimates for the 2022/2023 fiscal year

WHEREAS, the revenue/expenditures of the above noted fund have changes in expenditures related to medical insurance; and

WHEREAS, the budget should be revised to reflect the new estimates; and

NOW, THEREFORE, BE IT RESOLVED that the changes to the Highway Department Fund 131 be amended as follows:

<u>Fund</u>	Function	Description	Curr. BG	Amend	Ending BG
	diture Code:				
Emplo	yee Benefits				
131	66000-207	Medical Insurance	8,000 1,007,225	45 45	8,045 1,007,270
Reserv	ve Code:				
131	34550	Restricted for Hwy	3,058,788	(45)	3,058,743

UPON MOTION by Commissioner **Hooks**, seconded by Commissioner **Gann**, the following Commissioners voted **Aye**: **Bell, Berry, Brackett, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman,** and **Wilson.** (13)

The following Commissioners **Passed**: -0-

The following Commissioners voted **No**: -0-

RESOLUTION NO. 06-23-01B

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION fixing the tax levy in Roane County, Tennessee for the Fiscal Year beginning July 1, 2023

SECTION 1. BE IT RESOLVED by the County Commission of Roane County, Tennessee, assembled in session on the 29th day of June, 2023, that the combined property tax rate for Roane County, Tennessee, for the Fiscal Year beginning July 1, 2023, shall be 2.40 on each \$100.00 of taxable property within the County and outside the corporate limits of the cities of Harriman, Kingston, Oak Ridge, Oliver Springs, and Rockwood, and 2.34 on each \$100.00 of taxable property within the corporate limits of the cities of Kingston, Oliver Springs, Harriman, Oak Ridge and Rockwood, which is to provide revenue for each of the following funds and otherwise conform to the following levies:

	Proposed	%	Rural	1 Inside
Fund	Expenditures	of Tax	Tax Rate	Tax Rate
Budgeted Value of the Pen	ny		85,029	142,698
County General		34.58%	0.83	0.83
Solid Waste/Sanitation				i zavi k
Ambulance Service		0.83%	0.02	0.02
Fire and Animal Control		2.50%	0.06	
Recycling Center		1.25%	0.03	0.03
County Road		4.17%	0.10	0.10
General Purpose Schools		42.50%	1.02	1.02
School Federal Projects				
School Cafeterias		,		
School Transportation				
Extended School Program				
General Debt Service		2.92%	0.07	0.07
Capital Projects Fund		2.08%	0.05	0.05
Education Capital Projects		9.17%	0.22	0.22
Wastewater Treatment				
Employee Insurance				
Workers Compensation				
Judicial Drug Enforcement				
Economic & Comm. Dev				
District Attorney General				
Other Funds (122,176)				
Total	0	100%	2.40	2.34
Prior Year			2.40	2.34

1 - Within corporate city limits of Harriman, Kingston, Oliver Springs, Oak Ridge and Rockwood.

SECTION 2. BE IT FURTHER RESOLVED, that there is levied by and for the use of Roane County, Tennessee, a business tax upon merchants, other vocations, occupations, and businesses doing business or exercising a taxable privilege by the Business Tax Act of the State of Tennessee and the amendments thereto. The business taxes hereby levied shall be the maximum amounts levied by the Business Act of 1971 and all amendments thereto. The proceeds of said taxes shall accrue to the County General Fund except where otherwise provided by statute.

SECTION 3. BE IT FURTHER RESOLVED, that there is hereby levied a Tax upon the severance of sand, gravel, limestone, phosphate rock, or other mineral products in the sum of .15 per ton, as authorized by the provisions of Chapter 384 of the Private Acts of 1982 and all amendments thereto, and heretofore adopted and ratified by the Commission, proceeds of the severance tax shall accrue to the Highway Fund.

SECTION 4. BE IT FURTHER RESOLVED, that there is hereby levied a tax upon the occupancy of every hotel of each tenant in the amount of five percent (5%) of the rate charged by the operator, as authorized by Chapter 166 of the 1992 Private Acts and all amendments thereto.

SECTION 5. BE IT FURTHER RESOLVED, that all Resolutions of the County Commission of Roane County, Tennessee, which are in conflict with this Resolution are hereby repealed.

SECTION 6. BE IT FURTHER RESOLVED, that this Resolution take effect from and after this passage, the public welfare requiring it. This Resolution shall be spread upon the minutes of the County Commission. Passed this the 29th day of June, 2023.

UPON MOTION by Commissioner Hooks, seconded by Commissioner Wilson, the following Commissioners voted Aye: Berry, Brackett, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman, and Wilson. (12)

The following Commissioners Passed:

-0-

The following Commissioners voted **No**:

Bell. (1)

RESOLUTION NO. 06-23-02B

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION making appropriations for various funds, departments, institutions, offices and agencies of Roane County, Tennessee for the fiscal year beginning July 1, 2023 and ending June 30, 2024

SECTION 1. BE IT RESOLVED by the County Commission of Roane County, Tennessee, assembled on this 29th day of June 2023, that the amounts hereafter set out are hereby appropriated for the purpose of meeting the expenditures of the various Funds, Departments, Capital Outlay, and for meeting the payments of principal and interest on the County's debt maturing during the Fiscal Year beginning July 1, 2023 and ending June 30, 2024 according to the following schedule.

	<u>FY23</u>	FY24	Variance
101-COUNTY GENERAL FUND			
General Government			
County Commission	209,850	203,500	(6,350)
Board of Equalization	15,800	15,800	-
Beer Board	5,638	5,638	-
Budget and Finance Committee	13,495	13,761	266
Other Boards and Committees	43,665	43,310	(355)
County Executive	352,389	382,828	30,439
County Attorney	142,864	146,671	3,807
Election Commission	458,663	427,763	(30,900)
Register of Deeds	370,131	439,202	69,071
Planning & Zoning	97,839	-	(97,839)
Codes Compliance	516,400	852,421	336,021
Geographical Information System	129,878	124,380	(5,498)
County Buildings	609,867	744,015	134,148
Other General Administration	67,100	67,100	-
Preservation of Records	135,472	144,012	8,540
Risk Management	562,373	619,718	57,345
Total General Government	\$ 3,731,424	\$ 4,230,119	\$ 498,695
<u>Finance</u>			
Accounting and Budgeting	692,286	773,912	81,626
Purchasing	232,532	249,838	17,306
Property Assessor's Office/Reaap.	996,760	1,072,815	76,055
County Trustee's Office	397,540	372,286	(25,254)
County Clerk's Office	808,044	927,482	119,438
Total Finance	\$ 3,127,162	\$ 3,396,333	\$ 269,171

	<u>FY23</u>	<u>FY24</u>	Variance
Administration of Justice			
Circuit Court/Sessions	922,882	975,421	52,539
General Sessions Judge	758,489	803,949	45,460
Drug Court	50,000	100,000	50,000
Chancery Court	425,745	483,584	57,839
Juvenile Court	507,005	570,787	63,782
Office of Public Defender	65,143	-	(65,143)
Other Administration of Justice	45,000	45,000	-
Victim Assistance Program	65,334	100,000	34,666
Justice	\$ 2,839,598	\$ 3,078,741	\$ 239,143
Public Safety			
Sheriff Department	4,884,217	5,748,672	864,455
Jail	4,264,931	4,621,883	356,952
Civil Defense	377,723	356,700	(21,023)
Other Emergency Management	452,845	482,280	29,435
County Coroner	176,000	216,000	40,000
Total Public Safety	\$ 10,155,716	\$ 11,425,535	\$ 1,269,819
Public Health and Welfare			
Local Health Center	164,271	191,535	27,264
Alcohol and Drug Programs	-	928,592	928,592
Other Local Health Services	437,006	559,278	122,272
State Health Department	52,781	52,781	,-·-
Other Local Health & Welfare	138,000	145,250	7,250
Total Public Health &			
Welfare	\$ 792,058	\$ 1,877,436	\$ 1,085,378
Social, Cultural and Recreational S	<u>services</u>		
Libraries	25,800	25,800	_
Parks and Fair Boards	660,716	683,562	22,846
Total Social, Cultural &			***************************************
Recreational	\$ 686,516	\$ 709,362	\$ 22,846
Agricultural and Natural			
Resources			
Agricultural Ext. Service	113,600	136,290	22,690
Soil Conservation	73,472	76,512	3,040
Total Ag & Natural Res.	\$ 187,072	\$ 212,802	\$ 25,730

	<u>FY23</u>	<u>FY24</u>	<u>Variance</u>	
Other General Government				
Industrial Development	589,650	597,050	7,400	
Veteran's Services	80,188	85,770	5,582	
Employee Benefits	90,000	51,000	(39,000)	
Miscellaneous	526,005	550,805	24,800	
Total Other General Government	\$ 1,285,843	<u>\$ 1,284,625</u>	<u>\$ (1,218)</u>	
Other Uses				
Transfers	\$ 1,400,000	\$ 315,000	\$ (1,085,000)	
Total General Fund	\$ 24,155,479	\$ 26,529,953	\$ 2,374,474	
SPECIAL REVENUE FUNDS				
116-SOLID WASTE/SANITATION	FUND			
Convenience Centers	1,234,644	1,471,722	237,078	
Transfer to Capital	200,000	611,054	411,054	
Total Sanitation Fund	\$ 1,434,644	\$ 2,082,776	\$ 648,132	
118-AMBULANCE SERVICE FUNI	<u>)</u>			
Total Ambulance Service Fund	\$ 3,989,552	\$ 4,060,859	\$ 71,307	
121-FIRE & ANIMAL CONTROL FUND				
Fire Prevention	937,491	971,852	34,361	
Animal Control	439,763	634,854	195,091	
Total Fire & Animal Control	,			
Fund	\$ 1,377,254	\$ 1,606,706	\$ 229,452	
122-SHERIFF'S DRUG FUND				
Total Sheriff's Drug Fund	\$ 83,480	\$ 83,480	\$ -	
128-RECYCLING FUND				
Recycling Center	1,116,126	1,345,363	229,237	
Post Closure Care	233,900	491,500	257,600	
Transfer to Capital				
Total Recycling Fund	\$ 1,350,026	\$ 1,836,863	\$ 486,837	

	<u>FY23</u>	<u>FY24</u>	<u>Variance</u>
131-COUNTY ROAD FUND			
Administration	386,504	407,257	20,753
Highway & Bridge Maintenance	4,587,585	3,598,250	(989,335)
Operation & Maintenance of Equipment	716,212	766,014	49,802
Traffic Signs	86,064	91,614	5,550
Litter and Trash Collection	60,261	69,772	9,511
Other Charges	212,100	215,645	3,545
Employee Benefits	64,000	115,225	51,225
Capital Outlay	22,500	25,500	3,000
Operating Transfers	370,993	170,993	(200,000)
Total Highway Fund	\$ 6,506,219	\$ 5,460,270	\$ (1,045,949)
•		8	
141-GENERAL PURPOSE SCHOOL F	UND		
Regular Instruction Program	30,345,127	34,382,332	4,037,205
Alternative Schools	242,695	268,718	26,023
Special Education Program	5,547,753	6,037,126	489,373
Vocational Education Program	2,286,813	4,688,868	2,402,055
Attendance	258,036	276,844	18,808
Health Services	850,232	931,127	80,895
Other Student Support	2,552,855	2,713,907	161,052
Instructional Support	2,322,945	2,555,055	232,110
Alternative Schools Support	162,149	175,092	12,943
Special Education Support	1,338,283	1,407,103	68,820
Vocational Education Support	345,493	566,507	221,014
Technology	1,037,879	1,044,443	6,564
Board of Education	1,162,108	1,260,501	98,393
Office of Superintendent	392,081	415,751	23,670
Office of Principal	5,348,131	6,249,236	901,105
Fiscal Services	517,765	562,023	44,258
Human Services/Personnel	71,449	85,660	14,211
Operation of Plant	4,207,500	4,740,920	533,420
Maintenance of Plant	1,402,501	1,482,162	79,661
Transportation	276,032	291,553	15,521
Community Services	268,554	-	(268,554)
Early Childhood Education	714,979	766,658	51,679
Capital Outlay	145,000	220,000	75,000
Education Debt	4,001	327,298	323,297
Transfers to Other Funds	5,000,000		(5,000,000)
Total General Purpose School	\$ 66,800,361	\$ 71,448,884	\$ 4,648,523

	<u>FY23</u>	<u>FY24</u>	<u>Variance</u>
142-SCHOOL FEDERAL PROJECTS Total School Federal Projects	\$ 18,862,760	\$ 10,539,284	<u>\$ (8,323,476)</u>
143-SCHOOL CAFETERIA FUND Total School Cafeteria	\$ 4,648,500	\$ 5,027,278	\$ 378,778
144-TRANSPORTATION FUND Total Transportation	\$ 2,437,500	\$ 2,633,797	<u>\$ 196,297</u>
146-EXTENDED SCHOOL PROGRAM Total Extended School Program	\$ 265,000	\$ 270,320	\$ 5,320
DEBT SERVICE FUNDS			
151-GENERAL DEBT SERVICE FUND Principal on Debt Interest on Debt Other Debt Service Total General Debt Service Fund	2,363,934 663,159 95,577 \$ 3,122,670	2,395,000 580,519 111,500 \$ 3,087,019	31,066 (82,640) 15,923 \$ (35,651)
SUBTOTAL OF OPERATING BUDGETS	<u>\$ 135,033,444</u>	<u>\$ 134,667,489</u>	\$ 365,955
CAPITAL PROJECTS FUNDS			
171-GENERAL CAPITAL PROJECTS			
AMB - Ambulance Sub Fund	280,000	180,000	(100,000)
ARP - American Recovery Program *	4,897,520	3,481,123	(1,416,397)
BAL - Balance Sub Fund	745,000	100,000	(645,000)
BRT - Bacon Ridge Trail	-	25,000	25,000
CCC - Convenience Center Capital Sub Fund	418,000	930,000	512,000
CHJ - Courthouse/Jail Maintenance Sub Fund	418,000	230,000	(188,000) CONT.

CONTINUED	FY23	FY24	Variance
CAPITAL PROJECTS FUNDS			
171-GENERAL CAPITAL PROJECTS			
CIF - Community Infrastructure Fund	_	60,000	60,000
DEC - TN Depart. of Economic Dev. **	_	3,958,638	3,958,638
EQP- Emergency Equipment	-	220,906	220,906
HEA - Health Department	990,000	2,234,047	1,244,047
IND - Industrial Development	-	1,200,000	1,200,000
NRT - Natural Resource Trust	-	-	-
OES - Emergency Services / Building	626,195	600,295	(25,900)
OFI - Other Facility Improvements	295,000	382,000	87,000
RAD - Radios	225,000	127,102	(97,898)
RCC - Riley Creek Campground	-	_	-
RCY - Recycling Sub Fund	150,000	107,359	(42,641)
REC - Recreation Sub Fund	693,135	310,809	(382,326)
SPC - Swan Pond Sports Complex	-	25,000	25,000
VEH - Vehicles Sub Fund	401,000	465,802	64,802
VOT - Voting Machines			
Total General Capital Projects	\$ 10,665,804	\$ 14,638,081	\$ 3,972,277
176-HIGHWAY CAPITAL PROJECTS FU	NDS		
BRG - State Aid Project	100,000	50,000	(50,000)
EQP - Equipment	85,000	150,000	65,000
RXR - Railroad Crossing	96,470	_	(96,470)
Total Highway Capital Projects	\$ 281,470	\$ 200,000	\$ (81,470)
177-EDUCATION CAPITAL PROJECTS			
BUS - Bus Garage	672,300	1,515,000	842,700
EIP - Education Improvements	1,764,700	21,000	(1,743,700)
71M - Oliver Springs & Midway Construction	2,900,000	674,418	(2,225,582)
MNT - Maintenance	7,123,400	2,839,280	(4,284,120)
RRF - Revenue Recovery Fund	1,090,600	1,735,179	644,579
SEC - Security	16,623	16,263	(360)
UNA - Unallocated Funds	88,575	88,575	(500)
Total Education on Capital Projects	\$ 13,656,198	\$ 6,889,715	\$ (6,766,483)

	<u>FY23</u>	<u>FY24</u>	<u>Variance</u>	
BUSINESS TYPE ACTIVITY, INTERN	AL SERVICE FUN	DS		
204-WASTEWATER TREATMENT				
Total Wastewater Treatment	\$ 2,668,842	\$ 2,916,339	\$ 247,497	
264-EMPLOYEE INSURANCE FUND				
Total Employee Insurance Fund	\$ 598,029	\$ 614,342	\$ 16,313	
266-WORKER'S COMPENSATION FU	J ND			
Total Worker's Comp Fund	\$ 787,600	<u>\$ 827,950</u>	\$ 40,350	
357-JUDICIAL DISTRICT DRUG FUN	<u>D</u>			
Total Judicial District Drug Fund	\$ 443,346	\$ 407,982	\$ (35,364)	
359-ECON. & COMMUNITY DEVELOPMENT FUND				
Total Economic & Community Development	\$ 160,600	\$ 165,600	\$ 5,000	
364-DISTRICT ATTORNEY				
GENERAL FUND	4			
Total District Attorney General	\$ 11,700	\$ 11,700	<u>\$ -</u>	
GRAND TOTAL OF ALL FUNDS ** OPERATIONAL LAWS	<u>\$ 164,110,833</u>	\$ 161,339,198	<u>\$ (2,771,635)</u>	

SECTION 2. BE IT FURTHER RESOLVED, Roane County, Tennessee operates under the County Budgeting Law of 1957, County Purchasing Law of 1957 and County Fiscal Procedure Law of 1957. These financial acts were adopted at the March, 1973 Roane County Quarterly Court meeting as agenda items #8, #9 and #10 respectively, and were amended at the June, 1973 meeting with resolution #14. The Roane County Board of Education has not been officially approved for inclusion into the 1957 Act; however, they operate as included except for their payroll function. The school purchasing is handled under the Roane County Private Act of 1933 which makes the County Executive the Purchasing Agent.

SECTION 3. BE IT FURTHER RESOLVED that the Fiscal Year 2024 Budget has been developed in consideration of the following financial policies:

- a) Resolution 04-11-32 established the Fund Balance Policy and Resolution 07-12-07 revised the policy; in addition, the School Board Policy 4.38 sets forth their requirements. For Fiscal Year 2024 the County Budget is in compliance with our fund balance policy in the General Fund, (101) and General-Purpose School Fund (141).
- b) Resolution 05-17-12 amended the Capital Projects Policy that was established on 03-11-22.
- c) Resolution 03-11-23 established the Debt Management Policy and Resolution 07-12-08 revised the Policy.

- d) Resolution 01-13-06 established the Donation Acceptance Policy for State and Federal Personal Property.
- e) Resolution 03-19-05 revised resolution #07-13-10 section #3 the Donation Acceptance Policy for Non-State or Federal donations.
- f) Resolution 01-13-07 established the Vehicle Procurement Policy.
- g) Roane County's Spending Prioritization Policy is as follows; for the General Fund funds, will be spent in the following order; restricted, committed, assigned and finally unassigned. For all special revenue funds, debt funds, capital project funds, trust and custodial funds, funds will be spent in the following order, unassigned, assigned, committed and finally restricted.
- h) Resolution 02-17-10 establishes the annual Budget Calendar as follows:

BUDGET CALENDAR

By Feb 1	Budget Forms will be distributed to departments
By March (by the First Friday)	All (except Schools) will be submitted to the Accounting Department
	Departments will share with their committees their budget requests. All requests are due back to the accounting office later than third Friday
During May	requests: Dates for the 2024/2025 Budget approval will be on Thursday, May 2 @ 5:30pm; Friday May 10 from 9:00am to 4:00pm;
By June 1	The School Department shall submit their budget to the Budget Committee and on Friday, June 7 from 9:00am to completion of approval of budget the Budget Committee will meet to finalize the 2024/2025 Budget.
Final Approval	requirements set forth in the 1957 Budgeting Act. At this time, all resolutions shall be prepared to meet the June 14 th deadline of giving Commission 12 days to review the budgets.
On June 27	County Commission shall consider adoption of the County Budget
If the hudget is not adopted by th	ne 2nd Monday in Sentember, then

If the budget is not adopted by the 2^{nd} Monday in September, then:

SECTION 16. of Public Chapter No. 1080, Tennessee Code Annotated, Section 5-21-111, is amended by adding the following language as a new subsection: If the county legislative body and the county school board fail to agree upon a budget for the county department of education by August 31 of any year, then, by operation of law, the budget for the county department of education shall be equal to the minimum budget required to comply with the local match and maintenance of effort provisions of the BEP. However, if for three (3) consecutive years, the county legislative body and school board fail to agree upon a budget and the department of education receives the minimum required funding for that fiscal year by operation of law, then, the budget in the third year shall include a mandatory increase that is equivalent to three percent (3%) of the required funding from local sources for schools; provided however, this increase shall not be required if during any of those three (3) years the school board failed to submit its budget proposals in accordance with a calendar adopted pursuant to § 5-21-11 O(a) or the timeline provided in § 5-21-11 O(e).

SECTION 4. BE IT FURTHER RESOLVED, that the following commitments have been created for more efficient and effective cash management of County funds by means of inhibiting use of tax/revenue anticipation notes and securing long term investments.

Commitments:

101 General Fund	500,000
118 Ambulance Fund	400,000
151 General Debt Service Fund	500,000
264 Employee Dental Insurance	200,000

This fiscal year we are only reflecting the dental insurance operations.

At the end of each Fiscal Year each of the commitments may not be below the initial amount committed unless dissolved.

SECTION 5. BE IT FURTHER RESOLVED, that the portions of commissions and fees for collecting taxes and licenses and for the administering of Deeds, Clerk & Master, and Circuit Court Clerk, who is also the General Sessions Court Clerk and their officially authorized Deputies and assistants, may severally be entitled to receive under State Law heretofore or hereafter enacted shall be turned over to the County Trustee's Office, each month, and converted into revenue for the General Fund (101), as provided by law. Expenditures for all salaries and operating expenses for the offices of the County Trustee, County Clerk, Circuit Court Clerk, Sessions Court Clerk, Clerk & Master and the Register of Deeds may be made for such purposes and in such amounts as may be authorized by existing law or by valid order of any Court having power to make such authorization and may be paid by the Central Accounting Office from the General Fund (101) provided by this Resolution.

SECTION 6. BE IT FURTHER RESOLVED, that if the need shall arise, the Accounting Department with a written request from the Department Head or Elected Official and with written approval from the County Executive may transfer any amount from any item of appropriation to any other item of appropriation within the same function, with the exception of salary or benefit lines as per TCA 5-9-407 (c) (1). Salary and Benefits within same function shall be approved by the Budget Committee. Transfers within the school budget shall be approved by the School Board. Be it further provided that a record of every such transfer is provided to the Budget Committee at a subsequent Budget Committee Meeting, and that any such transfer shall be authorized by written minutes of meeting(s) of the Budget Committee. One copy of the authorization reflected in said minutes shall be filed with the County Clerk, one copy with the Chairman of the Budget Committee, and one with the Accounting Department. Be it further provided that any transfers

involving benefit lines (excluding schools) shall be approved by the Budget Committee. Be it further provided that only the Roane County Legislative Body as a whole shall give approval for transfer to or from any line items and between functions or between funds. A detailed printout "Revenue Estimate and Appropriation Requests" is adopted by reference for line-item details.

SECTION 7. BE IT FURTHER RESOLVED, in event of an emergency or crisis, should it become necessary, the Fiscal Agent is hereby authorized to borrow money from other County Funds (if sufficient funds are available) on tax/revenue anticipation notes, provided such notes are first approved by the Director of Local Finance to pay the expenses herein authorized until the taxes and other revenue for the Fiscal Year ending June 30, 2024 have been collected. The proceeds of loans for each individual fund shall not exceed 60% of the appropriations of each individual fund and shall be used only to pay the expenses and other requirements of the fund for which the money is borrowed. The notes evidencing the loans authorized under this section shall be issued under the applicable section of Title 9, Chapter 21 of the TCA. Said notes shall be signed by the County Executive and County Clerk and mature and be paid in full without renewal no later than the end of the current fiscal year June 30, 2024. The Fiscal Agent is hereby further authorized to postpone major expenditures during the first six (6) months of the fiscal year to improve cash flow or limit the need to borrow from other funds or on tax/revenue anticipation notes.

SECTION 8. BE IT FURTHER RESOLVED, that the County Executive shall make or have made a report at the end of each month showing the condition of the budget. Said reports shall show for each item of appropriation the amount of appropriation, the amount of expenditures, the amount of encumbrances, and the amount of unexpended and unencumbered balance. It also shall show for each fund an itemized statement of the revenues and receipts estimated for the year compared with collections to the end of the month and show the amounts that are still expected to be collected. The most recent such report shall be presented to each regular session of the Legislative Body. In the report to the Legislative Body, the County Executive shall advise the Legislative Body of the condition of the budget and of any reduction of appropriation or expenditures which shall be made, and shall recommend any other action which the Legislative Body shall take in order that the budget may be kept in balance.

SECTION 9. BE IT FURTHER RESOLVED, that all delinquent County property tax, including interest and penalty collected by the County Trustee shall be prorated and apportioned based on the (outside) tax rate in place at the time of the original tax levy. Delinquent County property tax including interest and penalty collected by the Clerk & Master shall be prorated and apportioned based on the (outside) tax rate during fiscal year 2021-2022.

SECTION 10. BE IT FURTHER RESOLVED, that Resolution #05-20-02 (as amended) states that the County Executive be authorized to negotiate with the cities contract for reappraisal services for the five-year reappraisal cycle to be completed in 2025, with the cities' share of the local costs of the said reappraisal to be \$5.00 (\$1,00/year) per city parcel, to be billed on the same billing schedule as the 2020 reappraisal, and

SECTION 11. BE IT FURTHER RESOLVED, within the budget for the Highway Fund (131) approximately \$1,495,295 is anticipated to be produced by the local tax levy. Such portion of this money as is needed shall be used for the required "match money" in order to receive the maximum allocation of State Road monies; the liability insurance will likewise be paid for out of this money.

SECTION 12. BE IT FURTHER RESOLVED, that funds received into the General Capital Project Fund 171 is derived by the following revenue codes: 40110 – Current Property Tax of five (5) pennies is budgeted in the following General Capital Project Sub Funds; BAL, EQP, VEH and VOT. Note that one (1) penny has been redistributed to the Ambulance Fund 118 to help with cash flow purposes as long an ambulance is not being requested to purchase.

6.

43340 - revenues earned through lease agreements for the Caney Creek Marina and Caney Creek RV Park shall be receipted into the 171 Capital Projects Fund, sub fund REC (Recreation) for capital improvements or grant match requirements. In addition, it is the intent that any profit received on the County operated Riley Creek Campground is used for investment in the County Park system.

49800 – transfers from other funds that has an associated sub fund for its capital expenditures is the General Fund 101 - \$315,000 (litigation tax and Riley Creek net revenue); Solid Waste/Sanitation Fund 116 - \$611,054 (convenience center projects and capital outlay); Special Purpose Fund 121-Animal - \$139,600 (building improvements and new spay and neuter building.

SECTION 13. BE IT FURTHER RESOLVED, the Local Option Sales Tax is distributed in the following manner:

Contribution to the School Transportation Fund (144) shall not exceed \$1,800,000. Until said amount is received in the Transportation Fund the monthly Local Option Sales Tax for education shall be split 60% General Purpose Schools Fund (141), and 40% Transportation Fund (144) with the calculation consideration ADA basis allocation. Once the entire amount has been received in the Transportation Fund (144) all remaining Local Option Sales Tax dedicated to Education shall be received in the General-Purpose School Fund (141).

All available Rural Local Option Sales Tax (L.O.S.T) proceeds (discretionary amount) in the Solid Waste/Sanitation Fund (116) shall not exceed \$1,649,562; the Special Purpose/Fire & Animal Fund (121), shall not exceed \$513,345; and the General Fund (101) shall receive the excess of the Rural L.O.S.T. This availability is considering the contract with the City of Kingston that has been in place since May 30, 1989 and to be expired by May 2039.

SECTION 14. BE IT FURTHER RESOLVED, that investment interest shall be accrued as follows; Fund 141, 142, 146, and 177 shall accrue interest to Fund 141. Funds 122 EQS, 143, 144, 204, 264, 266, 333, 359 shall accrue interest to their respective funds. All other funds shall accrue interest into Fund 101. Interest that is earned in the American Recovery Fund account is to remain in the General Capital Project Fund 171-ARP and Interest earned on the Bond Proceeds for the School and Jail Projects will be remain in the General Debt Service Fund 151.

SECTION 15. BE IT FURTHER RESOLVED, the State Revenue Sharing – TVA account (Revenue Line 46851) be distributed as follows:

Recycling Fund \$215,000

Special Purpose/Fire & Animal Fund \$100,000

General Purpose School \$760,000
General Fund (excess balance) \$529,011
Total \$1,604,011

Total <u>\$1,604,011</u>

SECTION 16. BE IT FURTHER RESOLVED, the budget for the School Federal Projects Fund (142) for Every Student Succeeds Act (ESSA), Individuals with Disabilities Education Act (IDEA), the Carl Perkins Vocational Projects, (ESSER) Elementary and Secondary School Emergency Relief Fund and other Federal discretionary allocations, shall be the budget approved for separate projects within the fund by the Roane County Board of Education.

SECTION 17. BE IT FURTHER RESOLVED, Tourism shall be paid 100% of Hotel/Motel Tax (per Private Act 1992, Chapter 166). The taxes received shall be transferred to the Roane County Alliance designated for Tourism. The budget for the contribution to Roane County Alliance shall be amended after closing to reflect the actual amount received in taxes.

SECTION 18. BE IT FURTHER RESOLVED, Roane County shall make annual contributions to the Roane Alliance, (Industrial Development Board), which shall be at minimum the amount to meet T.C.A 6-58-114(g)(1) requirements, provide that the following conditions are met every year:

- 1. The Alliance shall maintain accounting records in accordance with Generally Accepted Accounting Principles (GAAP).
- 2. The Alliance shall have performed an annual independent audit of its accounting records and financial statements.
- 3. The Alliance shall adopt and comply with written purchasing procedures.
- 4. The Alliance shall adopt each year objective performance measures for itself and its employees.
- 5. The Alliance shall provide open access for all of the above conditions to the County Executive, Director of Accounts & Budgets, or their respective designee.

SECTION 19. BE IT FURTHER RESOLVED, that appropriations from each fund are made contingent on available revenues and fund balances. If the fund balance and estimated revenues are less than the aggregate amount herein appropriated from such fund, then expenditures herein authorized shall be reduced so as not to exceed such amount.

SECTION 20. BE IT FURTHER RESOLVED, that any appropriation made by this resolution which covers the same purpose for which a specific appropriation is made, is made in lieu of, but not in addition to, said statutory appropriation. The salary, wages, or remuneration of each officer, employee, or agent of the County shall not be in excess of the amount authorized by existing state law or as set forth in the estimate of expenditures, which accompanies this resolution and shall not be expended for any other purpose but provisions for such salaries, by any Department, Agency or Division of the County. Such appropriation shall constitute the limit to the expenditures of any Department, Agency or Division for the year ending June 30, 2024. The aggregate expenditures or encumbrances for any item shall in no instance be more than the amount herein appropriated for such item.

SECTION 21. BE IT FURTHER RESOLVED, that any resolution which may hereafter be presented to the Roane County Legislative Body providing for appropriations in addition to those made by the budget appropriations resolution shall specifically provide, during the fiscal year in which the expenditure is to be made, funds to meet such additional appropriations either in additional revenue or fund balance.

SECTION 22. BE IT FURTHER RESOLVED, all unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and be of no further force and effect with the exceptions in the Capital Project Fund which may be specified by project.

SECTION 23. BE IT FURTHER RESOLVED, in accordance with TCA 5-9-101 (23) the County Legislative Body may appropriate money as follows: "to non-profit volunteer fire departments or to non-profit Countywide fire department authorized by TCA 5-17-101, upon such terms as may be agreed to by the County Legislative Body." Any and all appropriations made to the Volunteer Fire Departments shall not be distributed unless all reporting requirements set forth by the Fire Board have been met, and said requests are made within the same fiscal year as the appropriations are made. No payments shall be made to any Volunteer Fire Departments after said appropriations have lapsed as of the end of the fiscal year.

FEES AND OTHER GENERAL SERVICE CHARGES

SECTION 24. BE IT FURTHER RESOLVED, that the following fees schedules for the Parks and Recs, Zoning, Solid Waste/Recycling Center, Ambulance Department, and Animal Shelter Department shall be set as follows:

General Fund 101 - Park and Recs D	epartment		
		County	
<u>Despription</u>	<u>Charges</u>	Employees	
Camping Fees - Monthly	\$460	\$420	
Camping Fees - Nightly	40	35	
Winter - Weekend	245	245	
Winter - Regular	285	285	
Roane Co. Park Shelters	\$10/hr with a 3 hour min.		
Cottage	\$15/hour with a 3 hour min.		

olidWaste/Sanitation & Recycling Funds 116 & 128	Res # 05-21-05
Despription	Charges
Manifested Tire Dealer	\$30 per ton
Non-Manifested Tires	\$100 per ton
Commerical Garbage	45 per ton
Furniture and Large Items	\$45 per ton
Matt/Box	\$25 each
Construction and Demolition	\$65 per ton
Electronics	\$5 per item
Brush and Wood	\$45 per ton
Mulch	\$5 per scoop

mbulance Fund 118	
<u>Despription</u>	Charges
Mileage	\$ 13.75
Advance Life Support (ALS 1)	\$ 645.00
ALS 1 - Emergency	\$ 745.00
Basic Life Support (BLS)	\$ 500.00
BLS Emergency	\$ 625.00
Level 2	\$ 1,000.00
Special Care Transport (SCT)	\$ 1,500.00
Treat with not Transport	\$ 125.00

Despription	<u>Charges</u>
Cat/Dog Adoption	\$50
Cat/Dog Owner Surrender	
Per Animal	\$20
Cat/Dog Redemption Bite Case Quarintine	\$50 + 15/day boarding 1/2 price if altered and up-to-date on Rabies Vaccination
Livestock Adpotion	\$100
Livestock Redemption	\$100 + 20 per day boarding fee
City Contracts	\$15 per day/per animal; 3 day max

PAY AND BENEFITS

SECTION 25. BE IT FURTHER RESOLVED, that the Roane County Legislative Body members be paid for each Committee meeting, with payment being made only for those meetings that are in conjunction with the Open Meeting or "Sunshine" Law, for which a quorum was present, for which official minutes have been filed with the County Executive, and the County Clerk, and for which funds are available within the specific budget appropriation. Commissioner pay is set using a separate resolution that is generally passed in September. The T.C.A 5-7-107(e) states "any increases in compensation for members of the County Legislative Body does not take effect until the beginning of the term following the next election of County Commissioners after the resolution increasing the compensation is adopted." The following chart shows the calculation formula, rounding all pennies to the nearest dollar:

Pay for Committee Meetings	Divided by:	Per Meeting Amount
County Executive's Salary		
\$ 121,842	1000	\$ 122
Commission Meetings	Divided by:	Per Meeting Amount
County Executive's Salary		
\$ 121,842	500	\$ 244
Pay for Chairman for Commission Meetings	Times	Per Meeting Amount
Commission Meeting Pay		
\$ 244	1.5	\$ 366
Pay for Com. Secretary's Salary for Com. Meetings	<u>Times</u>	Per Meeting Amount
Commission Meeting Pay		
\$ 244	0.75	\$ 183

SECTION 26. BE IT FURTHER RESOLVED, per diem payment to members and staff of the Board of Equalization shall be made only for days when appointments or review work is scheduled. The pay shall be based on 70% of the monthly amount paid per commission meetings. Calculation is as follows: ($$244 \times .70 = 171)

SECTION 27. BE IT FURTHER RESOLVED, that longevity pay of \$2,500 will be paid out to all county employees upon reaching 25 years of service. This pay shall be included as a onetime payment in the fiscal year the 25 years of service date achieved.

a) Resolution # 11-20-09 states part-time employee's that are working less than 29 hours on the average per week can receive longevity pay at a reduced rate.

SECTION 28. BE IT FURTHER RESOLVED, that the county allows county employees to receive an educational incentive payment of \$1,000 upon completion of the County Officials Certificate Training Program (COCTP) and \$2,000 for the Certified County Financial Officer Certificate (CCFO). The incentive payment for the COCTP and CCFO is available each year following certification if all criteria is met for certification renewal. The CCFO program is designed for individuals working in positions with financial oversight for general government, highway department, and school department.

SECTION 29. BE IT FURTHER RESOLVED, that a 401(k) program has been established and the county's match amount for the current fiscal year is set at \$480 per employee, to be broken out at the rate of \$20 per pay period for each of the 24 pay periods that have withholdings. This program applies only to the Legacy Retirement employees.

SECTION 30. BE IT FURTHER RESOLVED, that all County Commissioner will be allowed to participate in the County Insurance Program as long as the following stipulations are met: (1) all payments must be kept up current and verification of payment is place on the payee; (2) payments that are in arrears must not exceed 60 days. If this happens then the payee must have payments into the Accounting Office no later than 10 days beyond 60-day period or coverage will be cancelled and coverage cannot be added back until open enrollment period.

SECTION 31. BE IT FURTHER RESOLVED, that the County participates in the State Legacy Retirement Plan known as the TCRS. This plan is available to employees employed with the County prior to 2015. The County contributes 3.35% in to the TCRS per eligible employee. Subsequent to 2015, employees transferring from another County or a new employee must participate in the Hybrid Plan with the State. The County contributes a total of 9% per employee into the Hybrid Plan (7% TCRS and 2.59% into a 401(k) program and Stabilization is 1.41%)

SECTION 32. BE IT FURTHER RESOLVED, that the self-insured monthly dental rates for county employees (excepting school employees) are as follows:

	Employee Payment	County Payment
Employee Coverage	\$ 0.00	\$27.80
Family Coverage	\$40.00	\$ 0.00

SECTION 33. BE IT FURTHER RESOLVED, that no claims shall be paid for travel inside Roane County, with the exception of the School Department, Property Assessor, Juvenile Department, Office of Emergency Services, and the County Executive's Office, and reimbursement shall be on forms developed by the County Executive's Office. Said claims shall be approved by the Department Head or County Official. In addition, Roane County shall herein establish or have established travel regulations which are based on the State of Tennessee travel regulations and reimbursement rate schedule as approved, and approve any subsequent amendments to said regulations and rate schedule. Further clarification for travel policy purposes as follows:

1. Meals per day shall be at the rate set out within the rate schedule; however, if the claimant did not have out-of-pocket expense for the meal, then no reimbursement is made. Upon use of the standard rate, receipts are not required.

- a. Meals per evening that any essential employee in the Highway/Public Works, OES employees, Fire and Animal Control that are working beyond their normal required hours of work due to a disaster/storm, then shall that employee be paid a \$10 per meal for that day/night of work if meals are not provided by the department.
- 2. Documentation is required to prove an overnight stay. Lodging reimbursement shall be set out within the rate schedule, unless lodging is at conference location, wherein reimbursement shall be the actual cost of lodging. All lodging requires receipts being filed. Sales tax shall not be paid due to government tax exempt status within the State of Tennessee.
- 3. Travel reimbursement for Commissioners shall be first approved and/or be within the guidelines of policies and procedures set by the County Commission.

SECTION 34. BE IT FURTHER RESOLVED, Roane County shall pay the \$400 Occupational Privilege Tax imposed by TCA 67-4-1709, on behalf of the professionals' subject to the tax who are employed by the County.

SECTION 35. BE IT FURTHER RESOLVED, that the following resolutions have been adopted by Commission:

- 1. Resolution # 03-19-06 adopted on March 11, 2019 addresses Roane County Government Pre-65 Employee Benefits Coverage
- 2. Resolution # 04-19-14 adopted on April 9, 2019 distinguishes between spouse and existing employee and new hires related to Health Insurance eligibility.
- 3. Resolution # 05-20-03 adopted on May 11, 2020 allows the sale of land in the Industrial Park to be receipted in the general Capital Project Fund 171-IND instead of the general Debt Service Fund 151.
- 4. Resolution # 06-21-10 adopted on June 14, 2021 addresses the Roane County General Fund Committed Reserve for Health Insurance Cost.
- 5. Resolution # 06-21-11 adopted on June 14, 2021 addresses the Roane County General Fund Committed Reserve for Vacation Payout.

SECTION 36. BE IT FURTHER RESOLVED, that all resolutions or parts of past resolutions of the Legislative Body of Roane County, Tennessee which are in conflict with this resolution are hereby repealed.

UPON MOTION by Commissioner **Hooks**, seconded by Commissioner **Kirby**, the following Commissioners voted **Aye**: **Berry**, **Brackett**, **Duff**, **Ferguson**, **Gann**, **Goss**, **Hendrickson**, **Hester**, **Hooks**, **Kirby**, **Lehman**, and **Wilson**. **(12)**

The following Commissioners **Passed**:

-0-

The following Commissioners voted **No**:

Bell. (1)

THEREUPON, the Chairman of the County Commission announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

RESOLUTION NO. 06-22-03B

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION to approve the Operational Statement titled "2024 Estimated Ending Fund Balance"

SEE ATTACHED WORKSHEET

UPON MOTION by Commissioner **Wilson**, seconded by Commissioner **Hooks**, the following Commissioners voted **Aye: Bell, Berry, Brackett, Duff, Ferguson, Gann, Goss, Hendrickson, Hester, Hooks, Kirby, Lehman**, and **Wilson.** (13)

The following Commissioners voted **No**:

-0-

The following Commissioners **Passed**:

-0-

THEREUPON, the Chairman announced to the Commission that said resolutions had received a constitutional majority and ordered same spread of record.

,	B C	0			6	x	_	,	*	-	×	z	e		0	11
1 Operation of F	Operation of Fund/Fund Balance															
2 DATE: 6/14/23	3	Estimated	Estimated										1		2	
_		Restricted	Fund	Total	,	>		4.4.		Tournelar	Total Eva	Est. Ending	End Fund Bal		Official	
NIMBER	FUND	Committed	07/01/23	Fund	Proposed	Transfer	& Trans in	Available	Expenditures	Out	& Trans Out	¹²	6/30/2024	Unassigned	Tax rest/comm/as Policy Level	
6 GENERAL FUND		and the second	CHOOLES	Dimino	a voi vai vai						-	1 4				
7	101 GENERAL	7.282,000	4,820,460	12,102,460	24,122,137		24,122,137	36,224,597	26,570,249	315,000	26,885,249	7,213,728	9,339,348	2,125,620	0.83	
•	C. C		1 2 2 2													111
• SPECIAL RE	SPECIAL REVENUE FUNDS															
	116 SOLID WASTE	1,147,680		1,147,680	1,649,562		1,649,562	2,797,242	1,471,722	611,054	2,082,776	714,466	714,466			
	118 AMBULANCE SERVICE	1,002,802		1 002 802	3,481,816		3,481,816	4,484,618	4 060 859	,,,	4,060,859	423,759	423,759		0.02	
	121 FIRE & ANIMAL CONTROL	1,138,413		1,138,413	1,196,718		1,196,718	2,335,131	1,467,106	139,600	1,606,706	728,425	728,425		0.06	
	122 SHERIFF DRUG CONTROL	54,244		54,244	47,000		47,000	101,244	83,480		83,480	17,764	17,764	27		
1	128 RECYCLING	1,102,420		1,102,420	1,210,022		1,210,022	2,312,442	1,836,863		1.836.863	475,579	475,579		0.03	
15	131 HIGHWAY/PUBLIC WORKS	1,694,870		1,694,870	4,246,339		4,246,339	5,941,209	5,289,277	170,993	5,460,270	480,939	480 939		0.10	
16																- 1
EDUCATIO	FUNDS	7 577 460	4 000 701	13 () ()	70 174 17	5	70 174 177	83 848 563	71 448 884		71.448.884	2 163.013	11.396,679	9.233,666	1.02	- 1
	142 SCHOOL FEDERAL PROJECTS	1 502 377	4,270,700	1 502 377	10.539.284		10.539.284	12.041.661	10.539.284		10,539,284	1,502,377	1,502,377	-	×	
3 3	143 SCHOOL CENTRAL CAFETERIA	1 574 060		1 574.060	4 598 500		4.598.500	6 172 560	5 027 278		5 027 278	1,145,282	1,145,282			П
	144 SCHOOL TRANSPORTATION	365,717		365,717	2,707,750		2 707 750	3,073,467	2 633 797	*:	2,633,797	439,670	439,670			
	146 EXTENDED SCHOOL PROGRAM	599,141		599,141	260,000		260,000	859,141	270,320		270,320	588,821	588,821	-		
23																
DEBT SERV	CE FUNDS				2 142 160		7 244 467	930 020 0	1 007 410		2 097 010	4 982 036	4.982.036		0.07	- 1
EX.	151 GENERAL DEBT SERVICE	5,724,602		5,724,602	2,173,460	170,993	2,344,453	8,069,033	610 / 80 6		2,007,017	4,200,000	and and a	700.000		1
20 OPERATION 28	20 OPERATIONAL FUNDS TOTAL	30,710,794	9,819,243	40.530.037	126,556,900	170,993	126,727,893	167.257.930	133.786.138	1.236,642	135,022,785	20.875.859	32.235.145	11.359.286	2.13	1
S CAPITAL PR	M CAPITAL PROJECTS FUNDS															1
8	171 GENERAL CAPITAL PROJECTS	10,564,293	-	10,564,293	5,650,980	1,065,654	6,716,634	17.280.927	14,470,037		14 470 037	2,810,890	2,810,890	14	0.05	
	176 HIGHWAY CAPITAL PROJECTS	758,703		758,703				758,703	200,000		200,000	558,703	558,703			
	177 EDUCATIONAL CAP. PROJECTS	16,486,650		16,486,650	2,977,736		2,977,736	19,464,386	6,889,715		6 889 715	12,574,671	12,574,671	ļ	0.22	
PROPRIETARY FUNDS	RY FUNDS															
	204 WASTEWATER TREATMENT**	4,048,248		4.048,248	1,435,000		1,435,000	5,483,248	2,916,339		2,916,339	2,566,909	2.566,909			
	264 EMP. HEALTH INSURANCE	517,444	*	517,444	583,800		583,800	1,101,244	614,342		614,342	486,902	486,902		2	F
37 2	266 WORKERS COMPENSATION	1,711,589		1,711,589	733,457	×	733,457	2,445,046	827,950		827,950	1,617,096	1,617,096			1
				00												1
	TRUST AND AGENCY FUNDS															
	357 JUD. DIST. DRUG	273,100		273,100	336,320		336,320	609,420	407,982	•	407,982	201,438	201,438		3 * 0	1
	359 ECONOMIC & COMM, DEV.	1,046,753		1,046,753	33,577		33.577	1 080 330	165,600		165,600	914,730	914,730			T
£ 3	364 DISTRICT ATTORNEY GENERAL			54,473	14,700		14,700	69 173	11,700		11,700	57,473	57,473	1		3,000
43	TOTAL FUNDS	66,	9,819,243	75,991,290	138,322,470	1,236,647	139,559,117	215,550,407	160,289,803	1,236,647	161,526,450	42,664,671	\$4,023,957	11,359,286	2.40	-

There being no further business to discuss before the Co	mmission,
MOTION to ADJOURN was made by Commissioner Duff, sec	onded by Commissioner Wilson .
Motion PASSED upon unanimous voice vote.	
Meeting Adjourned at 7:30 P.M. by Chairman Hester.	
	APPROVED:
	Roane County Commission Chairman
	ATTEST:
	Roane County Clerk



Roane County Commission Fire Board Meeting Minutes



July 11, 2023 at 6:00 pm

Location of Meeting: Roane County EOC, 220 N. Third Street, Kingston

Members Present: Commissioners Ben Wilson, Ben Gann, Travis Parks, Randy Kirby and Mike Hooks

Members Absent: All present

District Volunteer Fire Chief/Representative Present:

<u>Blair Vol. Fire</u>: Chief Casey Laymance, Treasurer Penny Laymance; <u>East Vol. Fire</u>: Chief Michael Munguia; <u>Midtown Vol. Fire</u>: FF Kellen Mee; <u>South Vol. Fire</u>: Chief Michael Curtis; FF Tank Morris, Kerri Morris, Jay Heavilon, Philip Bond; <u>West Vol. Fire</u>: Chief Chad Goodman; <u>Roane County 911</u>: Director Bryan Walker

District Volunteer Fire Chief/Representative Absent: All present

Others Present: <u>RCOES</u>: Director Tim Suter; CRR Brad Goss; Admin. Assistant Amanda

Daugherty

Purpose of Meeting: (Agenda Attached)

Call to Order: Chairman Ben Wilson called the meeting to order at 6:00 pm

- I. Welcome and Opening Comments: (see attached sign in)
 Chairman Ben Wilson_welcomed everyone to the meeting and asked all board members to review the agenda and minutes from the previous meeting.
- II. Acceptance of Minutes: A motion was made to accept the minutes from the April 11, 2023 meeting by Commissioner Gann; a second was provided by Commissioner Parks. On a voice note, the motion passed.

III. Review of Layout for Future Meetings

- a) All departments were reminded to submit all requested reports for financial contribution requests to RCOES Administrative Assistant Amanda Daugherty no later than one week prior to each scheduled fireboard meeting.
- b) Reports will continue to be compiled and submitted via email to each fire board commissioner to review prior to the meeting.

IV. Volunteer Fire Chiefs Reports:

Reports from Blair, East and West were submitted and emailed to fire board commissioners within 1 week prior to the meeting for early review. South submitted their reports 1 hour prior to the start of the meeting, however Chief Curtis made packets for all commissioners. Therefore, South reports had to be reviewed during the meeting. Chairman Wilson and Amanda Daugherty never received reports from Midtown.

a) East Roane VFD (Chief Munguia

- a. Quarterly Reports
 - i. Run Reports
 - ii. Membership Roster
 - 1. Has added 1 new member
 - iii. Training Report
 - iv. Financial
- b. Capital Outlay Reports
 - i. Run report July 2022 to June 2023
 - ii. Bank Statements
 - iii. Financial Reports
 - iv. List of Board of Directors
 - v. Department Meeting Minutes with Capital Outlay Plans
 - 1. \$ 13,000 for Engine 3 Loan
 - 2. \$13,000 for Chase 1 Loan
- c. Donation Letters have been mailed out
- **d.** Will be purchasing some of the Roane County Sheriff's Office Surplus Vehicles to replace older vehicles in their fleet
- e. No questions or comments from the board were made pertaining to the department's quarterly reports

East Roane VFD requested their FY24 1st Quarter Contribution of \$7,050.00. A Motion to approve the FY24 1st Quarter request was made by Commissioner Hooks with a second provided by Commissioner Gann. On a voice note, the motion passed.

East Roane VFD requested their FY24 Capital Outlay Contribution of \$26,000. A Motion to approve the FY24 Capital Outlay request was made by Commissioner Hooks with a second provided by Commissioner Kirby. On a voice note, the motion passed.

b) West Roane VFD (Chief Goodman)

- a. Quarterly Reports
 - i. Run Reports
 - ii. Incidents per Personnel
 - iii. Active Roster
 - 1. Has added 1 new member; still in probationary period at this time
 - iv. Training Report
 - v. Financials
- **b.** Capital Outlay Reports
 - i. Run Reports
 - ii. Financial Reports
 - iii. List of Board of Directors
 - iv. Department Meeting Minutes with Capital Outlay Plans
 - 1. Payoff of Tanker 1
- c. Department re-elected Chief Chad Goodman to serve as another year as chief.
- d. Will need new radios in the near future
- **e.** No questions or comments from the board were made pertaining to the department's quarterly reports

West VFD requested their FY24 1st Quarter Contribution of \$7,050.00. However, Chief Goodman reported that he failed to submit the quarterly request form. A Motion to approve the FY24 1st Quarter request was made by Commissioner Hooks with a second provided by Commissioner Parks with the stipulation that the department can submit the request form in the next day or so and that until the request form is submitted, the funds cannot be released. On a voice note, the motion passed.

West VFD requested their FY24 Capital Outlay Contribution of \$26,000.00. A Motion to approve the FY24 Capital Outlay request was made by Commissioner Parks with a second provided by Commissioner Gann. On a voice note, the motion passed.

c) South VFD (Chief Curtis)

- **a.** Reports were provided to the board at the beginning of the meeting. Due to reports not being submitted early as requested, Chairman Wilson asked the board to review the reports provided.
- **b.** Quarterly Reports
 - i. Run Reports
 - ii. Membership Roster
 - iii. Training Report
 - iv. Financial reports
 - v. 2023-2024 Budget
- c. Capital Outlay Reports
 - i. Run Reports
 - ii. Financial Report w/bank statement

- iii. List of Board of Directors
- iv. **No department meeting minutes** were provided stating department request and plans for FY24 Capital Outlay funds
- **d.** No questions or comments from the board were made pertaining to the department's quarterly reports.

South Roane VFD requested their FY24 1st Quarter Contribution of \$7,050.00. A Motion to approve the FY24 1st Quarter request was made by Commissioner Parks with a second provided by Commissioner Kirby. On a voice note, the motion passed.

South Roane VFD requested their FY24 Capital Outlay Contribution of \$26,000. A **Motion** to approve the *FY24 Capital Outlay* request was made by **Commissioner Parks** with a **second** provided by **Commissioner Kirby**. On a voice note, the motion **passed**.

d) Midtown VFD

- **a.** Chairman Wilson stated he had spoken with Chief Farmer earlier in the day. Chief Farmer had gotten called into work and had not yet submitted his funding request reports to Chairman Wilson or Amanda Daugherty. No reports were provided to the board prior to or during the meeting.
- b. Chairman Wilson made a motion that Midtown needs to submit their reports to him in the next few days. Once he reviews the reports, he will send the reports to other fire board commissioners to review. Once all fire board commissioners have reviewed the reports and approve them, then reports will be sent to Roane County Budget Director for review and approval of funds and processing. On a voice note, the motion passed.
- e) Blair VFD (Chief Laymance)
 - a. Quarterly Reports
 - i. Run Report
 - ii. Active Roster
 - iii. Training
 - iv. Financial
 - **b.** Update provided on recently injured firefighter.
 - i. Hot Dog Bar Benefit Dinner to be held June 14, 2023, at Station 1 Fire Hall
 - ii. Funds from dinner to go towards expenses for lost wages
 - **c.** Donation letter to be going out in a few weeks
 - d. Newest Engine is now paid off
 - e. Back to School event is scheduled for July 29 at Arrowhead Park

Blair VFD requested their FY24 1st Quarter Contribution of \$7,050.00. A Motion to approve the FY24 1st Quarter request was made by Commissioner Gann with a second provided by Commissioner Parks. On a voice note, the motion passed.

V. OES Fire Division Report : (Director Suter)

a) Quarterly Run Report with 105 Total

VI. OES Fire and Safety Education Report: (B.Goss)

- a) Community Risk Reduction updates (see attached)
- **b)** Training Report Provided (see attached)

VII. Public Comments:

None

VIII. Board Members Comments and Questions:

None

IX. Future Fire Board Meeting:

- a) October 10, 2023 at the Roane County EOC at 6:00pm
- b) All departments were reminded to have reports submitted to RCOES Admin. Assistant Amanda Daugherty no later than 7 days prior to the next meeting.

X. Adjournment:

• Motion for adjournment was made at 7:00 PM by Commissioner Parks with a second provided by Commissioner Kirby. On a voice note, the meeting was adjourned

Submitted by Amanda Daugherty, RCOES Admin. Assistant



Roane County Commission Fire Board Agenda July 11, 2023 at 6:00 PM

Location: Roane County EOC 220 N Third Street, Kingston 37763

	Call to Order and Welcome	Chairman Ben Wilson
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II. Introductions All

III. Acceptance of April 11, 2023
Meeting Minutes All

IV. Volunteer Fire Chief's Reports All Departments

V. OES Fire Division and CRR Reports

VI. Public Comments

VII. Board Members Comments/Questions

VIII. Adjournment

I.

* Next Fire Board Meeting October 10, 2023



ROANE COUNTY OFFICE OF **EMERGENCY SERVICES**

220 N Third St Kingston, TN 37763 Phone: 865-717-4115 Fax: 865-717-0615

Topic: Roane County Fire Board Commission

Location: Roane County EOC

Date: July 11, 2023

MEETING SIGN-IN

NAME	REPRESENTING
EPAO GOSS	RCEMA-0ES
(2 guel	Bleir
Paga e	DIC:r
TANIGMOPRES	5007 H
KERRI MORRISS	SOUTH
Mike Hooks	ER. CommissioNe.
Ben Gann	RCC
Amanda Leagherty	REDES
Chef Can	West Brane
Tay Hearinglon	SRCVFD
Wekeelluton	SRCVED
Kellen Mae	MTVFD
MICHBOL MUNGUIA	ERLVFD
Trave Polte	Commissioner
Randy Kinty	RCC.



ROANE COUNTY OFFICE OF EMERGENCY SERVICES

220 N Third St Kingston, TN 37763 Phone: 865-717-4115 Fax: 865-717-0615

Topic: Roane County Fire Board Commission

Location: Roane County EOC

Date: July 11, 2023

MEETING SIGN-IN

NAME	REPRESENTING
Ben Wilson	Commish
Tim Suter	655
Philip Bond BRYAN WALKER	SRCVFD
BRYAN WALKER	ROANE CO. E-911

Roane County Department of Emergency Services

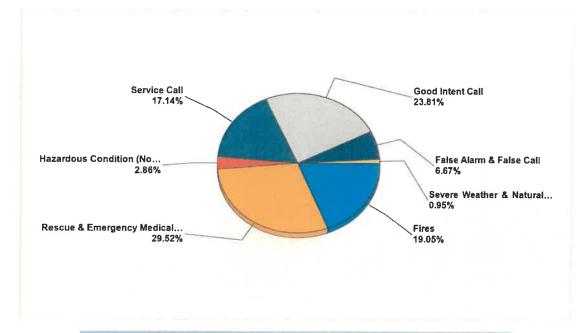
Kingston, TN

This report was generated on 7/5/2023 3:32:30 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2023 | End Date: 06/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	20	19.05%
Rescue & Emergency Medical Service	31	29.52%
Hazardous Condition (No Fire)	3	2.86%
Service Call	18	17.14%
Good Intent Call	25	23.81%
False Alarm & False Call	7	6.67%
Severe Weather & Natural Disaster	1	0.95%
TOTAL	105	100%



Detailed Breakdown by Incide	THE TYPE	
INCIDENT TYPE	#INCIDENTS	% of TOTAL
111 - Building fire	10	9.52%
114 - Chimney or flue fire, confined to chimney or flue	1	0.95%
22 - Fire in motor home, camper, recreational vehicle	1	0.95%
31 - Passenger vehicle fire	1	0.95%
32 - Road freight or transport vehicle fire	1	0.95%
41 - Forest, woods or wildland fire	4	3.81%
42 - Brush or brush-and-grass mixture fire	2	1.9%
311 - Medical assist, assist EMS crew	7	6.67%
321 - EMS call, excluding vehicle accident with injury	5	4.76%
322 - Motor vehicle accident with injuries	17	16.19%
124 - Motor vehicle accident with no injuries.	1	0.95%
152 - Extrication of victim(s) from vehicle	1	0.95%
44 - Power line down	3	2.86%
50 - Public service assistance, other	1	0.95%
i51 - Assist police or other governmental agency	1	0.95%
i53 - Public service	8	7.62%
54 - Assist invalid	6	5.71%
61 - Unauthorized burning	2	1.9%
00 - Good intent call, other	1	0.95%
11 - Dispatched & cancelled en route	19	18.1%
31 - Authorized controlled burning	2	1.9%
51 - Smoke scare, odor of smoke	3	2.86%
00 - False alarm or false call, other	1	0.95%
35 - Alarm system sounded due to malfunction	1	0.95%
36 - CO detector activation due to malfunction	1	0.95%
43 - Smoke detector activation, no fire - unintentional	2	1.9%
45 - Alarm system activation, no fire - unintentional	2	1.9%
00 - Severe weather or natural disaster, other	1	0.95%
TOTAL INCIDENTS:	105	100%









Brad Goss - Community Risk Reduction Coordinator

Roane County Fire Board Meeting: July 11,2023

FIRE & LIFE SAFETY EDUCATION

Community Risk Reduction Hours for April - June: 45 YTD: 116

Smoke Alarm Installation from April - June: 22 YTD: 43

April 06, 2023 Roane County E911 CPR class x 3

April 14, 2023 Roane County Anti- Drug Coalition

Midway High Prom Promise Event

May 05, 2023 AHA BLS CPR-AED @ Roane County High School

for 11 Health Students

June 02, 2023 Roane County Schools-Summer Food Kickoff

Fire Prevention / Smoke Alarms & Safety Event - 50 kids

June 20, 2023 Roane County Juvenile Camp

CPR-AED & Fire Extinguisher Class x 10 kids

UPCOMING EVENTS:

August 01, 2023 National Night Out w/ Roane County Sheriff Office

August 02, 2023 Roane County Sheriff SRO: AHA BLS CPR-AED

August 09, 2023 Roane County Solid Waste: Fire Extinguisher 101

Aug & Sept : Misc Roane County School events TBA





Tennessee State Fire Marshal's Office Roane County EMA - OES

å

Your local fire department

Offers SAFE AWAKE ALARMS for hearing impaired individuals FREE OF CHARGE (UPON AVAILABILITY)

The Safe Awake is designed to wake you from deep sleep to alert you to smoke and fire. It works with your own smoke alarm system, triggering all your senses with a motorized bed shaker, a flashing light and a low frequency, high decibel square wave sound you can actually hear.

It works anywhere. It's light, compact, portable, and simple. No other device offers the safety features and benefits of the Safe Awake. Fast and easy setup for homes, hotels, motels, hospitals, senior citizen residences, independent and assisted care facilities, in fact, everywhere that people sleep.

These alarms are limited. If you need one PLEASE contact;

Your LOCAL FD / RCEMA-OES @ 865-717-4151 or Brad Goss @ 865-455-9295



emaie Wed 7-19

ROANE COUNTY BOARD OF EDUCATION COUNTY COMMISSION/SCHOOL BOARD LIAISON

July 17th, 2023

This meeting convened at 6:00 p.m.

School Board Members Present: Nadine Jackson, Sam Cox, Diane Tate, Brillo Miller, Nancy Hamilton

County Commission member present: Shannon Hester, Ben Wilson, Junior Hendrickson, Charlotte Cunningham, Ron Berry

Others present: Russell Jenkins, Wade Creswell, Brian McKinney, David Brackett, & David Bell

First order of business was electing a new Chairman and secretary. Shannon Hester nominated Ben Wilson as the chairman and vote was unanimous. Sam Cox nominated Diane Tate as secretary with another unanimous vote.

Mr. Wilson yielded the floor to Wade Creswell. Mr. Creswell discussed having a third party independent inspector to help develop a long term plan on our schools and what will best serve our county

Mr. Berry mentioned the 2M in interest the county will accrue and putting at least some of that over in a capital budget for the schools

Mr. Jenkins discussed all the repairs we were able to make using the Esser funds we received. We were able to do a total of 7 new roofs this year, multiple CHA units, improve and upgrade numerous facilities, and new furniture for classrooms. Without the Esser grant, the school board struggles with just keeping up with the repairs needed with the upkeep of 17 schools.

Ms. Cunningham ask about the Oliver Springs project and Mr. Hester ask about the Midway project. Mr Jenkins said the Oliver Springs project is being completed and the Midway sewer is complete and up and running.

Discussion ensued regarding the commission and the school board working together as a team. Costs for 2 two schools now vs cost when the initial study was completed for one school combining Harriman, Rockwood, and Roane County has went up substantially and almost doubled in cost. Mr. Hendrickson also suggested combining Rockwood Middle and Rockwood High and Harriman Middle and Harriman High into one school.

A date was set for the next meeting to be September 18th at 6pm

Meeting was adjourned at 7:15 pm





Roane County Commission



Long-Range Planning Committee Meeting Minutes

July 27, 2023 5:00 pm

Qualls Courtroom, Roane County Courthouse

Members Present: Shannon Hester, Chairman; Mike Hooks; Brad Goss; Junior Hendrickson

Absent: Greg Ferguson

Others present: Gerald Green and Andreas Guevera-Nadeau from Community

Development Partners; Wade Creswell, County Executive

The meeting was called to order by Chairman Hester at 5:00 pm.

Chairman Hester welcomed everyone and asked for introductions.

After introductions, Mr. Green gave a PowerPoint presentation that led to group discussion.

In answer to the question, "What do you want to accomplish through this process?" notable answers included:

- Visual data and resource identification to help guide decision making
- Drive community engagement
- · Optimize resources that we already have
- Attract younger families to help fill workforce needs

Mr. Green challenged the committee to have a vision statement finished by close of business next week (August 4). The committee will work on it through email.

The elements that were suggested for inclusion in the Vision Statement were:

- Clean
- Free (drugs, poverty, homelessness, etc.)
- Younger
- Respectful
- Economic growth
- Safe
- Efficient government
- Engaged
- Informed

It was also suggested by Committee members that Glen Cofer, County Planner; Jake Anderson, GIS Director; and Justin Snow, President/CEO of the Roane Alliance be added to the Steering Committee in addition to the current members of this committee. Mr. Creswell will issue invitations.

The next meeting will be scheduled after Mr. Green and Ms. Guavera-Nadeau have coiled some background information.

A motion to adjourn was made by Commissioner Hendrickson at 6:32pm, seconded by Commissioner Goss. After approval by the committee, the meeting was adjourned.

Respectfully submitted by Wade Creswell, County Executive





Roane County Emergency Services Committee Meeting Minutes July 27, 2023

Location of Meeting: Roane County EOC

<u>Members Present</u>: Chairman Commissioner Ron Berry; Commissioners Ben Gann, Travis Parks, Randy Kirby, Ben Wilson; Brenda Gray-Roane Medical Center

Members Absent: Commissioner Ben Gann

<u>Others Present</u>: Tim Suter, RCOES Director, Amanda Daugherty, RCOES Admin. Assistant; Chuck Hiatt, RCOES Ops Chief; April Miller, RCEMS Ops Chief

Purpose of Meeting: (See Attached Agenda)

Meeting Called to Order:

Chairman Ron Berry called the meeting to order at 6:05 pm

I. Welcome and Introductions: (See Attached Sign In)

II. Minutes Acceptance:

Chairman Berry asked for a review of the minutes. A **motion** was made by **Commissioner Wilson** with a **second** provided by **Commissioner Parks** to accept the minutes from the *April 13, 2023 meeting*.

III. OES Operations Report :

Operations Chief Chuck Hiatt provided report and discussion on the operations of RCOES Fire Division

- a) Quarterly Run Report with over 100 Total
- b) Full staff
- c) Engine and Mini-Pumper Status Updates
 - o 1996 Engine has been completely removed from service.
 - Have purchased a 2002 pumper tanker.
 - Currently at Safe Industries in Knoxville for decals, pump testing and LED light installation
 - Taking some equipment and lights off the decommissioned engine and putting on pumper tanker.
 - Expect to take possession of it within the next 2 or 3 weeks.
 - Will be stationed in Midtown for now.
 - Mini Pumper legal update
 - The County Attorney is handling this case.
- d) CDBG Grant Update
 - o Applied for it several months ago.
 - Should be hearing something soon whether Roane County was awarded.



If awarded, it will be used to purchase a new Pumper Tanker

e) Fire Hydrants

- What codes are in place for new subdivisions with water lines and new hydrants.
- Should codes and commission place regulations on new subdivisions going in stating that the developers are responsible for putting in place designated size water lines as well as hydrants.
- Director Suter stated he will reach out to Codes Enforcement Officer Glen Cofer to see what regulations are currently set in place and will go from there.
- f) Volunteer fire department issues discussed.
 - Still struggling to get volunteers.
 - o Length of Service Program discussion
 - South Roane County Volunteer Fire Department (SRCVFD)
 - Director Suter informed the board members of some issues and concerns regarding SRCVFD.
 - SRCVFD is out of compliance with TIFRS reporting which is a violation of TCA Codes
 - Have not submitted any run reports to the state in 2 years.
 - SRCVFD Chief had been made aware of the issue several months ago and stated in the last fire board that they were working on resolving the issue.
 - Per the state agent for this area, he has yet to have spoken to anyone from SRCVFD and received anything yet.
 - Commissioner Parks stated he had also spoken to SRCVFD Chief about the issue, and like Director Suter, he too had received conflicting information with concerns.
 - Per the State Fire Marshall's Office, as of right now SRCVFD is still recognized as a fire department.
 - SRCVFD has not reported water usage from fire calls to Watts Bar Utilities. Wesley Barger with Watts Bar Utilities has reached out to County Executive Creswell about the issue and concerns on how to address it.
 - SRCVFD had requested their FY24 Capital Outlay funding as well as their FY24 1st Quarterly Operational funds in the July 11, 2023 Fire Board meeting.
 - Missing some requested documentation such as minutes from the department's last business meeting stating how the capital funds were to be used.
 - Run reports were provided on a word document and not through emergency reporting, TIFRS or NIFRS as required.

- Training reports were provided on a word document instead of an actual report form.
- Director Suter has met with County Executive Cresswell and County Budget Director Cook about the issue.
 - The Budget Director and Director Suter do not feel comfortable signing off on the approval and release of funds.
 - Should all or partial funding be held until the department can become compliant with the sate's guidelines?
 - County Executive Cresswell met with the county attorney today to discuss this issue and how to resolve it.
 - County Attorney Greg Leffew recommends a formal letter needs to be drawn up stating that the funds will not be released at this time with the reasons and concerns listed. Director Suter stated he can send a copy of the letter to OES Board Chairman Berry and Fire Board Chairman Wilson for review.

Due to the issues and concerns with SRCVFD, for appropriate guidance, a **motion** was made by **Commissioner Wilson** with a **second** provided by **Commissioner Kirby** to review the letter from County Attorney Leffew, to determine how to proceed with SRCVFD. On a voice note, the motion **passed**.

IV. RCEMS Director's Report:

Director Tim Suter provided a report and discussion on the operations of RCEMS.

- a) Introduction of New RCEMS Operations Chief April Miller
- b) Cash with Trustee
- c) Quarterly Run Report
- d) Transport Report
 - a. Roane Medical Center is getting about 68.4% of patients transported.
 - b. Turnaround times were better this quarter with all hospitals except Ft Loudon.
- e) Full Staff
- f) EMS ARP Projects Update
 - a. Gallaher Station Project
 - i. The structure is expected to be delivered by mid to late August.
 - ii. Due to ARP restrictions, has made this project more difficult to complete.
 - iii. 2 bay garage has also been ordered.
 - b. 2 new EMS trucks have arrived and are in service.
- g) When the new Gallaher station is in service, RCEMS will be picking up calls into the Preserve subdivision.
- h) Vehicle Maintenance Contract Issues
 - a. Working with County Executive Creswell and other departments under the executive to find a more effective solution for all departments.

V. Public Comments:

None present.

VI. Other Discussion:

- a. Commissioner Wilson invited everyone to attend the Roane County's National Night Out on August 1, 2023 from 5pm to 7pm at Roane County Park. RCOES was requested to bring Pluggie and EMS was requested to bring a truck.
- b. Community outreach event July 29, 2023 sponsored by Blair VFD at Arrowhead Park from 6pm to 8pm.

VII. Future OES Meeting:

• Next Quarterly Meeting: Thursday October 12, 2023 at Roane County EOC

Adjournment:

A motion to adjourn was made at 7:20pm by Brenda Gray with a second provided by Commissioner Kirby.

~ Submitted by Amanda Daugherty, RCOES Admin. Assistant



Roane County OES Committee Meeting Agenda July 27, 2023 at 6:00 PM

Location: Roane County 911 Center

I. Call to Order Chairman Ron Berry

II. Introductions

III. Acceptance of April 2023
Meeting Minutes All

IV. OES Operations Report Operations Chief Chuck Hiatt

V. EMS Director's Report Director Tim Suter

VI. Committee Members Comments Questions

VII. Adjournment

^{*} Next Quarterly Meeting is scheduled for October 12, 2023 at 6pm*



ROANE COUNTY OFFICE OF EMERGENCY SERVICES

220 N Third St Kingston, TN 37763 Phone: 865-717-4115 Fax: 865-717-0615

Topic: OES Committee

Date: July 27, 2023

MEETING SIGN-IN

REPRESENTING
RCOES
ROOFS
Commissioner
OES
luc
Commissioner
con.
Com
RCOES

HR Committee Minutes



July 20, 2023

2:30 pm



Commissioners Present: Chairperson: Charlotte Bowers

Additional Members Present: Wade Creswell – County Executive, Shannon Brackett – Register of Deeds, Beth Johnson – County Clerk, Chris Mason – Trustee, Tim Phillips, Daryl Cook – Sheriff's Dept., Lynn Farnham – Purchasing, Greg Leffew – Law Director, Pam May – Clerk and Master, Tim Suter – OES, AMB Director, Molly Hartup – Property Assessor

Absent: Ron Berry

Additional Present: Connie Cook - DOAB, Melisa Ruffner - Chief Deputy to Register of

Deeds, Lori Butler - Payroll Officer

Meeting Convened: Meeting called to order by Commissioner Bowers

Item for Discussion:

Commissioner Bowers turned the meeting over to Jennifer Suter. Jennifer presented the Employee handbook to the committee with the necessary changes that have been brought to her attention via email. Motion by Molly, seconded by Chris to send the Handbook to Commission for their approval contingent upon Greg Leffew approving its contents. Approved

Lynn Farnham updated the Committee on the date that bids are to be presented for the County to hire an Insurance Broker that will handle all the Voluntary Benefits, Dental and Vision and will assist employees to determine their coverage. The date is set for August 17th. Once approved and awarded then OPEN Enrollment will be in October for all employee benefits and pretax insurance supplements.

ADJOURNMENT:

Motion by Molly, 2nd by Wade – 3:08pm

Submitted by: Connie Cook - DOAB on behalf of HR Committee

Opioid Settlement Fund Advisory Committee Minutes



July 18, 2023

6:00 pm

#13

Members Present: Wade Creswell, Chairman; Connie Cook, Secretary; Laura Conner, Health Dept. Director; Tim Suter, EMS/OES Director; Christopher Sales, Volunteer Behavioral Health; McKayla Gallaher, ROCO Health Dept.; Thomas Boduch, MD, Coroner for Roane Co; Brenda Gray, Roane Medical Center; Maretta McNichol, Sheriff's Dept; Jessica Wilkinson-Smith, UT Extension; Roger Brooksbank, EMS Medical Examiner; Brandon Benson, Reconciliation Whole way House; Lisa Joseph, Peninsula; Michael Barber, School Department

Absent: David Bell Commissioner; Chris Lehman, Commissioner; Sarah Harrison, ROCO Anti-Drug Coalition; Lisa McMahan, UT Extension; Phillip Martin, Grove Church;

Meeting Convened: Meeting called to order by Chairman Creswell

Approval of June 27th minutes: Tim Suter motion to approve the minutes with minor changes (#2 impatient to inpatient) and Dr Boduch second with the changing of the adjournment time from 7:00 to 7:30. Minutes were approved voice vote:

Continuation of Prior Month Discussion: Wade directed the committee to focus on key points that this committee wants to bring to the full commission for their approval. Throughout the meeting much discussion was made on what is not available to those struggling on a day-to-day basis. The final three key areas that this committee wishes to support are:

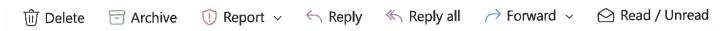
- 1. To locate/provide a place that will have 2 detox beds available
- 2. To lobby Covenant to provide a Full Time Navigator
- 3. To develop a description for a Resource Navigator including responsibilities, funding and principal location

Other Items: There were no other items for discussion

Set next meeting date/time: Next meeting will be held on August 22th @ 6:00pm at the Alliance Building

Adjourn: Meeting was adjourned at 7:30pm

Prepared by Connie Cook on behalf of Committee



National Opioid Settlements - Payment - Roane County

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NoReply@nationalopioidofficialsettlement.com

To: Connie Cook Wed 8/2/2023 6:07 PM

Cc: rpetkauskas@browngreer.com; aoxenreiter@browngreer.com; acaldeyro@

This is an official communication from the Directing Administrator of the National Opioid Settlements.

On 08/02/2023, the Directing Administrator initiated payment to your Subdivision as outlined in the table below. If your Subdivision is receiving payment for multiple Distributor Payment Years, those payments will be aggregated into one wire or check. Similarly, if your Subdivision is receiving payment for multiple Janssen Payment Years, those payments will be aggregated into one wire or check.

BG Entity ID	State	Beneficiary Type	Beneficiary Name	Payment Type	Payment Amount	Payment Method
10510	Tennessee	General Purpose Government	Roane County	Distributor Payment 3	\$54,955.62	Wire Transfer

Please contact the Office of the Attorney General in your State if you have any questions regarding how your Subdivision's payment amount was calculated or how your Subdivision can use Settlement Funds.

Please let your Case Manager know if you encounter any issues with this payment.

Thank you,

N

Brown Greer PLC

Directing Administrator

National Opioid Settlements

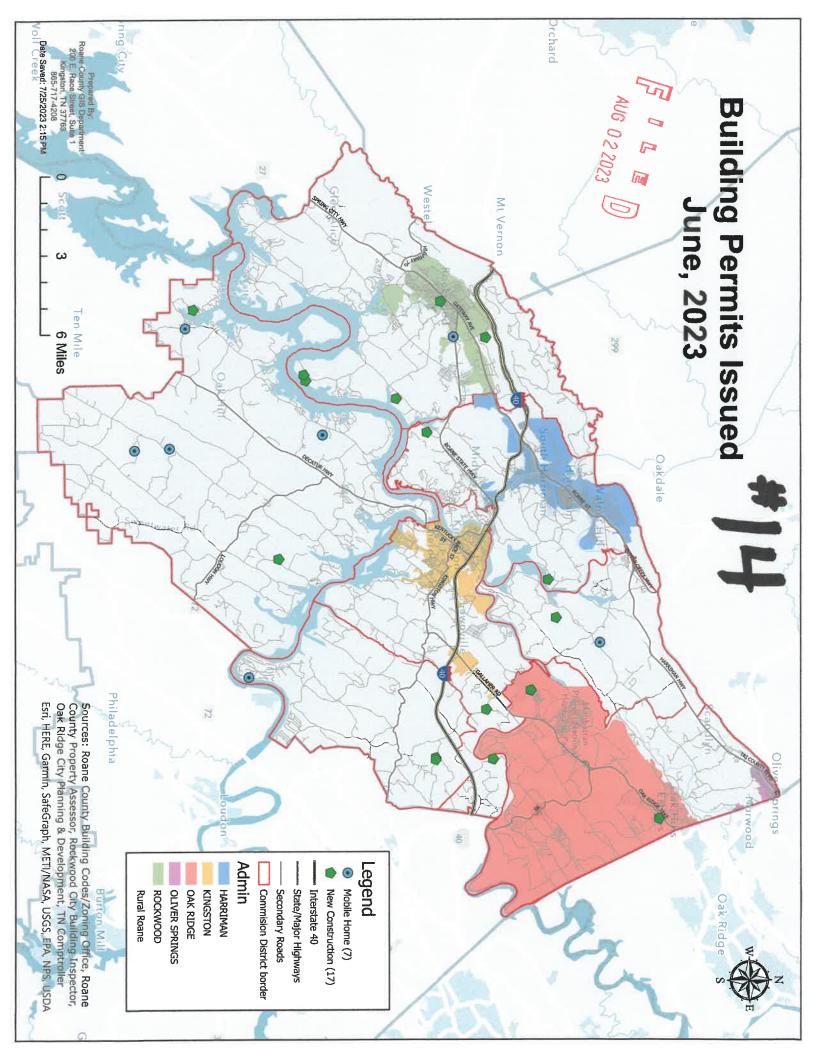
[www.NationalOpioidOfficialSettlement.com]www.NationalOpioidOfficialSettlement.com

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LEASE AGREEMENT



THIS AGREEMENT made this 30 day of June, 2023 between Michael Dunn Foundation for the Developmentally Disabled, herein referred to as LESSOR, and Roane County Government, herein referred to as LESSEE.

WITNESSETH:

1. SUBJECT PROPERTY: Lessor leases to Lessee the premises situated at 629 Gallaher Road, Kingston, TN, consisting of approximately 12,500 square feet, more or less, commonly identified as the main administration building, upper addition to the old school building, said upper addition having been built sometime in the 1970s, together with the parking area and grounds located at the aforesaid address hereinafter referred to as the "demised premises". Said parking area and grounds shall be used jointly with other occupants of the premises located at said address.

2. USE OF PREMISES:

- A. *Purposes:* Lessee shall use the demised premises for the purpose a temporary location of the Roane County Health Department while the Roane County Health Department building is being renovated.
- **B.** Condition of Premises: The Lessee shall at all times keep all of the demised premises in a clean, neat, and orderly condition. The lessee shall not use the demised premises or any part, or permit any part of the demised premises to be used, or permit any act whatsoever to be done on the demised premises in a manner that will violate or make void or inoperative any policy of insurance held by the Lessor.
- C. Garbage Disposal: The Lessee shall not burn or incinerate any rubbish, garbage, or debris, at, in, or about the demised premises, and shall cause all containers, rubbish, garbage, and debris accumulated therein to be stored within the demised premises to be hauled away from the premises for disposal prior to the accumulation of any substantial quantity.
- **D.** *Public Regulations:* In the conduct of its business in and about the demised premises, Lessee shall observe and promptly comply with all laws, ordinances, and regulations of public authorities.
- 3. TERM AND RENEWAL: The term of this Lease shall be for a period of 11 months and 29 days, commencing on the 1st day of July, 2023.

Lessee shall have the right to renew this lease for an additional six-month period, upon the same terms and conditions hereof, upon giving Lessor at least 30-days written notice of Lessee's intent to renew.

4. RENTAL: Lessee shall pay Lessor as rental for the subject premises \$6,250.00 per month commencing on the 1st day of July, 2023, and continuing on the same day of each succeeding month during the term hereof and any renewal period.

5. PARKING AREA AND COMMON FACILITIES:

- A. Janitorial: Lessee, throughout the term of this lease, shall maintain and keep the parking area and any common areas in a neat and tidy condition.
- **B.** Governing Regulations: Lessee will comply with and cause its employees and agents to comply with all rules and regulations adopted by Lessor in connection with the use of the parking area and common facilities

and with all supplements and amendments which Lessor may subsequently adopt. It is understood and agreed that such rules and regulations shall pertain to the safety, care, use, and cleanliness of the parking area and common facilities and preservation of good order. No rules and regulations now in effect or subsequently adopted shall be inconsistent with any provisions of this lease or unreasonably interfere with the Lessee's use and enjoyment of the demised premises. All rules and regulations and supplements and amendments which Lessor may adopt shall be in writing, and a copy shall be delivered to Lessee.

- C. Violation of Regulations: If the Lessee shall fail, within 48 hours after receipt of written notice of any violation by the Lessee or its employees or agents of any such rules or regulations, to institute reasonable actions to cure such violation, such failure shall constitute a default under this lease.
- **6. INSTALLATION AND MAINTENANCE OF FIXTURES:** Lessee shall purchase and install in the demised premises all trade fixtures, floor coverings, all required equipment, and furnishings to be installed in the demised premises and necessary or proper for the operation of its business as expeditiously as possible.
- A. All such trade fixtures, floor coverings, all required equipment, and furnishings shall be of first quality and commensurate in appreciation and in keeping with the demised premises; and Lessee throughout the term of this lease shall maintain them in good order, condition, and repair at its own cost and expense.

7. SIGNS: EXTERIOR LIGHTING AND FIXTURE

- A. Installation and Removal of Signs: Lessee shall not install any signs advertising its business on the exterior of the building or roof without the consent of Lessor, and said consent shall not be unreasonably withheld. Signs and lettering advertising said business may be placed on the doors and windows of said building and upon the grounds of the leased premises. Any lettering placed on the doors and windows of said building and upon the grounds of the leased premises shall be removed upon the expiration or sooner termination of this lease, and all damage caused by the erection, maintenance, or removal of any and all such lettering shall be fully repaired at the cost and expense of the Lessee.
- **B.** Installation of Exterior Lighting and Fixtures: Lessee shall not install any exterior lighting, exterior plumbing facilities, exterior shades or awnings, amplifies, or similar devices, or use any loudspeakers, phonographs, or radio broadcasts, without Lessor's prior written consent, and said consent shall not be unreasonably withheld.
- **8. UTILITIES:** Lessee shall pay before delinquency for utilities including electricity, telephone, water and garbage removal services consumed by the Lessee on the demised premises.
- **9. TAXES:** Lessee shall pay before delinquency any and all personal property and business taxes assessed against the demised premises arising out of the operation of the business operated on the demised premises. Property tax increases shall be reflected and applied to lease payments.
- 10. INSURANCE: Throughout the lease term, the Lessee shall be responsible for keeping the demised premises continuously insured against all risks that are customarily insured against in like size and type endeavors, paying or providing for payment as soon as the same shall become due, all the premiums with respect thereto, including but not limited to property insurance on the Lessee's improvements made for the Lessee's benefit of not less than the full value thereof. Lessee shall further maintain public liability insurance with minimum limits of \$1,000,000.00 for injury or death of one person and \$2,000,000.00 for injury or death of more than one person for the benefit of Lessee, making Lessor an additional insured there under. Lessee shall deliver to Lessor, within thirty days after the date of this agreement, either policies or certificates of insurance and in the event that Lessee fails to timely provide said insurance coverage and evidence of insurance, than Lessee shall have the option to secure said insurance coverage at the cost and expense of Lessee or to declare this lease null, void and of no further effect.
- 11. REPAIRS: Lessee has made such inspection as it deems necessary, has satisfied itself as to the condition of the premises and is relying upon its own investigation. Lessor shall, at its own cost and expense, keep

and maintain all of the demised premises, including but not limited to HVAC equipment, store fronts, bulkheads, roof, gutters, plumbing, electrical components, exterior entry and exit doors, exterior walls, windows, ornamental facing, plate glass, and glazing in or on the demised premises, in good order, condition, and repair, and in compliance with all applicable laws and regulations, during the entire term of this lease, except for any repairs necessitated by the intentional or negligent acts or omissions of Lessee. The Lessee shall return the premises to the Lessor at the termination of the Lease in the same condition, reasonable wear and tear excepted.

- 12. ALTERATIONS, ADDITIONS AND IMPROVEMENTS: Lessee shall make no alterations, additions, or improvements to the leased premises without first obtaining the written consent of Lessor, and Lessor shall not unreasonably withhold such consent. All alterations, additions, and improvements shall become part of the demised premises and the sole property of Lessor, except that all moveable trade fixtures installed by Lessee shall be and remain the property of the Lessee.
- 13. UNLAWFUL ACTIVITIES: Lessee shall neither use or occupy the demised premises or any part thereof for any unlawful, disreputable, or ultra-hazardous business purpose nor operate or conduct his business in a manner constituting a nuisance of any kind.

14. INDEMNIFICATION OF LESSOR:

A. Lessee's Notice of Work to be performed: Lessee shall serve a written notice on Lessor at least ten (10) days prior to permitting any work to be commenced in or on the demised premises.

B. Liens and Encumbrances: The Lessee shall protect, save, and hold harmless the Lessor and the demised premises and all improvements placed on the premises from all claims, liens, claims of lien, demands, charges, encumbrances, or litigation arising directly or indirectly out of or by reason of any work or activity of the Lessee on the demised premises, and shall promptly and within ten (10) days after filing of any lien for record fully pay and satisfy the lien, and shall reimburse the Lessor for all loss, damage, and expense, including a reasonable attorney's fee, which it may suffer or be put to by reason of any such claims of lien, demands, charges, encumbrances, or litigation.

In the event the Lessee shall fail to pay and fully discharge any claim, lien, claim of lien, demand, charge, encumbrance, or litigation, or should proceedings be instituted for the foreclosure of any such lien or encumbrance, the Lessor shall have the right, at its option, at any time after the expiration of the ten (10) day period, to pay the lien or any portion of it, with or without the costs and expenses claimed by such claimant, and in making such payment the Lessor shall be the sole judge of the legality of the claims. All amounts so paid by the Lessor shall be repaid by the Lessee to the Lessor upon demand, together with interest thereon at the rate of fifteen (15) percent per annum from the date of payment by the Lessor until repayment is fully made.

15. DAMAGE OR DESTRUCTION: In case of destruction of the building on the premises or damage thereto from any cause so as to make it untenable, Lessee, if not then in default hereunder, may elect to terminate this Lease as of the date of said destruction. In the event of such termination, there shall be no obligation on the part of Lessee to repair or restore the building or improvements nor any right on the part of the Lessee to receive any proceeds collected under any insurance policies held by Lessor covering such building or any part thereof. On such termination, rent, taxes, assessments, and any other sums payable by Lessee or Lessor hereunder, shall be prorated as of the termination date, and in the event of any rent, taxes, or assessments shall have been paid in advance, Lessor shall rebate the same for the unexpired period for which payment shall have been made.

A. In case of destruction of the building on the premises or damage thereto from any cause so as to make it untenable, Lessee agrees Lessor is not liable for any damage done to Lessee's property, for any loss associated with such damage or destruction, or for any loss of business or profits as a result of such damage or destruction, excepting damage caused by destruction resulting from the actions of the Lessor such as original faulty construction.

16. LATE CHARGES: Lessee acknowledges that late payment of rent will cause Lessor to incur cost not contemplated by this Lease, the exact amount of which is extremely difficult to ascertain. If any installment of rent is more than five (5) days past due, Lessee shall pay Lessor a late charge equal to ten (10) percent of such overdue amount. The parties agree that such late charge represent a fair and reasonable estimate of the costs of Lessor incurred for extra accounting charges and late charges imposed.

17. DEFAULT:

- A. Lessor's right to repossess, operate, or relet. If the rental reserved by this lease or other charges to be paid under this lease by Lessee, are not paid when due and remain unpaid for a period of thirty (30) days after notice in writing, or if the Lessee fails to promptly perform any other covenant, condition, or agreement by it to be performed under this lease and such failure shall continue for a period of thirty (30) days after notice in writing specifying the nature of such failure, or Lessee abandons under this lease any requirement to be performed by it which cannot be cured, then, and in any such event Lessee shall be deemed to be in default and Lessor, without further notice, may at its option take possession of the demised premises, including all improvements and fixtures and equipment located at, in, or about the premises. Lessor shall take, operate, or relet the premises, in whole or in part, for the account of the Lessee to such tenant or tenants as the Lessor in good faith may deem proper of the full term of this lease. Lessor shall receive all proceeds and rent accruing form such operation or reletting of the demised premises or fixture and equipment. Lessor shall apply these proceeds first, to the payment of all costs and expenses incurred by the Lessor in obtaining the possession of, and the operation of reletting the premises or fixtures and equipment, including reasonable attorney's fees, commissions, and collection fees, and any alterations or repairs reasonably necessary to enable the lessor to operate or relet the premises or fixtures and equipment; and second, to the payment of all such amount as may be due or become payable under the provisions of this lease. The remaining balance, if any, given by the Lessor to the Lessee, shall be paid over to the Lessee at the expiration of the full term of this lease or on the sooner termination of the lease by written notice of termination.
- **B.** Repossession or reletting not a termination: Lessor's right to terminate not forfeited: No repossession, operation, or reletting of the premises or of fixtures and equipment shall be construed as an election by the Lessor to terminate this lease unless a written notice of such an intention is given by the Lessor to the Lessee. Notwithstanding any such operation or reletting without termination of this lease, the Lessor may at any time thereafter elect to terminate this lease in the event that the Lessee remains in default under this lease.
- C. Lessee's obligation to pay deficiencies: In the event the proceeds or rentals received by the Lessor under the provisions of this section are insufficient to pay all costs and expenses and all amounts due and becoming due under this lease, the Lessee shall pay to the Lessor on demand such deficiency as may from time to time occur to exist.
- D. Lessor's right to perform Lessee's duties at Lessee's cost: Notwithstanding any provision as to notice contained in this lease, if in Lessor's judgement the continuance of any default by Lessee, other than for the payment of money, for the full period of the notice otherwise provided for, will jeopardize the premises or the rights of Lessor, Lessor may, without notice, elect to perform those acts in respect of which Lessee is in default, at Lessee's cost and expense and Lessee shall then reimburse Lessor, with interest, on ten (10) days' notice by Lessor to Lessee.
- E. Lessor's right to terminate lease: In the event of the Lessee's default as stated in Section 18A, Lessor may at its option, without further notice, terminate this lease and any and all interest of Lessee under this lease, and may then take possession of the demised premises by legal proceedings.
- F. Lessor's right on termination to recover amount equal to rent reserved: If this lease is terminated by the Lessor by reason of any default by Lessee, Lessor shall be entitled to recover from the Lessee, at the time of such termination, the excess, if any, of the amount of rent reserved in this lease for the balance of the term of the lease over the than reasonable rental value of the premises for the same period. It is agreed that the "reasonable rental value" shall be the amount of rental which Lessor can obtain as rent for the remaining balance of the term.

- G. Lessor's remedies cumulative: Each and all of the remedies given to the Lessor in this lease or by law are cumulative, and the exercise of one right or remedy by the Lessor shall not impair its right to exercise any other right or remedy.
- H. Limitations of notice period by government order: Notwithstanding any provision as to notice in Section 18, if Lessee is required to comply with any governmental regulation or order within a period less than that to which Lessee would otherwise be entitled to notice, Lessee shall not be entitled to notice beyond the period within which such compliance may be required by such regulations or order.
- 18. REMEDIES UPON DEFAULT: In the event of any such default by Lessee, then in addition to any other remedies available to Lessor at law or in equity, Lessor shall have the option to terminate this Lease and all rights hereunder by giving written notice of its intention to terminate to the Lessee.
- 19. ACCESS TO PREMISES: Lessee shall permit Lessor or its agents to enter the demised premises during the normal business hours of 8:00 a.m. until 4:00 p.m. to inspect the premises or made repairs as called for under this Lease.
- **20. NOTICE:** Whenever in this Lease it is provided or required that notice and/or demand be given or served by either party on the other, such notice and/or demand shall be deemed to have been duly given if it is writing, forwarded by certified mail, and addressed as follows:

Lessor: Michael Dunn Foundation For the Developmentally Disabled 1324 Lawnville Rd. Kingston, TN 37763

Lessee: Roane County Government County Executive PO Box 643 Kingston, TN 37763

- 21. WAIVER: The waiver by Lessor of any provision of this Agreement shall not constitute as waiver of any other provision of the Agreement or any future waiver of the same provision.
- 22. ATTORNEY'S FEES: Should it be necessary to enforce any of the provisions of this Agreement the Lessee shall be responsible for the payment of all reasonable attorney's fees and all costs and expenses in connection there with.
 - 23. TIME: Time is of the essence of the lease.
- 24. HEADINGS: The headings used in this lease are for convenience and shall not be resorted to for purposes of interpretation or construction of this lease.
- 25. SINGULAR AND PLURAL: The plural shall be substituted for the singular number or vice-versa in any place or places in which the context may require such substitution or substitutions.
- 26. AMENDMENTS TO BE IN WRITING: This lease may be modified or amended only by writing duly authorized and executed by both Lessor and Lessee. It may not be amended or modified by oral agreements or understandings between the parties unless the same shall be reduced to writing duly authorized and executed by both Lessor and Lessee.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and date first above written.

LESSOR

LESSEE:

Michael Dunn Foundation For the Developmentally Disabled

Roane County Government

Roane County Executive



July 5, 2023

Tennessee Department of Transportation, Region 1 Office Mr. Steve Borden, Director 7345 Region Lane Knoxville, TN 37914



Director Borden,

TDOT is currently in the process of right-of-way procurement and utility relocation to widen SR-1/US-70 from US-27 in Rockwood to Ruritan Road in Midtown in Roane County. This is an important project for our county, and we are grateful for TDOT's investment.

However, this project requires a local wastewater utility, Roane County Public Utility, to relocate several lines at a total cost of more than \$6.6 million to the utility. For this small utility, this is a cost that they cannot carry. It would require an exorbitant rate increase on the ratepayers for no change in the service they currently receive.

I am writing to ask for your consideration and advocacy for funding assistance with the relocation of lines and equipment that will enable this project to move forward. I have attached a letter from the Roane County Public Utility Board for more information regarding the matter.

Your assistance would be greatly appreciated.

Sincerely,

Wade Creswell

Roane County Executive

F AUG 0 2 2023

CC: Senator Ken Yager, 12th Senatorial District
Representative Monty Fritts, 32nd District of the House of Representatives
Gene McClure, General Manager, Roane County Public Utility



Office of the County Executive

865.376.5578

info@roanecountytn.gov

www.roanecountytn.gov

PO Box 643 Kingston, TN 37763

ROANE COUNTY PUBLIC UTILITY

Chairman: Jeff Parkison

Vice Chair: Allen Deitz

Director: Gene McClure

Secretary: Larry Clark

Member: Carol Wood

Member: John Howell

April 11, 2023

Dear Mayor Creswell,



As members of the Roane County Public Utility Board, we are asking for your help to secure adequate and reasonable funding to relocate RCPU lines and equipment along State Highway 70 in Midtown. The relocation effort is an unfunded mandate which could force crushing rate increases on customers and possibly threaten the financial stability of the Utility. The relocation is required by the Tennessee Department of Transportation, TDOT, Project 73005-2220-14.

TDOT Project 73005-2220-14 requires the relocation of 10,350 feet of 12 inch forced main, 7,200 feet of 12 inch gravity main, 7,800 feet of 18 inch effluent sewer main and 1 sewer lift station. Most of the lines and equipment to be relocated have been in place and serving our customers efficiently. TDOT, by virtue of this project, has placed the financial burden of relocation onto this Utility. RCPU Director, Mr. Gene McClure, has provided an engineering estimate of \$6.6 million to complete the relocation.

Obviously, \$6.6 million is a significant amount of money. RCPU certainly does not have that much cash on-hand. We have fewer than 1,000 customers so a pay-as-you-go option is not viable. If a loan program were to be available and used, a substantial rate increase would be inevitable. Since the line and equipment relocation is required by a TDOT planned action, we feel the equitable solution is for TDOT to fund the line and equipment relocation.

We appreciate any assistance or advice you can offer.

We would be glad to meet and discuss if you like.

Thank you,

Roane County Public Utility Board

Chairman

Vice-Chairman

Secretary

Member

Member





STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION

#17

COMMISSIONER'S OFFICE

SUITE 700, JAMES K. POLK BUILDING 505 DEADERICK STREET NASHVILLE, TENNESSEE 37243-1402 (615) 741-2848

BUTCH ELEY
DEPUTY GOVERNOR &
COMMISSIONER OF TRANSPORTATION

BILL LEE

July 17, 2023

Wade Creswell 200 East Race Street, Suite 1 P.O. Box 643 Kingston, TN 37763

RE: SR-1 (Hwy. 70) Roane County Widening Projects-From State Route-61(US-27) in Rockwood to Midtown Roane County Public Utility

The Honorable Wade Creswell,

Thank you for submitting the correspondence dated July 5, 2023, requesting the Department to consider additional funding to Roane County Public Utility for the cost of relocating utilities located on public right-of-way for the subject project.

I have asked our staff to review the project records and current utility reimbursement policies and procedures to address the concerns presented by the utility and board. Subsequently, the following information is intended to clarify the project-related material as well as the applicable policies and procedures regarding reimbursement for the relocation of affected utilities within public right-of-way.

This project has been defined as a qualified project established under TDOT Policy No. 340-07, "Utility Relocations from Public Highway Rights-of-Way under TCA § 54-5-804,". The purpose of this policy is to identify categories of highway construction projects involving the relocation of utility facilities located on public highway rights-of-way that the Department will generally consider as qualified or as non-qualified for utility relocation reimbursement or inclusion in the Department's construction contract pursuant to T.C.A. § 54-5-804 and to establish procedures for administering utility relocations under this statute.

The above reimbursement procedure is commonly referred to as Chapter 86 which further refers to TCA § 54-5-804, as amended by Public Chapter 86 of the 2003 Acts of the Tennessee General Assembly. Utilities will generally be considered as qualified for inclusion in the Department's highway construction contract or for reimbursement of utility relocation costs under Chapter 86 if the utility is an Eligible Utility. Eligibility refers to a utility that fully complies with the conditions established in Chapter 86. If in compliance, reimbursement or payment will

be limited to a maximum cap of \$1.75 million of the relocation cost for utility facilities located on public highway rights-of-way. Additional reimbursement for existing utilities located outside of public right-of-way or private are eligible for full utility relocation reimbursement for engineering, easement, inspection, and construction cost (labor and materials). Furthermore, additionally reimbursement limitations are administered based on the elected utility relocation methods and executed utility contracts of "Move-Prior" or "Move-In". If a utility elects to enter into a written agreement with the Department's highway construction contract, a utility deposit to cover the cost exceeding the maximum cap of \$1.75 million is collected.

Moreover, staff also investigated to see if there may be a provision that would provide relief to the utility. Findings concluded that the current utility reimbursement policies and procedures, by law, restrict and cap utility relocations reimbursements for utilities located on public right-of-way. These specific conditions prevent additional reimbursements to occur outside of the current polices. Any deviations from these conditions would be considered unlawful and subject to a reduction in federal funding to the Department.

Ultimately, any utility relocations directives are outlined in our master Use and Occupancy Agreement with Roane County Public Utility. This agreement includes language noting that if it should become necessary in the maintenance, construction, or reconstruction of the highway to have the applicant's facilities removed in order that the highway may be properly maintained, constructed or reconstructed or in the event said facilities should, at any time, interfere with the use of the highway, the applicant agrees upon being requested so to do by the Department to remove the facilities as promptly as the magnitude of the work to be accomplished will permit, at its own expense and without cost to the Department.

As always, we value the partnerships we have with our stakeholders and are committed to the collaborative delivery of transportation improvements. Regrettably, Roane County Public Utility has qualified for the maximum utility relocation reimbursements the department can allocate under our current polices as well as qualified for some additional private utility relocation reimbursement funds not associated with the \$1.75 million cap. We hope this information provides clarification to any concerns or questions and are more than happy to schedule a meeting or provide any additional information.

Sincerely,

Steven M. Borden, P.E.

Director/Assistant Chief Engineer

Ste m Boul

TDOT - Region 1

SMB/as



June 27, 2023

6:00 pm



Present: Wade Creswell, Chairman; Connie Cook, Secretary; David Bell Commissioner; Chris Lehman, Commissioner; Laura Conner, Health Dept. Director; Tim Suter, EMS/OES Director; Christopher Sales, Volunteer Behavioral Health; McKayla Gallaher, ROCO Health Dept.; Thomas Boduch, MD, Roane County Medical Examiner; Brenda Gray, Roane Medical Center; Sarah Harrison, ROCO Anti-Drug Coalition; Maretta McNichol, Sheriff's Dept; Lisa McMahan, UT Extension; Jessica Wilkinson-Smith, UT Extension; Roger Brooksbank, EMS Medical Examiner; Phillip Martin, Grove Church; Brandon Benson, Reconciliation Whole way House; Lisa Joseph, Peninsula;

Absent: Mike Barber, Charlotte Cunningham, Michael Hardin, Tim Hawn

Meeting Convened: Meeting called to order by Chairman Creswell

INTRODUCTION:

The purpose of this meeting was to develop a list of priorities so that we may begin the process in making a difference for Roane County Citizens that are struggling to find their purpose and to be able to be self-sustained.

DISCUSSION:

The meeting began with Laura Conner speaking on the "Roane County Community Health Needs Assessment Report 2022".

Discussion was made on the Top Priority – Treatment Components. Listed below are some ideas:

- 1. Detox big gaps uninsured
- 2. Impatient
- 3. How do we link the current ones, how do we break the cycle
- 4. Soft Hand Off one slot a day
- 5. Maintaining the connection
- 6. Generational Trauma
- 7. Funding is not available

The Committee had several discussions but were unable to come up with a definitive project. There were some absolute items that were discussed:

- 1. What we are doing is not working
- 2. Something new is worth investing
- 3. Next meeting to discuss what not to use "addict"

Next meeting will be held on July 18th @ 6:00pm at the Alliance Building

ADJOURNMENT:

Meeting was adjourned at 7:00pm

Prepared by Connie Cook on behalf of Committee



July 18, 2023

6:00 pm



Members Present: Wade Creswell, Chairman; Connie Cook, Secretary; Laura Conner, Health Dept. Director; Tim Suter, EMS/OES Director; Christopher Sales, Volunteer Behavioral Health; McKayla Gallaher, ROCO Health Dept.; Thomas Boduch, MD, Coroner for Roane Co; Brenda Gray, Roane Medical Center; Maretta McNichol, Sheriff's Dept; Jessica Wilkinson-Smith, UT Extension; Roger Brooksbank, EMS Medical Examiner; Brandon Benson, Reconciliation Whole way House; Lisa Joseph, Peninsula; Michael Barber, School Department

Absent: David Bell Commissioner; Chris Lehman, Commissioner; Sarah Harrison, ROCO Anti-Drug Coalition; Lisa McMahan, UT Extension; Phillip Martin, Grove Church;

Meeting Convened: Meeting called to order by Chairman Creswell

Approval of June 27th **minutes:** Tim Suter motion to approve the minutes with minor changes (#2 impatient to inpatient) and Dr Boduch second with the changing of the adjournment time from 7:00 to 7:30. Minutes were approved voice vote:

Continuation of Prior Month Discussion: Wade directed the committee to focus on key points that this committee wants to bring to the full commission for their approval. Throughout the meeting much discussion was made on what is not available to those struggling on a day-to-day basis. The final three key areas that this committee wishes to support are:

- 1. To locate/provide a place that will have 2 detox beds available
- 2. To lobby Covenant to provide a Full Time Navigator
- 3. To develop a description for a Resource Navigator including responsibilities, funding and principal location

Other Items: There were no other items for discussion

Set next meeting date/time: Next meeting will be held on August 22th @ 6:00pm at the Alliance Building

Adjourn: Meeting was adjourned at 7:30pm

Prepared by Connie Cook on behalf of Committee

June 27, 2023

6:00 pm

UPDATED: No new meeting

Members Present: Wade Creswell, Chairman; Connie Cook, Secretary; David Bell Commissioner; Chris Lehman, Commissioner; Laura Conner, Health Dept. Director; Tim Suter, EMS/OES Director; Christopher Sales, Volunteer Behavioral Health; McKayla Gallaher, ROCO Health Dept.; Thomas Boduch, MD, Coroner for Roane Co; Brenda Gray, Roane Medical Center; Sarah Harrison, ROCO Anti-Drug Coalition; Maretta McNichol, Sheriff's Dept; Lisa McMahan, UT Extension; Jessica Wilkinson-Smith, UT Extension; Roger Brooksbank, EMS Medical Examiner; Phillip Martin, Grove Church; Brandon Benson, Reconciliation Whole way House; Lisa Joseph, Peninsula;

Absent: Mike Barber

Meeting Convened: Meeting called to order by Chairman Creswell

INTRODUCTION:

The purpose of this meeting was to develop a list of priorities so that we may begin the process in making a difference in Roane County Citizens that are struggling to find their purpose and to be able to be self-sustained.

DISCUSSION:

The meeting began with Laura Conner speaking on the "Roane County Community Health Needs Assessment Report 2022".

Discussion was made on the Top Priority – Treatment Components. Listed below are some ideas:

- 1. Detox big gaps uninsured
- 2. Inpatient
- 3. How do we link the current ones, how do we break the cycle
- 4. Soft Hand Off one slot a day
- 5. Maintaining the connection
- 6. Generational Trauma
- 7. Funding is not available

The Committee had several discussions but were unable to come with a definitive project. There were some absolute items that were discussed:

- 1. What we are doing is not working
- 2. Something new is worth investing

3. Next meeting to discuss what not to use "addict"

Next meeting will be held on July 18th @ 6:00pm at the Alliance Building

ADJOURNMENT:

Meeting was adjourned at 7:30pm

Prepared by Connie Cook on behalf of Committee





PROCLAMATION

WHEREAS, the National Association of Town Watch (NATW) sponsors an annual national community-building campaign entitled "National Night Out" that first began in 1984; and

WHEREAS, the National Night Out campaign provides an opportunity for neighbors in our community to join over 38 million neighborhoods across 17 thousand communities from all 50 states, U.S. territories and military bases worldwide on the first Tuesday in August; and

WHEREAS, National Night Out is an annual community-building campaign that promotes strong police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live and work; and

WHEREAS, neighbors in our community enhance their relationship with the local law enforcement agencies while bringing back a true sense of community which provides a great opportunity to bring law enforcement and neighbors together under positive circumstances; and

WHEREAS, it is essential that all neighbors of our community come together with law enforcement agencies to work to build a safer, more caring community; and

NOW, THEREFORE, I, Wade Creswell, County Executive of Roane County, Tennessee, do hereby proclaim the Tuesday, August 1, 2023, as

"National Night Out"

in Roane County, Tennessee and encourage all citizens to join in support of the Roane County Sheriff's Department, Harriman Police Department, Kingston Police Department, Oliver Springs Police Department, Rockwood Police Department, the Tennessee Highway Patrol and the Tennessee Wildlife Resources Agency during the National Night Out event on Tuesday, August 1, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the County of Roane, State of Tennessee, to be affixed at Kingston, this 27th of July 2023.

Wade Creswell, R

ade Creswell, Roane County Executiv



7/25/2023

TENNESSEE DEPARTMENT OF TRANSPORTATION



MORGAN - ROANE COUNTIES **SR-62**

Department of Transportation

PIN: 124516.03

FROM ROCK BRIDGE ROAD IN MORGAN COUNTY TO NEAR SR-61 IN ROANE COUNTY (IA)~ Length - 4.7 (Widen)

The Concept Report (Planning Document) is complete.

PIN: 124523.00 **ROANE COUNTY 1-40**

BRIDGE OVER CLINCH RIVER AND NFA A774, LM 11.15 (IA)~ Length - 0.3 (Bridge Replacement) The Concept Report (Planning Document) is complete.

PIN: 132715.00 ROANE COUNTY 1-40

WB LANES, FROM NEAR LM 16.93 TO NEAR LM 16.95 (SLIDE REPAIR) (Mitigation - Slide) The Preliminary Engineering (PE-Design) is underway.

PIN: 101244.00 ROANE COUNTY SR-1 US-70

FROM SR-61(US-27) IN ROCKWOOD TO MIDTOWN Length - 6.8 (Location and Environmental Study) ~The Right-of-Way and/or Utility process is underway.

ROANE COUNTY SR-1 US-70 PIN: 101244.03

FROM SR-382 TO NEAR RURITAN ROAD (IA)~ Length - 3.5 (Widen) The Right-of-Way and/or Utility process is underway.

PIN: 124525.00 **ROANE COUNTY SR-29 US-27**

(SOUTH ROANE STREET), BRIDGE OVER EMORY RIVER, LM 7.48 (IA)~ Length - 0.2 (Bridge Replacement) The Preliminary Engineering (PE-Design) is underway.

PIN: 101411.00 ROANE - MORGAN COUNTIES SR-29 US-27

FROM SR-61 IN HARRIMAN (ROANE COUNTY) TO SR-62 IN MORGAN COUNTY Length - 9.7 (Location and Environmental Study)

~The Preliminary Engineering (PE-Design) is underway.

7/25/2023

TENNESSEE D TDOT Department of Transportation

TENNESSEE DEPARTMENT OF TRANSPORTATION Project Status

ROANE COUNTY SR-29 US-27

PIN: 124526.00

BRIDGE OVER SR-29/SR-61, LM 12.10 (IA)

Length - 0.0 (Bridge Replacement)

The Preliminary Engineering (PE-Design) is underway.

ROANE COUNTY SR-61

PIN: 131357,00

FROM NEAR SCANDLYN HOLLOW ROAD TO OLIVER SPRINGS CITY LIMITS

Length - 2.3 (Miscellaneous Safety Improvements)

The Environmental Document is Complete

ROANE COUNTY PIN: 124520.00

POPLAR CREEK ROAD, BRIDGE OVER POPLAR CREEK, LM 9.24 (IA)~

Length - 0.0 (Bridge Replacement)

The Preliminary Engineering (PE-Design) is underway.

ROANE COUNTY PIN: 124522.00

MAIN STREET, BRIDGE OVER INDIAN CREEK (IA)~

Length - 0.2 (Bridge Replacement)

The Preliminary Engineering (PE-Design) is underway.

ROANE COUNTY Caney Creek Road

PIN: 124519.00

CANEY CREEK ROAD, BRIDGE OVER CANEY CREEK, LM 3.94 (IA)

Length - 0.1 (Bridge Replacement)

The Right-of-Way and/or Utility process is underway.

ROANE COUNTY PIN: 128634.65

VARIOUS LOCAL ROADS IN ROANE COUNTY (LOCAL ROADS SAFETY INITIATIVE)

Length - 0.0 (Safety)

The Environmental Document is Complete

Page: 2

TENNESSEE DEPARTMENT OF TRANSPORTATION Project Status



ROANE COUNTY SR-61 US-27 PIN: 131613.00

FROM NEAR SR-1 TO NEAR I-40 (RESURFACE & SAFETY) LENGTH - 5.290

CONTRACT NO.: CNX199 LET TO CONTRACT: 5/12/2023

CONTRACTOR: ROGERS GROUP, INC.

BID PRICE: \$2,194,404.20 EST. COMPLETION DATE: SEPTEMBER, 2023

ROANE COUNTY 1-40 US-27 PIN: 130034.00 I-40 INTERCHANGE AT SR-61 (US-27) FROM LM 5.21 TO LM 5.59 (INTERCHANGE LIGHTING) LENGTH - 0.380

CONTRACT NO.: CNX198 LET TO CONTRACT: 6/23/2023

CONTRACTOR: STANSELL ELECTRIC COMPANY, INC.

BID PRICE: \$1,316,870.09 EST. COMPLETION DATE: AUGUST, 2024

KNOX - ANDERSON - ROANE - MONROE - CLAIBORNE - SEVIER COUNTIES SR PIN: 132284.02 ADA CURB RAMP UPGRADES ON VARIOUS ROUTES IN DISTRICT 18 & 19 (SAFETY) LENGTH - 15.400

CONTRACT NO.: CNW296 LET TO CONTRACT: 8/19/2022

CONTRACTOR: WHALEY CONSTRUCTION, LLC

BID PRICE: \$1,078,489.00 EST. COMPLETION DATE: JULY, 2023





JASON E. MUMPOWER

Comptroller

July 28, 2023 REVISED August 1, 2023

Honorable Wade Creswell, County Executive and Honorable Board of Commissioners Roane County P.O. Box 643 Kingston, TN 37763

Dear Mr. Creswell and Board of Commissioners:

This letter acknowledges receipt of a certified copy of the fiscal year 2024 budget.

We have reviewed the budget and have determined that projected revenues and other available funds are sufficient to meet anticipated expenditures. Our review of the budget is based solely on the information we have received. With regard to programs included in the budget such as education, roads, and corrections, we have not attempted to determine that the local government has complied with specific program statutes or guidelines, or with any financing requirements prescribed by any state or federal agency. Please note local officials are required to ensure the budget remains balanced throughout the fiscal year and that all maintenance of effort requirements are met – our office has not reviewed or approved any maintenance of effort programs in this budget. Budget amendments must be sent to our office for formal acknowledgement after they are approved by the local governing body (submit to: LGF@cot.in.gov).

This letter constitutes approval, by this office, for the County's fiscal year 2024 budget as adopted by the County Commission.

American Rescue Plan Spending

The governing body budgeted the use American Rescue Plan (ARP) funds. This budget approval is not an approval for the planned use of the ARP funds and the governing body, with the assistance of its attorney, should determine that the planned use complies with Federal regulations concerning the use of ARP funds. ARP funds spent contrary to Federal regulations must be returned.

ARP funds are non-recurring and should only be used for one-time expenses. When purchasing capital items, ongoing maintenance and operating expenses should be analyzed to show future demand on recurring revenues.

Roane County Budget Review Letter July 28, 2023 REVISED August 1, 2023

Tennessee Board of Utility Regulation

As a local government you should already be aware that historically your utility has been regulated by either the Utility Management Review Board ("UMRB") or the Water and Wastewater Financing Board ("WWFB"). Due to a recent change in legislation (see Public Chapter 463), on **July 1, 2023**, the WWFB and UMRB merged to create one board: the Tennessee Board of Utility Regulation ("TBOUR"). This board is charged with the responsibility of furthering the legislative objective of self-supporting utility systems for Tennessee's public water, sewer, and natural gas utilities operated by counties, metro governments, incorporated towns or cities, treatment or energy authorities, and utility districts.

In addition to the newly created board, there are other specific changes resulting from this legislation that we would like to bring to your attention:

- **Expansion of Regulated Utility Systems:** The new legislation gives TBOUR jurisdiction over natural gas systems for all local governments. Formerly, only the UMRB had jurisdiction of natural gas systems.
- Expansion of Customer Complaint Authority: TBOUR has authority to hear customer complaints of any utility system under its jurisdiction as long as the customer first brings the matter to the local utility for resolution by the local government. This bill also clarifies the language around customer complaints the TBOUR can hear. Prior to the change in legislation, the WWFB did not have customer complaint jurisdiction.
- **Board Referral Jurisdiction:** The reasons your utility system will be referred to the TBOUR have been expanded to also include the following:
 - o Delinquent audited financial statements for 2 consecutive years; or
 - Illegal payments or transfers of utility funds.

For more information or any questions pertaining to the bill please contact: utilities@cot.tn.gov

Roane County Budget Review Letter July 28, 2023 REVISED August 1, 2023

If you should have questions or need assistance, please refer to our online resources on our website or feel free to contact your financial analyst, William Wood, at 615.401.7893 or william.wood@cot.tn.gov.

Sincerely,

Sheila A. Rud

Sheila Reed, Director

Division of Local Government Finance

William Wood, Financial Analyst

Division of Local Government Finance

cc: Connie Cook, Finance Director, Roane County

SR:ww





JASON E. MUMPOWER

Comptroller

July 26, 2023

MEMORANDUM TO: All County Mayors and Finance Directors

FROM: Sheila Reed, Director of Local Government Finance Shulk A. Rud

SUBJECT: Fiscal Health Metrics

The Comptroller's Office and the division of Local Government Finance take the fiscal health of Tennessee's local governments seriously. That's why we have created internal metrics to help us evaluate and monitor the financial position of each city and county in Tennessee.

These metrics include a measure of a government's cash on hand compared to annual expenditures in the general fund as well as the amount of general government debt as a percentage of your county's assessed property values.

Enclosed you will find two copies of a laminated dashboard which includes your county's financial metrics based on the information contained in your audited financial statements for the year ended June 30, 2022. You will also see the target for each metric and state averages.

In addition to providing this resource to you, we have also sent a copy of this laminated dashboard to your county's respective State Senator(s) and State Representative(s).

As always, please let us know if you have any questions by reaching out to your financial analyst individually or by emailing us at <u>LGF@cot.tn.gov</u> for assistance.



Roane County

Overview of Fiscal Health Metrics, Financial Trends, and Comptroller Budget Review

CONTACTS: tncot.cc/lgf-contacts EMAIL: LGF@cot.tn.gov



Cash Relative to General Fund Expenditures Metric | FY 2022

Cash on Hand:

\$12,178,302

Annual Expenditures:

Using only cash, \$17,652,893

252

the County could fund

Days of Average Expenditures

before exhausting cash reserves

of Annual Expenditures can be paid with available cash Target: Above 16% No Concern

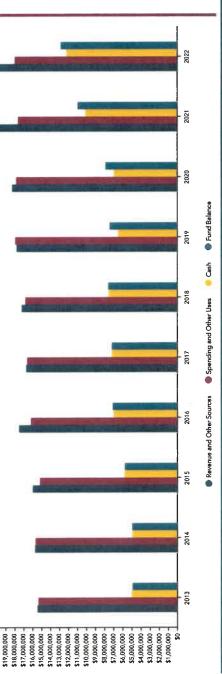
Average County: 53%

As a best practice, counties should have cash reserves sufficient to cover at least two months or 60 days of average expenditures without using additional financing resources. Without adequate reserves, a county could expose itself to greater fiscal distress risk.

Cash to Expenditures Trend 2021 2020 2019 2018 2017 2016 2015 33 65% 45% 35% 30% 20% 15% 10% 809 55% 50% 40% 25%

General Fund 10-Year Financial Trend | FY 2013 - FY 2022

\$20,000,000



Debt Relative to Assessed Value Metric | FY 2022

General Government Debt:

\$25,873,677

relative to assessed value

Ratio of outstanding debt

Assessed Value:

property tax base or the portion of appraised values within the county Defined as: The estimated total subject to property taxation.

\$1,456,711,563

Average County: 3% Target: Below 8%

No Concern

As a best practice, counties should set debt limits or acceptable ranges. High debt service obligations can reduce financial flexibility and crowd out other potential expenditures. One recommendation is keeping the total outstanding debt below 8% of property assessed value.

2022

2014

Comptroller Budget Review | FY 2023

Budget Status: Approved Budget Certificate: Yes

To qualify for a budget certificate, a county must:

- * Adopt budget on or before fiscal year end * File budget with COT Local Government Finance within 15 days of adoption * Have no issues of concern during review
 - Not be under oversight of Tennessee Board of Utility Regulation

For more information: tncot.cc/budgetcertificates



IN THE CHANCERY COURT FOR ROANE COUNTY, TENNESSEE

ROANE COUNTY, TENNESSEE Plaintiff)	#24
vs. ×)	No. 2023-62
CAROL RUNYAN, Defendant))	9

RESPONSE TO COMPLAINT TO SET ASIDE DEED

COMES, the defendant, Carol Runyan, a citizen and resident of Roane County, Tennessee, residing at 982 Little Dogwood Road, Kingston, Tennessee, 37763, by and through counsel, and in response to a Complaint to Set Aside Deed, served upon her on June 22, 2023, states:

- 1. ADMITTED.
- 2. ADMITTED:
- 3. ADMITTED.
- 4. ADMITTED.
- 5. ADMITTED.
- 6. ADMITTED.
- 7. DENIED.
- 8. The allegation in Plaintiff's Paragraph 8 calls for a legal conclusion, and the defendant cannot ADMIT or DENY same.
- 9. DENIED.
- 10. The allegation in Plaintiff's Complaint, Paragraph 10 calls for a legal conclusion, and the defendant cannot ADMIT or DENY the allegation.

Defendant DENIES there was no delivery of the Deed, and avers she consulted with the Roane County Executive's office after the tax sale and PRIOR to the deed drafting when she discovered that the property being sold at tax sale was unbuildable, and subject to drainage issues. Defendant avers she was told by the Executive's office she could deed the property "back" to the County.

Defendant further reserves the right to amend this answer upon discovery and/or investigation.

Defendant having fully answered, generally DENIES all other matters in Plaintiff's complaint, and asks for dismissal, with her costs and attorney fees.

SUBMITTED, this 20 Th day of July, 2023.

Robert G. Hinton, BPR# 011531

Attorney for Carol Runyan, Defendant

HINTON LAW FIRM

730 Hwy. 321 N., Ste. 104

Lenoir City, TN 37771

(865) 816-6700

E-mail: rghinton@hintonlawfirm.co

CERTIFICATE OF SERVICE

I, the undersigned, hereby certify a true and exact copy of this Answer was provided to Roane County Attorney, Greg Leffew, P.O. Box 63, Rockwood, TN 37854 by placing same in U.S. Mail, postage prepaid, on this <u>10 Th</u> day of July, 2023.

Robert G. Hinton

IN THE CIRCUIT COURT OF TENNESSEE ROANE COUNTY, TENNESSEE



ROANE COUNTY, TENNESSEE,)	Pon -
Plaintiff,)	AUG O 2 2 2
v.) Case No.: 2023-CV-76	03 2023
M3 FIRE APPARATUS, LLC and HME, INC.,)))	
Defendants.)	

NOTICE OF FILING REMOVAL

Pursuant to 28 U.S.C. § 1446(d), PLEASE TAKE NOTICE that, on July 26, 2023, Defendant HME, Inc. filed in the United States District Court for the Eastern District of Tennessee, Knoxville Division, its Notice of Removal of the parties and claims herein. A copy of HME, Inc.'s Notice of Removal (without exhibits) is attached hereto as **Exhibit 1**. Pursuant to 28 U.S.C. § 1446(d), "the State court shall proceed no further unless and until the case is remanded." All further proceedings with respect to this matter shall be heard in the U.S. District Court for the Eastern District of Tennessee, Knoxville Division.

Respectfully submitted,

John P Wingo (BPR #01.5955)

Joseph V. Ronderos (BP k / 036179)

STITES & HARBISON PLLC

401 Commerce Street, Suite 800

Nashville, TN 37219

Telephone: (615) 782-2200

Email: jwingo@stites.com

jronderos@stites.com

Counsel for Defendant HME, Inc.

CERTIFICATE OF SERVICE

I hereby certify that on the 26th day of July, 2021, a true and exact copy of the foregoing Notice of Filing Removal was filed with the Clerk's office and served via email and/or first-class U.S. mail, postage prepaid upon the parties indicated below.

Greg Leffew
P.O. Box 63
Rockwood, TN 37854
Email: LeffewLaw@comcast.net
Counsel for Plaintiff

M3 Fire Apparatus, LLC c/o Travis Ray Moore, Registered Agent 116 International Drive Lawrenceburg, TN 38464-6972 Defendant *

John R. Wingo

IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF TENNESSEE KNOXVILLE DIVISION

ROANE COUNTY, TENNESSEE,)
Plaintiff,)
V.)
M3 FIRE APPARATUS, LLC and HME, INC.,)))
Defendants.)

NOTICE OF REMOVAL

Subject to and without waiving its right to compel this case to arbitration, Defendant HME, Inc. ("HME"), pursuant to 28 U.S.C. §§ 1332, 1441, and 1446, removes the action styled *Roane County, Tennessee v. M3 Fire Apparatus, LLC and HME, Inc.*, Case No. 2023-CV-76 from the Circuit Court of Roane County, Tennessee, to the United States District Court for the Eastern District of Tennessee, Knoxville Division. As grounds for removal, HME states:

- 1. On June 20, 2023, Plaintiff Roane County, Tennessee ("Plaintiff") filed its Complaint for Rescission of Contract in the Circuit Court of Roane County, Tennessee, styled Roane County, Tennessee v. M3 Fire Apparatus, LLC and HME, Inc., Case No. 2023-cv-76. Plaintiff purports to seek rescission of a contract between it and HME for the purchase of a mini pumper truck and related equipment, but the gravamen of the complaint is seeking breach of warranty against HME. See Compl.
- 2. As explained more fully below, this Court has original jurisdiction under 28 U.S.C. § 1332 because complete diversity of citizenship exists between Plaintiff and HME, disregarding the citizenship of M3 Fire Apparatus, LLC ("M3") which has been fraudulently joined and/or misjoined, and the amount in controversy exceeds \$75,000.00, exclusive of interest and costs.

EXHIBIT 1

DIVERSITY OF CITIZENSHIP

- 3. Complete diversity of citizenship exists in this case.
- 4. Plaintiff is a citizen of Tennessee because counties are considered citizens of the State in which they exist. *Moor v. Alameda Cnty.*, 411 U.S. 693, 717 (1973); see e.g., Lenoir v. Porters Creek Watershed Dist., 586 F.2d 1081, 1089 n.9 (6th Cir. 1978) (concluding that Hardeman County is a citizen of Tennessee).
- 5. HME is a citizen of Michigan because HME was incorporated in Michigan and maintains its principal place of business in Michigan. See Compl., ¶ 3.
- 6. M3 is believed to be a citizen of Tennessee, but its citizenship should be disregarded because Plaintiff has not asserted a colorable cause of action against M3, which is a nominal party to this action. See Compl., Ex. F. Casias v. Wal-Mart Stores, Inc., 695 F.3d 428, 433 (6th Cir. 2012).
- 7. HME and Plaintiff are the parties to the Sales Agreement at issue, not M3. See Compl., Ex. B, F.
- 8. M3 was merely the sales representative for HME. See Compl., Ex. B, F. Further, Plaintiff claims that all actions taken by M3 were in its capacity as an authorized sales agent for and on behalf of HME. See Compl., ¶ 28.
- 9. Plaintiff neither asserts a cause of action against nor seeks any relief from M3, because Plaintiff seeks a rescission of the Sales Agreement to which only HME is a party. See Compl., pp. 10-11, Ex. F.
 - 10. At best, M3 is a nominal party that has no interest in this litigation.
- 11. The citizenship of a nominal party is not considered for determining diversity jurisdiction. *Navarro Sav. Ass'n v. Lee*, 446 U.S. 458, 461 (1980) ("[A] federal court must disregard nominal or formal parties and rest jurisdiction only upon the citizenship of real parties

to the controversy."); Bell v. Fed. Nat'l Mortg. Ass'n, No. 2:16-CV-327, 2017 WL 4293225, at *3 (E.D. Tenn. Sept. 27, 2017).

12. M3 is a nominal party and has been fraudulently joined and/or misjoined in this action; thus, this Court should disregard its citizenship when assessing diversity jurisdiction.

AMOUNT IN CONTROVERSY

- 13. The amount in controversy exceeds \$75,000.00, exclusive of interest and costs, as required for original jurisdiction in this Court under 28 U.S.C. § 1332(b).
 - 14. Specifically, Plaintiffs seeks \$206,946 in damages from HME. See Compl., pp. 11.

 COMPLIANCE WITH REMOVAL STATUTE
- 15. Removal of this case is proper under 28 U.S.C. § 1441(a), which provides in pertinent part that: "any civil action brought in a state court of which the district courts of the United States have original jurisdiction, may be removed by the defendant or the defendants, to the district court of the United States for the district and division embracing the place where such action is pending."
- 16. This Notice of Removal is properly filed in the United States District Court for the Eastern District of Tennessee, pursuant to 28 U.S.C. § 1446(a), because the Circuit Court for Roane County, Tennessee is located in this federal jurisdiction and division. This Notice of Removal is signed pursuant to Rule 11 of the Federal Rules of Civil Procedure.
- 17. This Notice of Removal is timely filed within thirty (30) days of this action becoming removable. See 28 U.S.C. § 1446(b). The Complaint was filed on June 20, 2023 and HME was subsequently served on June 26, 2023. This removal, therefore, is timely.
 - 18. Upon information and belief, M3 is a defunct entity.
- 19. Upon information and belief, M3 has not been served in this action, and therefore, its consent is not necessary prior to this removal.

- 20. All defendants that have been properly joined to this action have or will consent to this action.
- 21. Pursuant to 28 U.S.C. § 1446(a), HME attaches as Exhibit A a true and correct copy of the Complaint, along with any and all other process, pleadings, and orders served upon it.
- 22. HME is contemporaneously serving a copy of this Notice of Removal upon Plaintiff and is filing a copy of this Notice of Removal in the Circuit Court for Roane County, Tennessee, pursuant to 28 U.S.C. § 1446(d). A copy of the Notice of Filing Removal is attached hereto as **Exhibit B.**
- Rule 12 of the Federal Rules of Civil Procedure, HME has not waived the right to assert any applicable defenses merely by removing this action from state court. After removal of a case from state court to a federal district court, the action is governed by the Federal Rules of Civil Procedure. Nationwide Engineering & Control Systems, Inc. v. Thomas, 837 F.2d 345, 348 (8th Cir. 1988); Fed. R. Civ. P. 81(c)(1). Federal Rule of Civil Procedure 12 provides that every defense to a claim for relief in any pleading shall be asserted in the responsive pleading or by motion. See Fed. R. Civ. P. 12(b). HME did not file a responsive pleading or a motion asserting defenses in the Circuit Court of Roane County, Tennessee.

CONCLUSION

WHEREFORE, HME removes this case from the Circuit Court of Roane County, Tennessee, and requests that this Court exercise jurisdiction over this action and enter such further orders and grant such further relief as may be necessary to secure removal in this matter and to prevent such further proceedings in the Circuit Court for Roane County, Tennessee. HME further seeks all other relief to which it is justly entitled.

Respectfully submitted,

s/John R. Wingo

John R. Wingo (BPR #016955) Joseph V. Ronderos (BPR #036179) STITES & HARBISON PLLC 401 Commerce Street, Suite 800 Nashville, TN 37219 Telephone: (615) 782-2200

Email: jwingo@stites.com ironderos@stites.com

Counsel for Defendant HME, Inc.

CERTIFICATE OF SERVICE

I hereby certify that on the 26th day of July, 2023, a true and exact copy of the foregoing Notice of Removal was electronically filed with the Clerk's office using the CM/ECF system and served via the Court's CM/ECF system and/or via e-mail and/or first-class U.S. mail upon the parties listed below. Parties may also access this filing through the Court's CM/ECF system.

Greg Leffew P.O. Box 63 Rockwood, TN 37854 Email: LeffewLaw@comcast.net

Counsel for Plaintiff

M3 Fire Apparatus, LLC c/o Travis Ray Moore, Registered Agent 116 International Drive Lawrenceburg, TN 38464-6972 Defendant

s/ John R. Wingo John R. Wingo

IN THE CHANCERY COURT FOR ROANE COUNTY, TENNESSEE

#26

ROANE COUNTY, TENNESSEE

LOGAN MICHELLE McCLAIN

ν.

F AUG 0 2 2023

NO. 2022-75

ORDER

This cause came on to be heard on the 20th day of June, 2023, before the Honorable Tom McFarland, Chancellor, holding the Chancery Court for Roane County, Tennessee, upon the prior ORDERS requiring the parties to report back, the appearance and testimony of the Defendant, Logan Michelle McClain, the appearance and testimony of Roane County's Nuisance Compliance Officer, and the entire record in this cause, from which the Court finds that the prior ORDER of this Court from February 17, 2023, required the Defendant, Logan McClain, to bring her real estate at 140 Mary Brown Lane, Rockwood, Tennessee, as described in the Roane County Register's Office in Record Book 1699, Page 699, and as described in the Roane County Property Assessor's Office as 94I/A/94I/24.01, into compliance with Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris, and provisions of Section 302 of the Roane County Zoning Regulations prohibiting junkyards in an A-2 Developing Agricultural District, by no later than June 20, 2023. The Court finds that the Defendant, Logan Michelle McClain, by her own admission, has not complied with the aforesaid ORDER.

Therefore, the Court ORDERS, ADJUDGES and DECREES that if Logan Michelle McClain fails to comply with the provisions of the aforesaid February 17, 2023 ORDER within 30 days, unless she files a written objection with the Clerk and Master of this Court before the expiration of said 30-day period, Roane County, Tennessee, its officials, employees, contractors and agents, shall be allowed to go upon the aforesaid property and take all actions necessary to bring said property into compliance with Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris, and into compliance with the provisions of Section 302 of the Roane County Zoning Regulations prohibiting junkyards in an A-2 Developing Agricultural District, including, but not limited to, mowing

said property, removing all trash, litter, garbage, debris, junk, vehicles, equipment, personal property and implements not conforming to the requirements of Roane County Resolution Number 01-14-03 and Sections 202 and 302 of Roane County Zoning Regulations prohibiting junkyards.

The Court further ORDERS, ADJUDGES and DECREES that at all times when activities are being conducted on the aforesaid property in accordance with this ODDED, at the request of Plaintiff, Roane County, Tennessee, a Deputy Sheriff from the Roane County Sheriff's Office will be present on said property to prevent a breach of the peace.

The Court further ORDERS, ADJUDGES and DECREES that upon the aforesaid property being brought into compliance with the provisions of this ORDER, Plaintiff, Roane County, Tennessee, shall be entitled to place a lien against the aforesaid real estate for the costs incurred in the activities authorized by this ORDER, and shall be allowed to file a petition to enforce said lien by sale, and shall further be allowed to seek a judgment against the aforesaid Defendant for the cost of performing the activities authorized by this ORDER.

The Court further ORDERS, ADJUDGES and DECREES that all costs of this cause are taxed to the Defendant, Logan Michelle McClain, for which execution shall issue if necessary.

ENTER this the 6 day of JULY

CHANCELLOR

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Plaintiff 109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to the following, through the United States mail, postage prepaid, addressed to their respective last known addresses as set forth below, on this 27 day of 3223.

Logan Michelle McClain 1950 Shipley, Lot B Cookeville, Tennessee 38501-5772

Logan Michelle McClain 140 Mary Brown Lane Rockwood, Tennessee 37854

Logan Michelle McClain 1641 Benton Young Road, Apartment A-1 Cookeville, Tennessee 38501

GREG LEFFEW

CERTIFICATE OF CLERK

STATE OF TENNESSEE COUNTY OF ROANE

I. Pam May, Clerk & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing document to the parties and/or counsel. This day of 1420 23

Pam May, Clerk

Deputy Cle

#2

IN THE CHANCERY COURT FOR ROANE COUNTY, TENNESSEE

ROANE COUNTY, TENNESSEE

v.

NO. 2022-72

BAYLEN BRYANT

ORDER OF COMPLIANCE

This cause came on to be heard on the 20th day of June, 2023, before the Honorable Tom McFarland, Chancellor, holding the Chancery Court for Roane County, Tennessee, upon the prior ORDERS requiring the parties to report back, whereupon the Court finds that Plaintiff has announced that Defendant, Baylen Bryant is in substantial compliance with the prior ORDER in this cause of February 17, 2023, and Plaintiff is requesting only that the Court costs in this cause be taxed to Defendant, Baylen Bryant.

Therefore, the Court ORDERS, ADJUDGES and DECREES that the Defendant, Baylen Bryant, is in substantial compliance with the prior ORDERS of this Court, and the Clerk and Master may retire this matter from the Court's active docket.

The Court further ORDERS, ADJUDGES and DECREES that all costs of this cause are taxed to the Defendant, Baylen Bryant, for which execution shall issue if necessary.

ENTER this the 6 day of July

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Plaintiff 109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to the following, through the United States mail, postage prepaid, addressed to the last known address listed below, on this 27 day of 2023.

Baylen Bryant 206 Ben Henry Road Harriman, Tennessee 37748

GREG LEFFEW

CERTIFICATE OF CLERK STATE OF TENNESSEE

COUNTY OF ROANE

Pam May, Clerk & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing document to the parties and/or counsel.

document to the parties and/or counsel.
This day of 14420 23

Deputy Clerk

#28

ROANE COUNTY, TENNESSEE

F AUG 02 2023

NO. 2022-78

RICHARD A. CRASS

٧.

ORDER

This cause came on to be heard on the 20th day of June, 2023, before the Honorable Tom McFarland, Chancellor, holding the Chancery Court for Roane County, Tennessee, upon the prior ORDERS requiring the parties to report back, the appearance and testimony of the Plaintiff's Nuisance Compliance Officer, the failure of Defendant, Richard A. Crass to appear, exhibits of the parties, and the entire record in this cause, from all of which the Court finds that the prior ORDER in this cause of February 17, 2023 required the Defendant, Richard A. Crass, within 90 days from February 17, 2023, to do the following regarding his real estate at 101 Scott Road, Harriman, Tennessee, as described in the Roane County Property Assessor's Office as 46/46/47.04, and further described in the Roane County Register of Deeds Office in Record Book 1699, Page 423:

- A. Remove and properly disposed of a fire-damage double wide mobile home located on the above-described property.
- B. Bring the aforesaid property into compliance with Roane County Resolution Number 01-14-03 by removing all accumulated debris therefrom or properly storing said debris.
- C. Bring the aforesaid property into compliance with Section 303 of the Roane Counting Zoning Regulations by removing all but one inoperable, unregistered vehicle from said property or repairing and registering all but one such inoperable, unregistered vehicle.
- D. At the end of said 90 day period, schedule a meeting with Glen Cofer of the Roane County Codes Enforcement Office to discuss Defendant's plan for remediating or removing an unsafe garage/shed structure located on the aforesaid property.

The Court finds that the Defendant has failed to comply with all of the aforesaid provisions of said prior ORDER in this cause.

Therefore, the Court ORDERS, ADJUDGES and DECREES that Plaintiff, Roane County, Tennessee, its officials, employees, contractors and agents, shall be allowed to go upon the aforesaid property and take all actions necessary to bring said property into compliance with Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris and Section 303 of the Roane County Zoning Regulations prohibiting a junkyard from being located on the aforesaid property, including, but not limited to, mowing said property, removing all trash, litter, garbage, debris, junk, vehicles, equipment, personal property and implements not conforming to the requirements of Roane County Resolution Number 01-14-03 and Sections 202 and 303 of the Roane County Zoning Resolution allowing only one unregistered, inoperable vehicle to be located on said property.

The Court further ORDERS, ADJUDGES and DECREES that Roane County, Tennessee, its officials, employees, contractors and agents shall be allowed to go upon the aforesaid property of the Defendant and take all actions necessary to demolish all unsafe structures located thereon and to remove and properly dispose of all debris thereon.

The Court further ORDERS, ADJUDGES and DECREES that at all times when activities are being conducted on the aforesaid property in accordance with this ORDER, at the request of Plaintiff, Roane County, Tennessee, a Deputy Sheriff from the Roane County Sheriff's Office will be present on said property to prevent a breach of the peace, and the Roane County Sheriff's Office shall be further empowered to cause all unsafe structures located on said property to be evacuated so that no persons, animals or living beings are located inside such structures.

The Court further ORDERS, ADJUDGES and DECREES that upon the aforesaid property being brought into compliance with the provisions of this ORDER, Plaintiff, Roane County, Tennessee, shall be entitled to place a lien against the aforesaid real estate for the costs incurred in the activities authorized by this ORDER, and shall be allowed to file a petition to enforce said lien by sale, and shall further be allowed to seek a judgment against the aforesaid Defendant for the cost of performing the activities authorized by this ORDER.

The Court further ORDERS, ADJUDGES and DECREES that all costs of this cause are taxed

GREG LEFFEW

County Attorney for Plaintiff 109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to Richard A. Crass, through the United States mail, postage prepaid, addressed to his respective last known addresses as set forth below, on this 27 day of 2023.

Richard A. Crass 101 Scott Road Harriman, Tennessee 37748

Richard A. Crass 119 Love Drive Harriman, Tennessee 37748

GREG LEFFEW

Pam May, Clerk

Deputy Clerk





ROANE COUNTY, TENNESSEE

V.

NO. 2022-114

COURTNEY L. GILLIS

ORDER

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, Roane County, Tennessee, the appearance of the Defendant, Courtney L. Gillis, whereupon the court finds that Plaintiff's Codes Enforcement Office has announced that it would like to dismiss this cause and tax the court costs to the Plaintiff.

Therefore, the Court ORDERS, ADJUDGES and DECREES that the Complaint of the Plaintiff, Roane County, Tennessee, is hereby dismissed, and that all costs of this cause are taxed to the Plaintiff, Roane County, Tennessee, for which execution shall issue if necessary.

ENTER this the 25 day of July, 2023.

CHANCELLOR

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to Courtney L. Gillis, through the United States mail, postage prepaid, addressed to her following last known addresses, on this day of July, 2023:

Courtney L. Gillis 402 Cave Creek Road Loudon, Tennessee 37774

Courtney L. Gillis 2551 Steekee School Road Loudon, Tennessee 37774

CERTIFICATE OF CLERK

CERTIFICATE OF CLERK
STATE OF TENNESSEE
COUNTY OF ROANE
I, Pam May, Clerk & Master for said county hereby
certify that I have handed or placed in the United
States mail a true & accurate copy of the foregoing
document to the parties and or counsel,
This

Cay of 2023
Pam May, Clerk

Deputy Clerk

ROANE COUNTY, TENNESSEE

F O C E D



NO. 2022-CV-141

V.

TAMMY H. FAIRCHILD

ORDER OF DISMISSAL

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, Roane County, Tennessee, the appearance of the Defendant, Tammy H. Fairchild, and the entire record in this cause, from all of which it was announced that Plaintiff's Codes Enforcement Office desired to dismiss this cause and tax the court costs to Plaintiff.

Therefore, the court **ORDERS**, **ADJUDGES** and **DECREES** that the Complaint of the Plaintiff is hereby dismissed, and that all costs of this cause are taxed to the Plaintiff, for which execution shall issue if necessary.

ENTER this the 25 day of July, 2023.

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to Tammy H. Fairchild, through the United States mail, postage prepaid, addressed to her following last known addresses, on this _____ day of July, 2023:

Tammy H. Fairchild 907 W. Tri County Blvd Oliver Springs, TN 37840

Tammy H. Fairchild 904 Kentucky St. Oliver Springs, TN 37840

Tammy H. Fairchild 551 Henderson St. Harriman, TN 37748

GREG LEFFEW

CERTIFICATE OF CLERK

STATE OF TENNESSEE COUNTY OF ROANE

I, Pam May, Clerk & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing

document to the parties and/or counsel.

This day of 2223

Pam May, Clerk _\

Deputy Clerk



ROANE COUNTY, TENNESSEE

٧.

NO. 2022-111

LOYD TUCKER

ORDER OF CONTINUANCE

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, Roane County, Tennessee, the appearance of the Defendant, Loyd Tucker, and the entire record in this cause, from all of which the court finds that the Defendant, Loyd Tucker, denies that he was served with process in this cause, and disputes the proof of service of Team Legal, Inc. heretofore filed in this cause.

Therefore, the Court **ORDERS**, **ADJUDGES** and **DECREES** that the court officer shall serve a copy of the Summons and Complaint on Defendant, Loyd Tucker while he is in court today, and this cause shall be rescheduled for hearing at docket sounding.

ENTER this the 25 day of July, 2023.

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

F 1 6 6 D

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to the following, through the United States mail, postage prepaid, addressed to the respective last known addresses below, on this _______ day of July, 2023:

Loyd Tucker 4211 East Avenue I Lancaster, California 93535

Loyd Tucker 304 Roddy Lane Harriman, Tennessee 37748

CERTIFICATE OF CLERK STATE OF TENNESSEE COUNTY OF ROANE

I, Pam May, Clark & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing

Pam May, Clerk_____

Deputy Clerk





ROANE COUNTY, TENNESSEE

٧.

NO. 2022-144

RYAN DALE WAYNE GUARD

DEFAULT JUDGMENT

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Summons and Complaint of Plaintiff, served upon Ryan Dale Wayne Guard on November 10, 2022, the Motion for Default Judgment, the Notice of Motion, and the entire record in this cause from all of which the court finds that the Defendant, Ryan Dale Wayne Guard has failed to file responsive pleadings. Therefore, a default judgment is heretofore entered against the Defendant.

And this cause coming on to be further and finally heard upon the Default Judgment heretofore entered, testimony of Plaintiff's Nuisance Compliance Officer, exhibits of the Plaintiff, and the entire record in this cause, from all of which the court finds that the Defendant, Ryan Dale Wayne Guard owns real estate at 132 Dennis Drive, Kingston, Tennessee, as described in the Roane County Register of Deeds Office in Record Book 1809, Page 395, and as described in the Roane County Property Assessor's Office as 100P/A/100P/5.00, and that said real estate is in violation of Roane County Resolution Number 01-14-03 prohibiting overgrown properties and the accumulation of debris.

Therefore, the court **ORDERS**, **ADJUDGES** and **DECREES** that the Defendant, Ryan Dale Wayne Guard shall have 90 days to bring his aforesaid property into compliance with Roane County Resolution 01-14-03. The court further **ORDERS**, **ADJUDGES** and **DECREES** that if the Defendant fails to comply with the terms of this **ORDER** within 90 days, Plaintiff,

Roane County, Tennessee, its officials, employees, contractors and agents, shall be allowed to go upon the aforesaid property and take all actions necessary to bring the aforesaid property into compliance with Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris, including, but not limited to, mowing said property, removing all trash, litter, garbage, debris, junk, vehicles, trailers, mobile homes, campers, equipment, personal property and implements not conforming to the requirements of Roane County Resolution Number 01-14-03.

The court further **ORDERS**, **ADJUDGES** and **DECREES** that at all times when activities are being conducted on the aforesaid property in accordance with this **ORDER**, at the request of the Plaintiff, Roane County, Tennessee, a Deputy Sheriff from the Roane County Sheriff's Office will be present on said property to prevent a breach of the peace.

The court further **ORDERS**, **ADJUDGES** and **DECREES** that upon the aforesaid property being brought into compliance with the provisions of this **ORDER**, Plaintiff, Roane County, Tennessee, shall be entitled to place a lien against the aforesaid real estate for the costs incurred in the activities authorized by this **ORDER**, and shall be allowed to file a petition to enforce said lien by sale, and shall be further allowed to seek a judgment against the Defendant for the cost of performing the activities authorized by this **ORDER**.

The court further **ORDERS**, **ADJUDGES** and **DECREES** that all costs of this cause are taxed to the Defendant, for which execution shall issue if necessary.

ENTER this the 25 day of July , 2023.

CHANCELLOR

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to the following, through the United States mail, postage prepaid, addressed to the respective last known address below, on this _____ day of July, 2023:

Ryan Dale Wayne Guard 132 Dennis Drive Kingston, TN 37763

CERTIFICATE OF CLERK

STATE OF TENNESSEE COUNTY OF ROANE

I. Pam May, Clerk & Master for said county hereby certify that I have handed or placed in the United

Pam May, Clerk_



#33

IN THE CHANCERY COURT FOR ROANE COUNTY, TENNESSEE ROANE COUNTY, TENNESSEE

V.

NO. 2022-147

DANIEL LEE COX and wife, LINDA SHARON COX

<u>ORDER</u>

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, served on both Defendants on November 3, 2022, the appearance of the Daniel Lee Cox in open court, testimony of said Defendant and Roane County's Nuisance Compliance Officer, and the entire record in this cause, from all of which the court finds that the Defendant, Linda Sharon Cox, has passed away. The court further finds that the Defendant, Daniel Lee Cox is the owner of real estate at 113 Shady Drive, Harriman, Tennessee 37748, as described in the Roane County Register's Office in Record Book 1270, Page 236, and as further described in the Roane County Property Assessor's Office as 38O/C/48B/22.00. The Court further finds that said real estate is in violation of Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris and Section 302 of the Roane County Zoning Regulations prohibiting a junkyard in an A-2 Developing Agricultural District. The court finds that Plaintiff requests an ORDER to allow Roane County to bring said property into compliance with the aforesaid regulations because said property has been in this condition for more than a year, and Defendant has not responded to Plaintiff's request to bring the property into compliance. The court finds that Defendant seeks 90 days to bring said property into compliance, and testified that he was unable to work on said property because his now deceased wife had cancer, and he also suffered from cancer.

Therefore, the court **ORDERS**, **ADJUDGES** and **DECREES** that Defendant, Daniel Lee Cox, shall bring the aforesaid property into compliance with Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris, and the provisions of Section 302 of the Roane County Zoning Regulations prohibiting Junkyards within 90 days.

The court further **ORDERS**, **ADJUDGES** and **DECREES** that the parties shall reappear before this court on October 10, 2023 at 9:00 AM Eastern Time, or as soon as possible thereafter as this matter can be heard in the Chancery Courtroom, Roane County Courthouse Building, 200 East Race Street, Kingston, Tennessee, to assess whether Defendant has complied with this **ORDER**. The court further **ORDERS**, **ADJUDGES** and **DECREES** that if, on October 10, 2023, the court finds that the Defendant has not complied with this **ORDER**, the court will issue an **ORDER** allowing Plaintiff to go upon the aforesaid property and bring the aforesaid property into compliance with Roane County Resolution Number 01-14-03 and the aforesaid provisions of the Roane County Zoning Regulations.

ENTER this the 25 day of July

, 2023

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to the following, through the United States mail, postage prepaid, addressed to the

Daniel Lee Cox 113 Shady Drive Harriman, Tennessee 37748

CERTIFICATE OF CLERK
STATE OF TENNESSEE
COUNTY OF ROANE
I, Pam May, Clerk & Master for said county hereby
certify that I have handed or placed in the United
States mail a true & accurate copy of the foregoing
document to the parties and/or counsel. document to the parties and/or counsel.

This day of 20 22

Pam May, Clerk

Beputy Clerk





ROANE COUNTY, TENNESSEE

٧.

NO. 2021-63

MARY LUCAS

ORDER

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, whereupon the court finds that in accordance with prior **ORDERS** of this court, Defendant, Mary Lucas, was served with process in this cause through publication, and that the publisher's Affidavit from the Roane County News indicates that said Order of Publication was published on November 9, 2022, November 16, 2022, November 23, 2022 and November 30, 2022, but no responsive pleadings have been filed and that the Defendant, Mary Lucas, has not appeared before this Court.

Therefore, the Court ORDERS, ADJUDGES and DECREES that Plaintiff's Motion for Default Judgment is sustained, and a Default Judgment is heretofore awarded to Plaintiff against Defendant, Mary Lucas, and this cause shall proceed ex parte.

And this cause coming on to be further and finally heard upon the Default Judgment heretofore entered, testimony from Roane County's Nuisance Compliance Officer, exhibits of the Plaintiff, and the entire record in this cause, from all of which the court finds that the Defendant, Mary Lucas, owns real estate at 147 Casey Road, Harriman, Tennessee, as described in the Roane County Register's Office in Record Book 1287, Page 816, and as further described in the Roane County Property Assessor's Office as 57/57/68.03. The Court further finds that said real estate is in violation of Roane County Resolution Number 01-14-03, prohibiting overgrown

properties and the accumulation of debris, and is in further violation of Section 303 of the Roane County Zoning Regulations prohibiting a junkyard. The Court further finds that said real estate was properly attached and brought within the jurisdiction of this court.

officials, employees, contractors and agents, shall be allowed to go upon the aforesaid property and take all actions necessary to bring said property into compliance with Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris, and into compliance with the provisions of Section 303 of the Roane County Zoning Regulations prohibiting junkyards in an R-1 (low-density) Single Family Residential District, including, but not limited to, mowing said property, removing all trash, litter, garbage, debris, junk, vehicles, trailers, campers, equipment, personal property and implements not conforming to the requirements of Roane County Resolution Number 01-14-03 and Section 303 of the Roane County Zoning Code.

The court further ORDERS, ADJUDGES and DECREES that at all times when activities are being conducted on the aforesaid property in accordance with this ORDER, at the request of the Plaintiff, Roane County, Tennessee, a Deputy Sheriff from the Roane County Sheriff's Office will be present on said property to prevent a breach of the peace.

The court further ORDERS, ADJUDGES and DECREES that upon the aforesaid property being brought into compliance with the provisions of this ORDER, Plaintiff, Roane County, Tennessee, shall be entitled to place a lien against the aforesaid real estate for the costs incurred in the activities authorized by this ORDER.

The Court further ORDERS, ADJUDGES and DECREES that the costs of this cause are taxed to the Plaintiff, Roane County, Tennessee, for which execution shall issue if necessary.

ENTER this the ZSday of July, 2023.

CHANCELLOR

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to the following, through the United States mail, postage prepaid, addressed to the respective last known addresses below, on this 6 day of July, 2023:

Mary Lucas 147 Casey Road Harriman, Tennessee 37748

Mary Lucas c/o Pam May Roane County Clerk and Master 200 East Race Street, Suite 12 Kingston, Tennessee 37763

GREG LEFFEW





ROANE COUNTY, TENNESSEE

v.

NO. 2022-106

TOMMY JACK SWICEGOOD

ORDER

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, the appearance of Tommy Jack Swicegood in open court, testimony of the parties, exhibits of the Plaintiff and the entire record in this cause, from all of which the court finds that the Defendant, Tommy Jack Swicegood, owns real estate at 1937 Ruritan Road, Harriman, Tennessee, as described in the Roane County Property Assessor's Office as 46G/A/46G/12.00, and that said real estate is in violation of Roane County Resolution Number 01-14-03 prohibiting overgrown properties and the accumulation of debris, and is further in violation of Section 304 of the Roane County Zoning Regulations prohibiting junkyards in an R-2 Single and Two Family Residential District. Therefore, the court ORDERS, ADJUDGES and DECREES that the Defendant, Tommy Jack Swicegood, shall have 90 days to bring his aforesaid real estate into compliance with Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris, and into compliance with the provisions of Section 304 of the Roane County Zoning Regulations prohibiting junkyards. The court further ORDERS, ADJUDGES and DECREES that if said Defendant fails to comply with the provisions of this ORDER within 90 days, Roane County, Tennessee, its officials, employees, contractors and agents shall be allowed to go upon the aforesaid property and take all actions necessary to bring said property into compliance with Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris, and into compliance with the provisions of Section 304 of the Roane County Zoning Regulations prohibiting junkyards in an R-2 Single and Two Family Residential District, including, but not limited to, mowing said property, removing all trash, litter, garbage, debris, junk, vehicles, trailers, campers, mobile homes, equipment, personal property and implements not conforming to the requirements of Roane County Resolution Number 01-14-03 and Section 304 of the Roane County Zoning Regulations prohibiting junkyards.

The court further ORDERS, ADJUDGES and DECREES that at all times when activities are being conducted on the aforesaid property in accordance with this ORDER, at the request of the Plaintiff, Roane County, Tennessee, a Deputy Sheriff from the Roane County Sheriff's Office will be present on said property to prevent a breach of the peace.

The court further ORDERS, ADJUDGES and DECREES that upon the aforesaid property being brought into compliance with the provisions of this ORDER, Plaintiff, Roane County, Tennessee, shall be entitled to place a lien against the aforesaid real estate for the costs incurred in the activities authorized by this ORDER and shall be allowed to file a Petition to enforce said lien by sale, and shall further be allowed to seek a judgment against the aforesaid Defendant for the costs of preforming the activities authorized by this ORDER.

The Court further ORDERS, ADJUDGES and DECREES that the costs of this cause are taxed to the Defendant, Tommy Jack Swicegood, for which execution shall issue if necessary.

ENTER this the 25 day of July

CHANCELLOR

APPROVED FOR ENTRY:

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to the following, through the United States mail, postage prepaid, addressed to the respective last known addresses below, on this ______ day of July, 2023:

Tommy Jack Swicegood 1618 Post Oak Valley Road Rockwood, TN 37854

Tommy Jack Swicegood 1937 Ruritan Road Harriman, TN 37748

CERTIFICATE OF CLERK

STATE OF TENNESSEE

COUNTY OF ROANE

I, Pam May, Clerk & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing document to the parties end/or counsel.

This day of 1220 20 23

Pam May, Clerk Quite





ROANE COUNTY, TENNESSEE

٧.

NO. 2023-73

MATTHEW POLAND and JAMIE POLAND

ORDER OF VOLUNTARY DISMISSAL

Came the Plaintiff, Roane County, Tennessee, and acknowledged that it was voluntarily dismissing its Complaint in this cause without prejudice.

Therefore, the Court ORDERS, ADJUDGES and DECREES that the Complaint of Roane County, Tennessee in this cause is hereby dismissed without prejudice, and that all costs of this cause are taxed to the Plaintiff, Roane County, Tennessee, for which execution shall issue if necessary.

ENTER this the 75 day of July

, 2022

CHANCELLOR

GREG LE

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@comcast.net

BPR: 013585

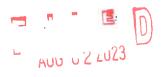
CERTIFICATE OF SERVICE

The undersigned Attorney certifies that he has mailed a true and exact copy of the foregoing to Matthew Poland and Jamie Poland, through the United States mail, postage prepaid, addressed to the last known address of 149 Laken Drive, Harriman, Tennessee 37748, on this ______ day July, 2023.

CERTIFICATE OF CLERK
STATE OF TENNESSEE
COUNTY OF ROANE
I, Pam May, Clerk & Master for said county hereby
certify that I have handed or placed in the United
States mail a true & accurate copy of the foregoing
document to the parties and or counsel.

This 25 day of July 20 2

Pam May, Clerk (U) 4, A



v.



IN THE CHANCERY COURT FOR ROANE COUNTY, TENNESSEE

ROANE COUNTY, TENNESSEE

NO. 2022-112

JENNIFER R. BRYANT

DEFAULT JUDGMENT

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Summons and Complaint served upon Jennifer R. Bryant on October 3, 2022, the Motion for Default Judgment, the Notice of Motion, the letter of Jennifer Bryant to the court, and the entire record in this cause from all of which, the court finds that the Defendant, Jennifer Bryant, owns real estate at 1135 Eureka Road, Rockwood, Tennessee, as described in the Roane County Register's Office in Record Book 1757, Page 585, and as described in the Roane County Property Assessor's Office as 64D/C/64D/5.00. The court finds that the Defendant, Jennifer Bryant, has removed the unsafe structure referenced in Plaintiff's Complaint, but that said property remains in violation of Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris.

Therefore, the court **ORDERS**, **ADJUDGES** and **DECREES** that a Default Judgment is hereby entered against the Defendant, Jennifer Bryant, and that Jennifer Bryant shall have 60 days to bring her aforesaid property into compliance with Roane County Resolution 01-14-03, prohibiting overgrown properties and the accumulation of debris. The court further **ORDERS**, **ADJUDGES** and **DECREES** that if Jennifer Bryant fails to bring her aforesaid property into compliance with Roane County Resolution Number 01-14-03 within 60 days, Roane County, Tennessee, its officials, employees, contractors and agents, shall be allowed to go upon the

aforesaid property and take all actions necessary to bring the aforesaid property into compliance with Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris, including, but not limited to, mowing said property, removing all trash, litter, garbage, debris, junk, vehicles, trailers, mobile homes, campers, equipment, personal property and implements not conforming to the requirements of Roane County Resolution Number 01-14-03.

The court further ORDERS, ADJUDGES and DECREES that at all times when activities are being conducted on the aforesaid property in accordance with this ORDER, at the request of the Plaintiff, Roane County, Tennessee, a Deputy Sheriff from the Roane County Sheriff's Office will be present on said property to prevent a breach of the peace.

The court further ORDERS, ADJUDGES and DECREES that upon the aforesaid property being brought into compliance with the provisions of this ORDER, Plaintiff, Roane County, Tennessee, shall be entitled to place a lien against the aforesaid real estate for the costs incurred in the activities authorized by this ORDER, and shall be allowed to file a petition to enforce said lien by sale, and shall be further allowed to seek a judgment against the Defendant for the cost of performing the activities authorized by this ORDER.

The court further **ORDERS**, **ADJUDGES** and **DECREES** that all costs of this cause are taxed to the Defendant, Jennifer Bryant, which execution shall issue if necessary.

ENTER this the Z5 day of JULY, 2023.

CHANCELLOR

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to the following, through the United States mail, postage prepaid, addressed to the respective last known address below, on this ____ day of July, 2023:

Jennifer R. Bryant 1135 Eureka Road Rockwood, TN 37854

CERTIFICATE OF CLERK STATE OF TENNESSEE

COUNTY OF ROANE

I. Pam May, Clerk & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing documen to the parties and/or counsel.
This day of 20

Pam May, Clerk_\(





ROANE COUNTY, TENNESSEE

 $\mathbf{v}_{\boldsymbol{\cdot}}$

NO. 2022-109

MALLORY DAVIDSON and PAUL MICHAEL DAVIDSON

<u>ORDER</u>

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, service of process upon Defendant, Mallory Davidson, the Motion for Default Judgment of the Plaintiff to Defendant, Mallory Davidson, the Notice of Motion, the appearance and testimony of Mallory Davidson in open court, testimony of Plaintiff's Nuisance Compliance Officer and Building Inspector, exhibits of the parties, and the entire record in this cause, from all of which the court finds that Plaintiff, Mallory Davidson, is an owner of real estate located at 1245 Dry Fork Valley Road, Ten Mile, Tennessee, according to Deed recorded in the Roane County Register's Office in Record Book 1564, Page 298, said property being further described in the Roane County Property Assessor's Office as 118/118/15.00. The court finds that said property is in violation of Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation debris, and that said property may contain an unsafe structure. The court finds that Plaintiff desires that said property be brought into compliance with Roane County Resolution Number 01-14-03, so that Plaintiff can further evaluate the structure located thereon. The court finds that Defendant has indicated that she can bring said property into compliance with Roane County Resolution Number 01-14-03 within 30 days. Therefore, the court, ORDERS, ADJUDGES and DECREES that Defendant, Mallory Davidson shall bring the aforesaid property into compliance with Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris within 30 days. The court further **ORDERS**, **ADJUDGES** and **DECREES** that if Mallory Davidson fails to comply with the provisions of this **ORDER** within 30 days, Roane County, Tennessee, its officials, employees, contractors and agents, shall be allowed to go upon the aforesaid property and take all action necessary to bring said property into compliance with Roane County Resolution Number 01-14-03, prohibiting the accumulation of debris and overgrown properties, including, but not limited to, mowing said property, removing all trash, litter, garbage, debris, junk, vehicles, trailers, campers, mobile homes, equipment, personal property and implements not conforming to the requirements of Roane County Resolution Number 01-14-03.

The court further **ORDERS**, **ADJUDGES** and **DECREES** that at all times when activities are being conducted on the aforesaid property in accordance with this **ORDER**, at the request of the Plaintiff, Roane County, Tennessee, a Deputy Sheriff from the Roane County Sheriff's Office will be present on said property to prevent a breach of the peace.

The court further ORDERS, ADJUDGES and DECREES that upon the aforesaid property being brought into compliance with this ORDER, Plaintiff, Roane County, Tennessee, shall be entitled to place a lien against the aforesaid real estate for the costs incurred in the activities authorized by this ORDER, and shall be allowed to file a petition to enforce said lien by sale, and shall further be allowed to seek a judgment against the aforesaid Defendant for the costs of performing the activities authorized by this ORDER.

The court further **ORDERS**, **ADJUDGES** and **DECREES** that all costs of this cause are taxed to the Defendant, Mallory Davidson, for which execution shall issue if necessary.

The court further ORDERS, ADJUDGES and DECREES that the issues concerning a

potential unsafe structure are reserved for further hearing in this cause.

ENTER this the 25 day of JULY

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to Mallory Davidson, through the United States mail, postage prepaid, addressed to the respective last known address below, on this _____ day of July, 2023:

Mallory Davidson 1245 Dry Fork Valley Road Ten Mile, TN 37880

GREG LEFFEW

CERTIFICATE OF CLERK STATE OF TENNESSEE

COUNTY OF ROANE

I. Pam May, Clerk & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing

document to the parties and/or counsel.
This day of 20
PamiMay, Cleri

Deputy Clerk



#39

ROANE COUNTY, TENNESSEE

v.

NO. 2022-142

CHARLES STEVEN STANDRIDGE

ORDER OF CONTINUANCE

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, Roane County, Tennessee, the appearance of the Defendant, Charles Steven Standridge in open court, and the entire record in this cause, from all of which the court finds that the Defendant, Charles Steven Standridge began bringing his property at 1710 Ruritan Road, Harriman, Tennessee, into compliance with the 2018 International Existing Building Code, but had to stop demolition because of health reasons. The court further finds that the Defendant, Charles Steven Standridge, desires to work with the Roane County Codes Enforcement Office to save some of the structure, if possible.

Therefore, the Court ORDERS, ADJUDGES and DECREES that this cause is hereby continued to the October 2023 term of court with a new trial date to be set at the next docket sounding.

CHANCELLOR

ENTER this the <u>75</u> day of July, 2023.

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to Charles Steven Standridge, through the United States mail, postage prepaid, addressed to his last known address of 4719 Roane State Highway, Rockwood, Tennessee 37854, on this 6 day of July, 2023:

CERTIFICATE OF CLERK

STATE OF TENNESSEE

I. Pam May, Clerk & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing document to the parties and or counsely.

This day of 20 21

Pam May, Clerk COUNTY OF ROANE



#40

ROANE COUNTY, TENNESSEE

٧.

NO. 2022-145

DARYL E. BURNWURTH and wife, SABRINA L. BURNWORTH

ORDER OF SUBSTANTIAL COMPLIANCE

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, service of process upon the Defendants, the Motion for Default Judgment and Notice thereof, whereupon the court finds that after the filing of this cause, Defendants, Daryl E. Burnworth and wife, Sabrina L. Burnworth brought their property at 105 Arrowhead Trail, Kingston, Tennessee, substantially into compliance with Roane County Resolution Number 01-14-03. Therefore, the court **ORDERS**, **ADJUDGES** and **DECREES** that Defendants are in substantial compliance with Roane County Resolution Number 01-14-03 prohibiting overgrown properties and the accumulation of debris, and that the Clerk and Master may retire this cause from the active docket.

The court further ORDERS, ADJUDGES and DECREES that all costs of this cause are taxed to the Defendants, for which execution shall issue if necessary.

ENTER this the <u>25</u> day of July, 2023.

CHANCELLOR

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

100 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to Daryl E. Burnworth and wife, Sabrina L. Burnworth, through the United States mail, postage prepaid, addressed to their last known address of 105 Arrowhead Trail, Kingston, Tennessee 37763, on this ______ day of July, 2023.

GREG LEFFEW

CERTIFICATE OF CLERK
STATE OF TENNESSEE
COUNTY OF ROANE
I. Pam May, Clark & Master for said county hereby

Pam May, Clerk Character 20 1

Deputy Clerk



IN THE CHANCERY COURT FOR ROANE COUNTY, TENNESSEE

#41

ROANE COUNTY, TENNESSEE

v.

NO. 2022-CV-148

AUREL PERSTENIUC and wife, OFELIA PERSTENIUC

ORDER OF COMPLIANCE

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of the Plaintiff, Roane County, Tennessee, the Motion for Default Judgment, the Notice of Motion, and the entire record in this cause, from all of which it was announced that after this lawsuit was filed, Defendants brought their real estate into compliance with Roane County Resolution Number 01-14-03 prohibiting overgrown property and the accumulation of debris and applicable provisions of the Roane County Zoning Code prohibiting junkyards.

Therefore, the court **ORDERS**, **ADJUDGES** and **DECREES** that the Defendants, Ofelia Persteniuc and Aurel Persteniuc are in compliance with the aforesaid Roane County regulations, and that the Clerk and Master may retire this cause from the active docket.

The court further **ORDERS**, **ADJUDGES** and **DECREES** that all costs of this cause are taxed to the Defendants, for which execution shall issue if necessary.

ENTER this the 25 day of July, 2023.

CHANCELOR

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to Aurel Persteniuc and wife, Ofelia Persteniuc, through the United States mail, postage prepaid, addressed to their following last known addresses, on this _____ day of July, 2023:

Aurel Persteniuc and wife, Ofelia Persteniuc 175 Ridgebark Lane Lenoir City, Tennessee 37772

Aurel Persteniuc and wife, Ofelia Persteniuc 36175 Highway 95N Greenback, Tennessee 37748

GREG LEFFEW

CERTIFICATE OF CLERK

STATE OF TENNESSEE

Pam May, Clerk

COUNTY OF ROANE I, Pam May, Clark & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing

document to the parties and/or counsel. This day of 20

Deputy Clerk



IN THE CHANCERY COURT FOR ROANE COUNTY, TENNESSEE

#42

ROANE COUNTY, TENNESSEE

٧.

NO. 2019-23

LEE BAILEY and JEFF ACHENBACH

AGREED ORDER

This cause came on to be heard on the 27th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Motion of Defendant, Jeff Achenbach for a continuance, whereupon the parties announced the following agreement to this Court, to-wit:

- 1. This cause shall be removed from the June 30, 2023 trial docket.
- 2. Defendant, Jeff Achenbach, shall have six months to bring his property at 309 Hobson Road, Kingston, Tennessee, described in the Roane County Property Assessor's Office as 59/59/38.00, into compliance with the 2018 International Existing Building Code prohibiting unsafe structures, and shall obtain permits for all renovations thereto.

Wherefore, the Court accepts the parties' agreement as set out aforesaid and ORDERS, ADJUDGES and DECREES that said Motion for a continuance is sustained; that this cause is removed from the July 30 docket, to be reset at a later date, if necessary, and that Defendant, Jeff Achenbach shall have six months to bring his property at 309 Hobson Road, Kingston, Tennessee, described in the Roane County Property Assessor's Office as 59/59/38.00, into compliance with the 2018 International Existing Building Code prohibiting unsafe structures, and shall obtain permits for all renovations thereto.

ENTER this the 25 day of July ,2

CHANCELLOR

APPROVED FOR ENTRY:

County Attorney for Plaintiff

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

Dustin B. Lorday by GC with permissed

DUSTIN R. LANDRY Attorney for Defendant Landry & Azevedo 859 Ebenezer Road Knoxville, Tennessee 37923

Phone: 865-851-7050 Fax: 865-851-9524

Email: Dustin@Lalawknoxville.com

BPR: 026422

CERTIFICATE OF CLERK
STATE OF TENNESSEE
COUNTY OF ROANE
I, Pam May, Clerk & Master for said county hereby
certify that I have handed or placed in the United
States mail a true & accurate copy of the foregoing
document to the parties and to counsel.
This

Cay of Vivia 20 32

Pam May, Clerk Que 1

Deputy Clerk





IN THE CHANCERY COURT FOR ROANE COUNTY, TENNESSEE

ROANE COUNTY, TENNESSEE

٧,

NO. 2022-146

WINNI TRUATEDE MIN CERTA CONTRACTOR

<u>ORDER</u>

This cause came on to be heard on the 30th day of June, 2023, before the Honorable Tom McFarland, Chancellor holding the Chancery Court for Roane County, Tennessee, upon the Complaint of Plaintiff, the appearance of the Defendant in open court, statements of counsel, and the entire record in this cause, from all of which the court finds that the Defendant, Nikki Troxtell owns real estate on Elm Grove Street as described in the Roane County Property Assessor's Office as 100D/B/100D/12.00, 12.01 and 14.00, and as described in Deeds recorded in the Roane County Register's Office in Record Book 1784, Page 789 and 1893, Page 358. The court further finds that said real estate is in violation of Roane County Resolution Number 01-14-03, prohibiting overgrown properties and the accumulation of debris and is also in violation of Section 302 of the Roane County Zoning Regulations prohibiting junkyards and an A-2 Developing Agricultural District.

Therefore, the court ORDERS, ADJUDGES and DECREES that the Defendant, Nikki Troxtell, shall have 90 days to bring her property into compliance with Roane County Resolution 01-14-03 and Section 302 of the Roane County Zoning Regulations. The court further ORDERS, ADJUDGES and DECREES that should Nikki Troxtell fail to comply with this ORDER within said 90 day period, Plaintiff, Roane County, Tennessee, its officials, employees, contractors and agents, shall be allowed to go upon the aforesaid property and take all actions necessary to bring the aforesaid property into compliance with Roane County Resolution

Number 01-14-03, prohibiting overgrown properties and the accumulation of debris, and into compliance with provision of Section 302 of the Roane County Zoning Regulations prohibiting junkyards in an A-2 Developing Agricultural District, including, but not limited to, mowing said property, removing an trash, truct, garbage, debris, junks, rehieles, trailers, mobile homes, campers, equipment, personal property and implements not conforming with the requirements of Roane County Resolution Number 01-14-03 and Section 302 of the Roane County Zoning Regulations.

The court further ORDERS, ADJUDGES and DECREES that at all times when activities are being conducted on the aforesaid property in accordance with this ORDER, at the request of the Plaintiff, Roane County, Tennessee, a Deputy Sheriff from the Roane County Sheriff's Office will be present on said property to prevent a breach of the peace.

The court further ORDERS, ADJUDGES and DECREES that upon the aforesaid property being brought into compliance with the provisions of this ORDER, Plaintiff, Roane County, Tennessee, shall be entitled to place a lien against the aforesaid real estate for the costs incurred in the activities authorized by this ORDER, and shall be allowed to file a petition to enforce said lien by sale, and shall be further allowed to seek a judgment against the aforesaid Defendant for the cost of performing the activities authorized by this ORDER.

The court further **ORDERS**, **ADJUDGES** and **DECREES** that all costs of this cause are taxed to the Defendant, Nikki Troxtell for which execution shall issue if necessary.

ENTER this the 25 day of July , 2023.

CHANCELLOR

APPROVED FOR ENTRY:

GREG LEFFEW

County Attorney for Roane County

109 North Front Avenue

P.O. Box 63

Rockwood, Tennessee 37854

Phone: 865-354-3241

Email: Leffewlaw@Comcast.net

BPR: 013585

CERTIFICATE OF SERVICE

The undersigned attorney certifies that he has mailed a true and exact copy of the foregoing to the following, through the United States mail, postage prepaid, addressed to the respective last known address below, on this ______ day of July, 2023:

Nikki Troxtell 295 Elm Grove Road Loudon, Tennessee 37774

GREG LEFFEW

CERTIFICATE OF CLERK STATE OF TENNESSEE

COUNTY OF ROANE

I, Pam May, Clerk & Master for said county hereby certify that I have handed or placed in the United States mail a true & accurate copy of the foregoing document to the parties and/or counsel.

document to the parties and/or counsel.
This day of 20 23
Pam May, Clerk

Deputy Clerk

-

Printed: 07/07/2023

ROANE COUNTY CLERK GENERAL LEDGER - FINANCIAL REPORT

YEAR FORMAT

FISCAL YEAR 2023 - PERIOD ENDING 06/30/2023

ENDING BALANCE	00.	888888888	. 382.00 . 382.00 . 492.00 . 60 . 60 . 60 . 60 . 60 . 60 . 60	0.
TRANSFERS OUT EN	00.	888888888	6, 6, 6, 6, 6, 6, 6, 6, 6, 6, 6, 6, 6, 6	0.00000000
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COMMISSIONS	00.	000000000000000000000000000000000000000	.00 94,598.27 6,578.08 15,044.18 1,071.69 3,462.55 640.21 .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	5.00 .00 7,945.82 2,441.95 166.00 322.80
DISBURSEMENTS	8. 8. 8.	888888888	1,348,245,98 96,414.59 260,273.26 17,192.14 50,217.96 10,426.57 00 3,790.50 12,420.00 6,44,354,43 3,750.00 469,003.96 8,825.25 125,105.00 5,560.00 5,560.00 260.00	95.00 .00 .150,970.45 .46,397.05 .3.154.00 .00
RECEIPTS	00.	0.7 0.00 0.00 0.00 0.00 0.00 0.00 0.00	1,891,965.41 131,561.50 300,883.64 21,433.94 69,250.73 12,804,50 4,980.00 4,980.00 15,600.00 6,44,354.43 3,750.00 469,003.96 8,825.25 125,105.00 6,854.00 6,	100.00 .00 .99,670.56 48,839,00 3,320,00 6,455.90
GENERAL	00.00	7.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	449,121.16 28,568.23 25,566.20 3,170.11 15,570.22 1,737.72 00 940.50 3,180.00 .00 .00 .00 .00 .00 .00 .00 .00 .0	.00 .00 .00 .00 .00 .00 .00
BEGINNING BALANCE	8.8.	8,8,8,8,8,8,8,8		
ACCT DESCRIPTION	21000 CURRENT LIABILITIES 21420 ESCROW *** SUB-TOTAL ***	22000 OTHER LIABILITIES 22100 BUSINESS TAX REVENUE/GROSS REC 22101 BUSINESS TAX INTEREST 22102 BUSINESS TAX PENALTY 22103 BUSINESS TAX ADJUSTMENTS 22501 BUSINESS TAX - STATE GROSS 22501 BUSINESS TAX - STATE INTEREST 22502 BUSINESS TAX - STATE PENALTY 22503 BUSINESS TAX - STATE PENALTY 22503 BUSINESS TAX - STATE ADJUSTS *** SUB-TOTAL ****	23000 DUE TO STATE OF TENNESSEE 23110 BUSINESS TAX DUE STATE 23130 STATE SALES TAX - AUTO 23131 SALES TAX - AUTO 23132 SALES TAX - LOCAL 23133 SALES TAX - BOAT 23134 AUTO/STATE SINGLE ARTICLE TAX 23134 AUTO/STATE SINGLE ARTICLE TAX 23145 MAG HOME INSTALLATION PERMITS 23150 MARRIAGE LICENSE - STATE 23151 STATE PREMARITAL TRAINING 23160 MVD - STATE REGISTRATIONS 23165 MVD - RENEWALS 23165 MVD - RENEWALS 23165 MVD - RENEWALS 23166 MVD - STATE 23175 RETIREMENT 23170 GAME & FISH 23200 GUN PERMIT - SAFETY 23900 OTHER FUNDS TO STATE(TWRA)	24000 DUE TO COUNTY TRUSTEE 24110 BUSINESS TAX DUE COUNTY 24120 BEER TAX 24170 HOTELMOTEL TAX 24195 SEVERANCE TAX 2420 MARRIAGE LICENSE - COUNTY 2420 BEER PERMIT 2425 Racetrack License Fee





Printed: 07/07/2023

ROANE COUNTY CLERK
GENERAL LEDGER - FINANCIAL REPORT
YEAR FORMAT
FISCAL YEAR 2023 - PERIOD ENDING 06/30/2023

	BALANCE	GENERAL	RECEIPTS	DISBURSEMENTS	COMMISSIONS	TRANSFERS IN	TRANSFERS OUT	ENDING BALANCE
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OTHER COUNTY COLLECTIONS	30	00	8	00	00.	00.	00:	8
	00	00	167.40	167.40	00.	00.	00	00.
	00	-59,245.71	191,152.36	239,515.85	10,882.22	00.	00.	00.
DUE TO LITIGANTS, HEIRS, & OTHERS								
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	8	00	00	00.	00.	00.	00:	00.
-944)	-25.00	8	734.00	714.00	00.	8	00	45.00
OVERPAYMENTS/REFLINDS	6	00	15.051.19	15.051.19	00.	06:	00.	00'
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	80	-4.869.90	00.		00:	00:	00:	00:
	8	-3.000.00	00.		00.	00:	00:	8.
	00	-1,800.00	00:		00.	00.	8.	8.
	00	-1.075.00	750.00		00:	00:	00:	8.
	8	00	43.567.00	43,567.00	00:	00:	00.	00:
	-200.00	-133,692.94	361,783.05	628,002.19	-132,526.20	00	00:	-500.00
COMMERCE & INS/FIRE PREVENTION	00.	00	4,107.00	4,107.00	06.	00	00	00.
	00	00.	4,107.00	4,107.00	00:	00.	00:	90.
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Printed: 07/07/2023

ROANE COUNTY CLERK GENERAL LEDGER - FINANCIAL REPORT

YEAR FORMAT

FISCAL YEAR 2023 - PERIOD ENDING 06/30/2023

ENDING BALANCE	500.00 -23,568.25 24,105,25 .00 .00 .00
TRANSFERS OUT	
TRANSFERS IN	
COMMISSIONS	
RECEIPTS DISBURSEMENTS COMMISSIONS TRANSFERS IN TRANSFERS OUT ENDING BALANCE	
RECEIPTS	
GENERAL	
BEGINNING BALANCE	500.00 -25,548.91 26,115.91 .00 .00
ACCT DESCRIPTION	SUMMARY OF ASSETS: CASH ON HAND UNITED COMMUNITY BANK CREDIT CARD TITLE GIFT VOUCHER RENEWAL GIFT VOUCHER

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 BELEIF ACCURATELY REFLECTS TRANSACTIONS OF THIS OFFICE FOR THE PERIOD ENDING JUNE 30, 2023.

Signature) Base formacon (Signature) Bunty (elle

(Date)

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

For Year Ended June 30, 2023 Roane County, Tennessee Office of Sheriff Annual Financial Report

	Inding Balance	· •	70000 350000 31700	\$ 637100	\$ 637100
	Transf/Out Commission Tranf				
<u></u> 31	Transf/Out				
tor rear miner onlie on, togo	Transf/In Disbursements	€/9-	1045900 4383900 3819910	\$8349510	
סו וכמו וחומ	Transf/In				
	Receipts	€	1013300 4033900 2834300	\$%.415.10	
	Ađj	-			ı
	Beginning Balance	€	43600	\$ 345040	\$ 245040 \$ 245040
	Description	Die to Jail Comm	Due St of TN Due Co.Throstee Due to Cities Fines, Heirs & Others Fee & Com/Acct	Total	Sumary of Assets: Cash Jai(Cum, Receivables Total
	Acct#	21500	2300 2300 2300 2300 2300 2300 2300 2300		

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, information and belief accurately reflects transactions of this office for the year ended June 30 2023.

This report is to be filed with the COUNTY EXECUTIVE & COUNTY CLERK

Stghature)

(Title)



Roane County Trustee YTD RDB Report Thru June 2023











Chris Mason 7/24/2023 12:13 PM Page 1 of 4

143	142	141	131	128	126	123	122	121	119	118	116	<u>1</u> 11 1	101	Dept D
Central Cafeteria -2,179,549.64	School Federal Projects -972,181.94	General Purpose School -14,258,087.61	Highway/Public Works -3,266,766.55	Recycling Center -1,389,746.29	Fraud And Crime 0.00	Recycling Center 0.00	Drug Fund -84,102.03	Special Purpose -842,044.52	Industrial/Economic Development 0.00 0.00	Ambulance Service -615,791.07	Solid Waste/Sanitation -1,273,342.89	Urban Services 0.00	General -11,620,924.78	Dept Description Beginning Balance
0.00	jects -208.00	chool 12,939.12	orks 1.08	6.41	0.00	0.00	0.00	-1,092.61	c Development 0.00	6.52	ion 0.00	0.00	-361,927.36	Adjustments
-4,575,161.32	-11,319,779.36	-60,935,523.73	-4,241,499.56	-903,004.41	0.00	0.00	-39,193.87	-1,264,312.66	0.00	-3,036,065.92	-1,586,757.48	0.00	-20,578,290.23	Receipts
-128,605.55	-516,267.23	-351,232.51	-5,416.30	-237,186.34	0.00	0.00	-49.03	-156,422.09	0.00	-945,727.60	0.00	0.00	-565,710.43	Transfers In
4,806,844.09	10,847,001.16	59,563,647.10	4,252,607.34	1,224,499.62	0,00	0.00	84,046.47	1,005,879.40	0.00	3,414,918.67	1,600,148.06	0.00	20,066,535.83	Disbursements
111,494.70	854,843.55	6,580,023.60	567,269.64	43,929.48	0.00	0.00	0.00	35,783.47	0.00	149,691.11	250,326.76	0.00	2,132,479.23	Transfers Out
0.00	0.00	393,817.32	56,602.58	12,738.40	0.00	0.00	166.54	17,670.40	0.00	31,566.89	15,867.58	0.00	284,232.29	Commisions
-1,964,977.72	-1,106,591.82	-8,994,416.71	-2,637,201.77	-1,248,763.13	0.00	0,00	-39,131.92	-1,204,538.61	0.00	-1,001,401.40	-993,757.97	0.00	-10,643,605.45	Ending Balance
	0		. 11	Ĺ										



354	351	333	301	266	264	204	177	176	171	156	152	151	146	144	Templa Created
354 0.00	City Sales Tax 0.00	Endowment Principal -20,604.00	301 0.00	Workman Comp -1,934,456.74	County Insurance -544,495.85	Wastewater Fund -2,144,066.10	Education Capital Projects -7,817,995.98 -5	Highway Capital Project -681,630.00	General Capital Projects -14,179,493.28	Harriman School Debt 0.00	Rural Debt Fund -243,970.22	General Debt Service -4,413,552.61	Basp -325,186.38	School Transportation -658,546.23	Template Name: Created By: LGC
0.00	-0.01	0.00	0.00	0.00	0.00	-34.53	cts -55,741.52	0.00	6.24	0.00	8,425.80	-8,458.73	0.00	0.00	
0.00	-10,021,851.92	0.00	0.00	-55,370.12	-8,051.73	-1,531,117.64	-5,452,503.28	-15,507.00	-1,681,704.76	0.00	-12,531.72	-5,092,286.52	-532,580.18	-1,920,842.53	
0.00	0.00	-35.00	0.00	-691,809.00	-532,751.80	-3,720.00	-5,664,901.97	-200,000.00	-338,814.14	0.00	-1,183.00	-1,420,052.62	0.00	-118,012.66	Roane Co YTD RI Thru J
0.00	9,921,633.41	0.00	0.00	482,563.39	565,635.21	1,577,789.91	9,528,122.79	69,808.55	4,228,263.44	0.00	0.00	3,027,340.72	220,988.54	2,377,326.06	Roane County Trustee YTD RDB Report Thru June 2023
0.00	0.00	0.00	0.00	8,804.57	1,846.60	135,006.48	13,299.00	0.00	554,585.64	0.00	249,059.62	91,370.00	6,661.01	68,598.16	
0.00	100,218.52	0.00	0.00	0.00	0.00	14,056.18	58,767.23	155.07	19,756.91	0.00	199.52	80,595.16	0.00	0.00	User: Date/Time:
0.00	0.00	-20,639.00	0.00	-2,190,267.90	-517,817.57	-1,952,085.70	-9,390,953.73	-827,173.38	-11,397,399.95	0.00	0.00	-7,735,044.60	-630,117.01	-251,477.20	Chris Mason 7/24/2023 12:13 PM Page 2 of 4

Template Name: Created By:	Name: y: LGC			Roane Cor YTD RE Thru J	Roane County Trustee YTD RDB Report Thru June 2023		User: Date/Time:	Chris Mason 7/24/2023 12:13 PM Page 3 of 4
355	Dept 355 History 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
356	Oak Ridge Schools 0.00	43,026.96	-2,433,783.21	-265.56	2,341,956.80	1,100.00	38,168.12	-9,796.89
357	Joint Venture -279,610.41	0.00	-413,047.98	0.00	371,788.92	10,794.61	1,586.03	-308,488.83
359	Econ & Community Development Agency -624,006.75 0.00	evelopment Agency 0.00	-125,380.00	-1,062.00	0.00	12,257.60	0.00	-738,191.15
362	Dept 362 History 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
364	District Attorney -26,145.34	0.00	-41,128.16	0.00	10,362.62	0.00	404.34	-56,506.54
21100	Accounts Payable 0.00	74.87	-72,096.87	0.00	71,959.00	0.00	0.00	-63.00
28310	Undistributed Taxes -2,100.00	2,496.18	-3,640.18	0.00	1,144.00	0.00	0.00	-2,100.00
29900	Fee/Commission Account 0.00 35	unt 355,983.45	770,585.63	0.00	0.00	0,00	-1,126,569.08	0.00

-70,398,397.21

-4,496.13

-137,122,426.71

-11,879,224.83

141,662,811.10

11,879,224.83

0.00

-65,862,508.95

Template Name: Created By: LGC

Roane County Trustee YTD RDB Report Thru June 2023

User: Date/Time:

Chris Mason 7/24/2023 12:13 PM Page 4 of 4

65,862,508.95	70,398,397.21	
0.00	11410 Accounts Receivable 180.00	11410 Ac
0.00	11405 Credit Card Receivable 54.00	11405 Cr
29,561,434.86	estments 56,088,933.85	11300 Investments
36,300,074.09	11130 Cash In Bank 14,308,229.36	11130 Ca
1,000.00	11120 Cash On Hand 1,000.00	11120 Ca
Ending Balance	Summary Of Assets Beginning Balance	Summar

This Report is Submitted In Accordance With Requirements Of Section S-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 Year Ended June 2023.

(Signature)

(Title)

July 25 2073
(Date)

LEFFEW & LEFFEW

LAW OFFICE
109 North Front Avenue
P. O. Box 63

ROCKWOOD, TENNESSEE 37854

PHONE No. (865) 354-3241 FAX No. (865) 354-2748



GREG LEFFEW

BILLY H. LEFFEW (1934-2016)

July 24, 2023

Mr. Wade Creswell Roane County Executive 200 East Race Street Kingston, TN 37763

Re: Revised Personnel Handbook for Roane County Employees

Dear Wade:

I have reviewed the Revised Personnel Handbook for Roane County Employees, and I find it acceptable. County Commission will need to adopt the handbook by Resolution.

If I can be of further assistance, do not hesitate to contact me.

With kind regards,

Greg Leffew County Attorney

cc: Beth Johnson, County Clerk

Special Orders August 14, 2023

- 1. **Confirmation of re-appointment** of <u>Mary Ann Koltowich</u> and <u>Susan Witts</u> to the Roane County Environmental Review Board by County Executive Wade Creswell. These terms will expire July 30, 2026
- 2. **Confirmation of appointment** for <u>Don Coffey</u> to the Roane County Environmental Review Board by County Executive Wade Creswell. This term will expire July 30, 2026. (Resume attached.)
- 3. **Approval of Surety Bond No. 66411314** for <u>Jennifer Johnson</u> as a Youth Service Officer in the amount of \$2,500.00.
- 4. **Approval of Surety Bond No. 66411316** for <u>Leonora Doyle-Spangler</u> as a Youth Service Officer in the amount of \$2,500.00.

Waste Management Innovations, Inc. (WMI²)



Resume of Don E. Coffey

CITIZENSHIP

United States

CLEARANCE

Active "Q" clearance

EDUCATION, TRAINING, & LICENSES

Master of Science in Hazardous Waste Management, National Technological University, Fort Collins, Colorado August 1996

Bachelor of Science in Organizational Management, Covenant College, Lookout Mountain, Georgia, February 1993

Associates of Art, Liberal Arts, Hiwassee College, Madisonville, Tennessee, June 1974

CERTIFICATIONS

Certified Hazardous Material Manager (CHMM), Institute of Hazardous Materials Management, September, 1998

SUMMARY

Mr. Coffey has 48 years of experience in radiochemical analysis and radiological, hazardous, and mixed waste characterization and disposal at the Oak Ridge National Laboratory (ORNL), Oak Ridge Associated Universities/Oak Ridge Institute of Science & Education (ORAU/ORISE), numerous Bechtel Jacobs Company (BJC) subcontractors performing work under the Department of Energy (DOE) Environmental Management (EM) contract and the Transuranic Waste Processing Center (TWPC) in Oak Ridge, TN. He currently serves as the Acceptable Knowledge (AK)/Process Knowledge (PK) Expert at the TWPC where he reviews Waste Isolation Pilot Plant (WIPP)/Central Characterization Program (CCP) waste characterization program documents including the Acceptable Knowledge Summary Reports (AKSR), Chemical Compatibility Evaluation Memorandums (CCEM), Basis of Knowledge (BoK) Evaluations, Acceptable Knowledge Assessments (AKA) and Radiological Characterization Technical Reports (RCTR) during development to support waste characterization prior to the certification for disposal at WIPP, as well as, supporting TWPC repackaging activities. At ORNL, he implemented new radiological characterization models and techniques at the Radiochemical Engineering and Development Center (REDC) at ORNL by utilizing both gamma ray and neutron dose rate models. He served as a member Generator Interface (GI) Pilot Program that successfully evolved into the Waste Service Representative (WSR) Program currently in use at ORNL. He has an in-depth understanding of the hazardous, mixed and radioactive waste generated by both the current and historical operation of ORNL. He served as Facility Manager for the ORNL Transuranic Waste Storage Facilities and developed the certification package for the Resource Conservation Recovery Act (RCRA) closure of Buildings 7826 and. Mr. Coffey also served as the Operations Supervisor at the ORNL Waste Examination and Assay Facility (WEAF), which included the operation of both neutron and gamma ray non-destructive assay (NDA) systems and two real-time radiography (RTR) non-destructive examination (NDE) systems.

> For more information Contact Don Coffey (423-596-0258)

Resume of Don E. Coffey

EXPERIENCE

- Currently serves as Acceptable Knowledge/Process Knowledge Expert (AK/PKE) at the Transuranic Waste
 Processing Center (TWPC) in Oak Ridge, served as the point of contact (POC) for the WIPP/CCP Central
 Characterization Program Team members to identify, locate, retrieve and reconcile discrepancies in
 documents related to containers in the Legacy Transuranic Waste Inventory stored on the Oak Ridge
 National Laboratory Site including waste generation, process descriptions, research projects, waste disposal
 forms and logbooks
- Served as Waste Services Representative (WSR)/Generator Interface (GI) to expedite the removal and disposal of the radioactive, Resource Conservation and Recovery Act (RCRA) and Toxic Substance Control Act (TSCA) regulated hazardous and mixed waste removal from ORNL
- Developed radiological waste characterization techniques, Environmental Management Waste Management Facility (EMWMF) waste stream profiles, and served as Waste Certification Official for the Hydrofracture Well Plug and Abandonment Project completed by Tetra Tech NUS, Inc., for Bechtel Jacobs Company
- Served as Facility Manager for transuranic waste storage facilities and maintained compliance with the facility authorization base (Price-Anderson Amendment Act (PAAA), and Nuclear Criticality Safety Approvals (NCSA), Conduct of Operations)
- Developed Certification Package for the RCRA Closure of the Transuranic Retrievable Drum Storage Facilities, Buildings 7826 and 7834 (TN1890090003)
- Co-invented Active and Passive Neutron Examination and Assay (APNEA) System, Invention Disclosure
 ESID1445-X, S-82, 241
- Served as Operation Supervisor for the Waste Examination Assay Facility (WEAF)
- Developed operating procedures for non-destructive assay and examination equipment
- Conducted chemical laboratory analysis at the Radiochemical Engineering Development Center (REDC)

EMPLOYMENT HISTORY

WMI-2 / Northwind Solutions, Inc., Transuranic Waste Processing Center February 2016 to Present

WMI² support for the characterization, documentation, certification, and disposal of radiological, hazardous, and mixed waste generated from the Legacy Transuranic (TRU) Wasted Inventory stored at ORNL

WMI-2 / Wastren Advantage, Inc., Transuranic Waste Processing Center February 2010 to 2016

WMI² support for the characterization, documentation, certification, and disposal of radiological, hazardous, and mixed waste generated from the Legacy Transuranic (TRU) Wasted Inventory stored at ORNL

WMI-2 / EnergX TN, LLC, Transuranic Waste Processing Center January 2007 to January 2010

WMI² support for the characterization, documentation, certification, and disposal of radiological, hazardous, and mixed waste generated from the Legacy Transuranic (TRU) Wasted Inventory stored at ORNL

Resume of Don E. Coffey

WMI-2 / Oak Ridge Associated Universities/Oak Ridge Institute of Science and Education (ORAU/ORISE) May 2001 to Present

WMI² support for the characterization, documentation, certification, and disposal of radiological, hazardous, and mixed waste generated form both legacy and active operations at ORAU

Oak Ridge National Laboratory (ORNL) March 1997 - September 2007

Waste Services Representative (WSR)/Generator Interface (GI) for the Laboratory Waste Services (LWS) Group at ORNL and ORNL Facilities located at Y-12, duties included collection of waste stream information and supporting characterization data, preparation of disposal documents, and waste minimization for radioactive solid low-level waste (SLLW), transuranic waste (TRU), RCRA/TSCA regulated Hazardous and Mixed waste (Haz/Mixed), and liquid low-level waste (LLLW)

ORNL January 1993 - March 1997

Technical Support for Solid Waste Operations Department of Lockheed Martin Energy System, Facility Manager for the ten Transuranic Waste Storage Facilities, Columbus Initiative - Cost saving \$523K for SWSA 5 South Pad Clean-up Project, 1996, Co-inventor Active and Passive Neutron Examination and Assay (APNEA) System for fissile waste assay (1994)

ORNL Research and Development/Operations Supervisor, Waste Examination Assay Facility (WEAF) of Martin Marietta Energy Systems

March 1989 - January 1993

Drum Real-time Radiography (DRTR) examinations, Box Real-time Radiography (BRTR) examinations, Passive-Active Neutron (PAN) interrogations, segmented gamma scanning (SGS) of packaged radioactive waste, and developed and implemented modifications to facility instrumentation

ORNL Science Technologist, Waste Examination Assay Facility (WEAF) April 1983 – March 1989

Installation and operation of a Drum Real-time Radiography (DRTR) system, Passive-Active Neutron and Segmented gamma scan (SGS) waste interrogations, developed specification and installed a Box Real-time Radiography (BRTR) system

ORNL April 1982 – April 1983

Senior Technician, Stable Isotope Separation, CALUTRON operation of Union Carbide Nuclear Division for stable isotope separation including troubleshooting and diagnosis of system malfunctions

ORNL July 1974 – April 1982

Senior Laboratory Analyst, Analytical Chemistry Division, Radiochemical Engineering and Development Center (REDC) performed hot-cell glovebox sample preparations for the radiochemical analysis of transuranic elements, and mixed fission products

Additional WMI² Assignments:

Tetra Tech NUS, Inc. (TtNUS), September 2004 to July 2005
Washington Safety Management Solutions (WSMS), August 2004 to April 2005
DEMCO, Inc., November 2002 to January 2003
Entech, Inc., June 2001 to December 2001
Innovative Waste Solutions, May 2001 to September 2002
IT Corporation, April 2001 to September 2001
Sharp & Associates, January 2001 to April 2001



66411314 SURETY'S BOND NO._

STATE OF TENNESSEE

COUNTY OF ROANE OFFICIAL STATUTORY BOND FOR

COUNTY PUBLIC OFFICIALS
OFFICE OF ______YOUTH SERVICE OFFICER

KNOW ALL MEN BY THESE PRESEN

That	JENNIFER	JOHNSON	of_			OAK	RIDGE		(City or To	own),
County of	Roane	Tenn	iessee, as Prii	ncipal,	and	Au	to-Owners (M	utual) Insur	ance Con	прапу	
as Surety,	are held and	firmly bour	nd unto I	THE S	STATE Dollars /	OF C	1 ENNESSI	LE m t	ne iuii	amoun	l OI f the
1 1-16-1 Cartas	of America for th	and Five Hund	rea	whereof	we bind or	(D	2,000	sentatives	enccessi	ore and se	i uic cianc
onlied States	of America for the discovery of the disc	v and unequivo	cally by these	nresen	its.	uisciv	ca, our repre	sontati ves,	Buccess	na mie za	aigiia,
Cach jointly an	d severally, inim	y and anequive	ouily by ulcou	p. 00011							
WHEREAS, T	he said Principal	was duly el	ected X ap	pointed	to the off	ice of	YOUTH	SERVIC	E OFFI	CER_c	of and
for F	ROANE	County for the	year term	n begini	ning on the	e <u>2nd</u>	day of A	ugust ,	2 023	and endi	ng on
the 2nd day	of August	, 2 <u>024</u> _									
NOW, THER	EFORE, THE C	ONDITION O	F THIS OBI	LIGAT	TON IS SU	UCH:					
That if the said	8	JENNIEEE	LIOHNSON	J		. Pr	incipal, shall	:			
1. Faithfully	perform the di	ities of the o	ffice of	YOL	JTH SERVICE	CE OF	FICER	of	RO	ANE	
County du	iring such person	's term of office	or his contin	uance t	herein; and	d,					
2. Pay over t	to the persons aut	horized by law	to receive the	em, all i	moneys, pr	roperti	ies, or things	of value th	nat may	come into	such
Principal's	s hands during su	ch Principal's t	enn of office	or cont	tinuance th	nerein i	without frau	d or delay,	and shal	l faithfull	y and
safely kee	p all records requ I from office, sha	ired in such Pri	incipal's offic	cial capa	acity, and a	at the t	expiration of	the term, o	or in case	e of resign	lation
or remova	i from office, sna obligation shall be	in turn over to t	ne successor otherwise to t	remain i	in full forc	operty e and	effect	come into	auen I II	ncipai s n	anus,
then this c	onganon snan oc	, nun and voius	Delici Wisc to	Contain	111 1411 1010	o unici	0,1001.				
WITNESS our	hands and seals	this 10th	day of		July		, 2 <u>023</u> -				
**************************************					nn mi	TIDAT	Δ	A			
WITNESS	S – ATTEST:				PRINC	CIPAL	MANA	Adv	ren		
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					SURE	TY	Auto-Owner	s (Mutual) I	Insurance	Company	
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Tennes	see Resident Agent	SAMANTHA	Ç, °	<i>-</i>	3	(Aita	ach evidence of	authority to e	xecute bor	nd)	_
			"NSI	NG, MICY	Her.			•			
		£	ACKNOWLI	EDGE	MENT OF	PRI	NCIPAL				
STATE OF TE	INVESEE						_	_ /	<u> </u>		
COUNTY OF	Knar							Dona	0/	(Ahn	6
Before	e me, a Notary Pu	ablic, of the Star	te and County	afores	aid, person	nally a	ppeared \sum	17/11/11/20	Ter 1	JOI [1]	00~
to me kno	wn (or proved to and who, upon o y hand and seal t ission Expires:	me on the basi	is of satisfact	ory evic	dence) to b	be the	individual d	escribed in	i the for	egoing bo	nd as
Principal,	and who, upon o	ath acknowleds	ged that such	maivia	mai execui	ted the	e toregoing i	DOMU AS SU	en marv.	iduai s fre	ALL HILLIAM
and deed.	v hand and seal f	his 2 day	of 1	ulu		. 2 L	123			1111	IE ANGU
My Comm	ission Expires:	ans— day)		Table Street	0		300	STATE
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	60					1		Notary Pub	ilic		NIESSEE
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CT-0467 (Rev U	7-13)									RDA 90	MALLETTINE,

Bond Number: 66411314

ACKNOWLEDGEMENT OF SURETY

STATE OF Michigan		
COUNTY OF <u>Eaton</u> Before me. a Notary Public, of the State and County aforesai	d personally appeared	Niki Conway
with whom I am personally acquainted and, who, upon oath, ack	nowledged himself/herself to be the	e individual who executed
the foregoing bond on behalf of Auto-Owners (Mutual) Insurance Co	mpany, the within named Surety, a	corporation duly licensed
to do business in the State of Tennessee, and that he/she as such	individual being authorized so to o	to, executed the foregoing
bond on behalf of the Surety, by signing the name of the corporat		vidual.
Witness my hand and seal this 10th day of July My Commission Expires:		God section resident
July 16th , 2 025 .	Sandra M. Jones Notary Public	near ()
	Sandra M. Jones Notary Public	\o_i
APPROVAL AND C	ERTIFICATION	FOF MICH
SECTION I. (Applicable to all County Officials except Clerks of all Courts)		
Rond and Sureties approved by	County Executive/Mayor of	
Bond and Sureties approved by County, on thisday of 2		
Signed		
	County Executive/	Mayor
CERTIFICATION:		
1. County Clerk of	Count	y, hereby certify that the
l, County Clerk of _ foregoing bond was approved by the Legislative Body of said county	in open session on theday	of,
2, and entered upon the minutes thereof.		
Signed		
	County Clerk	,
SECTION II. (Applicable to all Clerks of all Courts)		
CERTIFICATION: This is to certify that I have examined the foregoing bond and found sureties on the same are good and worth the penalty thereof and that the	the same to be sufficient and in c e same has been entered upon the r	onformity to law, that the ninutes of said court.
Signed:		
	Judge of the this day of	outt of and for said County on . 2
SECTION III. (Applicable to all County Officials' Bonds) FOR USE BY REGISTER OF DEEDS		
SECTION IV. (Applicable to all County Officials Bonds)		
ENDORSEMENT:		
Filed with the Office of the County Clerk, County of	thisday of	2_
Signed:		
	County Clerk	**************************************
Form Prescribed by the Comptroller of the Treasury, State of Tennesse Form Approved by the Attorney General, State of Tennessee	e	
(T-0467 (Rev 07-13)		

DATE AND ATTACH TO ORIGINAL BOND

AUTO-OWNERS (MUTUAL) INSURANCE COMPANY

LANSING, MICHIGAN POWER OF ATTORNEY

NO. 66411314

KNOW ALL MEN BY THESE PRESENTS: That the AUTO-OWNERS (MUTUAL) INSURANCE COMPANY AT LANSING, MICHIGAN, a Michigan Corporation, having its principal office at Lansing, County of Eaton, State of Michigan, adopted the following Resolution by the directors of the Company on January 27, 1971, to wit:

"RESOLVED, That the President or any Vice President or Secretary or Assistant Secretary of the Company shall have the power and authority to appoint Attorneys-in-fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity, and other writings obligatory in the nature thereof. Signatures of officers and seal of Company imprinted on such powers of attorney by facsimile shall have same force and effect as if manually affixed. Said officers may at any time remove and revoke the authority of any such appointee."

Does hereby constitute and appoint Niki Conway

its true and lawful attorney(s)-in-fact, to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and the execution of such instrument(s) shall be as binding upon the AUTO-OWNERS (MUTUAL) INSURANCE COMPANY AT LANSING, MICHIGAN as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office.

IN WITNESS WHEREOF, the AUTO-OWNERS (MUTUAL) INSURANCE COMPANY AT LANSING, MICHIGAN, has caused this to be signed by its authorized officer this 1st day of February, 2020

(4	ladres Linden	eye		
Andrea Lindemeyer	U	Senior Vice Pro	esident	
STATE OF MICHIGAN SS.				GNAURA M. JORG
and say that they are Andrea described in and which execu	Lindemeyer, Seni ted the above instr t they received said	or Vice President of AUTO ument, that they know the s	Lindemeyer, to me known, who being du- OWNERS (MUTUAL) INSURANCE CON- leal of said corporation, that the seal affixe corporation by authority of their office pur	APANY, the corporation of to said instrument is suant to a Resolution
My commission expires	July 16th	2025	Sandra M. Jones	Notary Public
STATE OF MICHIGAN SS.				
I, the undersigned First \authority to issue a power of a the resolution as set forth is not	attorney as outlined	cretary and General Couns d in the above board of direc	el of AUTO-OWNERS (MUTUAL) INSUF ctors resolution remains in full force and e	RANCE COMPANY, do hereby certify that the ffect as written and has not been revoked and
Signed and sealed at Lansing.	, Michigan. Dated t	his 10th day of	July 2023 .	SEAL
			Millian T Woodbury. First Vice Proste	



SURETY'S BOND NO. 66411316

STATE OF TENNESSEE

COUNTY OF ROANE OFFICIAL STATUTORY BOND FOR

COUNTY PUBLIC OFFICIALS
OFFICE OF ______YOUTH SERVICE OFFICER

KNOW	ALI.	MEN	BV	THESE	PRESENTS:
EC INT D VV	Atti	SVI P. IN	DI	FILESE	INDOCATO

Before me, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the torogoing bond as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of My Cammission Expires:	Surety, are held and tirmly bound with the STATE OF PENNESSE Output and seals this did states of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, and pointed States of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, and pointed states of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, and pointed states of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, and pointed states of the County for the	MIOW ALL MEN DI THESE INCOLATS.					
as Surety, are held and timiny bound with the STATE OF INVESSE in the day of Two Thousand Five Hundred Dollars (\$ 2,500) lawful money of the United States of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, each jointly and severally, firmly and unequivocally by these presents. WHEREAS, The said Principal was dulyclected _X appointed to the office ofYOUTH SERVICE OFFICER of and forROANE County for the _1_year term beginning on the _4th day ofAugust 2_023 and ending on the _4th day ofAugust 2_024 NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH: That if the said	Surely, are held and mind that THE STATE OF TENNESSEE in the analysis of the Julian States of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, ach jointly and severally, firmly and unequivocally by these presents. WHEREAS, The said Principal was duly elected A appointed to the office of YOUTH SERVICE OFFICER of and for ROANE County for the year term beginning on the 4th day of August 2 023 and ending on the 4th day of August 2 024. WWW.THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH: That if the said LEONORA DOYLE-SPANGLER Principal, shall: Paintfully perform the duties of the office of YOUTH SERVICE OFFICER of ROANE County during such persons is term of office or his continuance therein; and, Pay over to the persons authorized by law to receive them, all moneys, properties, or things of value that may come into such Principal's hands during such Principal's term of office or continuance therein without fraud or delay, and shall faithfully and safely keep all records required in such Principal's official capacity, and at the expiration of the term, or in case of resignation or removal from office, shall turn over to the successor all records and property which have come into such Principal's hands, then this obligation shall be null and void: otherwise to remain in full force and effect. WITNESS our hands and seals this 10th day of July 10th Auto-Owners (Nutual) Insurance Company COUNTERBIGNED BY NIKESEE COUNTY OF Auto-Owners (Nutual) Insurance Company Auto-Owners (Nutual) Insurance Company NIKI Cornway, Attorney-in-Fact (Attach evidence of authority to execute bond) ACKNOWLEDGEMENT OF PRINCIPAL TATE OF PENNESEE COUNTY OF Auto-Owners (Nutual) Insurance Company Niki Cornway, Attorney-in-Fact (Attach evidence of authority to execute bond) ACKNOWLEDGEMENT OF PRINCIPAL Auto-Owners (Nutual) Insurance Company Niki Cornway, Attorney-in-Fact (Attach evidence of authority to execute bond) Principal, and who, upon oath acknowledged that	That LEONORA DOYLE-SPANGLER	of		HARRIMAN	(City or Tow	/n),
United States of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, each jointly and severally, firmly and unequivocally by these presents. WHEREAS, The said Principal was dulyclected _X appointed to the office ofYOUTH SERVICE OFFICEROf and forROANECounty for the1 year term beginning on the _4th_day ofAugust, 2_023 and ending on the _4th_day ofAugust, 2_023 and endin	Two Thousand Five Hundred Dollars (\$ 2,500) lawful money of the Julied States of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, ach jointly and severally, firmly and unequivocally by these presents. WHEREAS, The said Principal was dulyelected _X appointed to the office ofYOUTH SERVICE OFFICERof and forROANECounty for theyear term beginning on thedih_day ofAugust, 2_023and ending on thedth_day of	County of Roane Tennes	see, as Principal,	and	Auto-Owners (Mutual)	insurance Company	nf
for ROANE County for the 1 year term beginning on the 4th day of August , 2 023 and ending on the 4th day of August , 2 024. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH: That if the said LEONGRA DOYLE SPANGLER PRINCIPAL, Principal, shall: 1. Faithfully perform the duttes of the office of Youth SERVICE OFFICER of ROANE County during such person's term of office or his continuance therein; and, 2. Pay over to the persons authorized by law to receive them, all moneys, properties, or things of value that may come into such Principal's hands during such Principal's term of office or continuance therein without fraud or delay, and shall faithfully and safely keep all records required in such Principal's official capacity, and at the expiration of the term, or in case of resignation or removal from office, shall turn over to the successor all records and property which have come into such Principal's hands, then this obligation shall be null and void: otherwise to remain in full force and effect. WITNESS our hands and seals this 10th day of July PRINCIPAL SURETY: Auto-Owners (Mutual) Insurance Company Niki Conway, Attorney-In-Fact ACKNOWLEDGEMENT OF PRINCIPAL STATE OF PENNESSE COUNTY OF COU	ROANE County for the	Two Thousand Five Hundre United States of America for the full and prompt	d payment whereof	Dollars (\$ we bind our	2,500) lawful money of	the
That if the said LEONORA DOYLE-SPANGLER Principal, shall: 1. Faithfully perform the duties of the office of YOUTH SERVICE OFFICER of ROANE County during such person's term of office or his continuance therein; and, 2. Pay over to the persons authorized by law to receive them, all moneys, properties, or things of value that may come into such Principal's hands during such Principal's term of office or continuance therein without fraud or delay, and shall faithfully and safely keep all records required in such Principal's official capacity, and at the expiration of the term, or in case of resignation or removal from office, shall turn over to the successor all records and property which have come into such Principal's hands, then this obligation shall be null and void: otherwise to remain in full force and effect. WITNESS our hands and scals this 10th day of SEAL SURETY: Auto-Owners (Mutual) Insurance Company COUNTERGIONED BY Niki Conway, Attorney-in-Fact STATE OF PENNESSEE COUNTY OF Scale Resident Agent Public, of the State and County aforesaid, personally appeared ACKNOWLEDGENIENT OF PRINCIPAL STATE OF PENNESSEE COUNTY OF Scale Resident Agent Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the fortgoing found as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of Agy of Agy of Agy Camunission Expires: Auto-Owners (Mutuat) Insurance Company LEONORA DOYLE-SPANGLER STATE OF PENNESSEE COUNTY OF CORONNER. Auto-Owners (Mutuat) Insurance Company Niki Conway, Attorney-in-Fact (Attach evidence of authority to execute bond) ACKNOWLEDGENIENT OF PRINCIPAL	That if the said LEONORA DOYLE-SPANGLER Principal, shall: Faithfully perform the duties of the office of YOUTH SERVICE OFFICER of ROANE County during such person's term of office or his continuance therein; and, Pay over to the persons authorized by law to receive them, all moneys, properties, or things of value that may come into such Principal's hands during such Principal's term of office or continuance therein without fraud or delay, and shall faithfully and safely keep all records required in such Principal's official capacity, and at the expiration of the term, or in case of resignation or removal from office, shall turn over to the successor all records and property which have come into such Principal's hands, then this obligation shall be null and void: otherwise to remain in full force and effect. WITNESS our hands and seals this 10th day of July 2023 WITNESS - ATTEST: PRINCIPAL SURETY: Auto-Owners (Mulual) Insurance Company Niki Conway, Attorney-in-Fact (Attach evidence of authority to execute bond) ACKNOWLEDGEMENT OF PRINCIPAL TATE OF PENNESEE OUNTY OF Before the, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the fortgoing found as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of Warminssion Expires:	for ROANE County for the the 4th day of August . 2 024	1_ year tenn begin	ning on the _	4th_day ofAugust	VICE OFFICER of a sending	and on
1. Faithfully perform the duties of the office of YOUTH SERVICE OFFICER of ROANE County during such person's term of office or his continuance therein; and, 2. Pay over to the persons authorized by law to receive them, all moneys, properties, or things of value that may come into such Principal's hands during such Principal's term of office or continuance therein without fraud or delay, and shall faithfully and safely keep all records required in such Principal's official capacity, and at the expiration of the term, or in case of resignation or removal from office, shall turn over to the successor all records and property which have come into such Principal's hands, then this obligation shall be null and void: otherwise to remain in full force and effect. WITNESS our hands and seals this	Faithfully perform the duties of the office of YOUTH SERVICE OFFICER OF ROANE County during such person's term of office or his continuance therein; and, Pay over to the persons authorized by law to receive them, all moneys, properties, or things of value that may come into such Principal's hands during such Principal's term of office or continuance therein without fraud or delay, and shall faithfully and safely keep all records required in such Principal's official capacity, and at the expiration of the term, or in case of resignation or removal from office, shall turn over to the successor all records and property which have come into such Principal's hands, then this obligation shall be null and void: otherwise to remain in full force and effect. WITNESS our hands and seals this	NOW, THEREFORE, THE CONDITION OF	THIS OBLIGAT	ION IS SUC	CH:		
WITNESS - ATTEST: COUNTERBIGNED BY: Tennessee Resident Agent OF CORPORATE SHARTHA SEAL COUNTERBIGNED BY: Tennessee Resident Agent OF CORPORATE SHARTHA Auto-Owners (Mutual) Insurance Company Niki Conway, Attorney-in-Fact (Attach evidence of authority to execute bond) ACKNOWLEDGEMENT OF PRINCIPAL STATE OF PENNESEE COUNTY OF Before the, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the foregoing bond as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of	WITNESS - ATTEST: PRINCIPAL LEONORA DOYLE-SPANGUER SURETY: Auto-Owners (Mutual) Insurance Company Niki Conway. Attorney-In-Fact ACKNOWLEDGEMENT OF PRINCIPAL TATE OF PENJESEE OUNTY OF Before the, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the foregoing bond as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of My Camunission Expires:	 Faithfully perform the duties of the office of County during such person's term of office of Pay over to the persons authorized by law to Principal's hands during such Principal's ter safely keep all records required in such Principal from office, shall turn over to the 	ce of	JTH SERVICE therein; and, moneys, propertion therein the there acity, and at ords and propertion of the there acity, and propertion the there acity, and properties and pro	perties, or things of va ein without fraud or d the expiration of the te erty which have come	lue that may come into so elay, and shall faithfully a erm, or in case of resignat	and ion
COUNTERSIGNED BY Tennessee Resident Agent Organer SAMANTHA STATE OF TENNESSEE COUNTY OF Before me, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the foregoing bond as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of My Cammission Expires:	TATE OF TENJESEE OUNTY OF Before me, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the lordgoing bond as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of My Cammission Expires:		day of	PRINCI	LEONORA DO		Zer
STATE OF TENNESEE COUNTY OF Before me, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the toragoing bond as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of My Cammission Expires:	TATE OF PENNESEE COUNTY OF Before me, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the foregoing bond as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this 25 day of My Cammission Expires:	Tomperon D. Colombia A comp. ORGANEK.	SEAI	SURTE	by: Yww. Niki Conway	Contact Attorney-In-Fact	
Before me, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the foregoing bond as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of My Cammission Expires:	Before me, a Notary Public, of the State and County aforesaid, personally appeared to me known (or proved to me on the basis of satisfactory evidence) to be the individual described in the foregoing bond as Principal, and who, upon oath acknowledged that such individual executed the foregoing bond as such individual's free act and deed. Witness my hand and seal this day of My Camunission Expires:	AG	CKNOWLEDGE	MENT OF I	PRINCIPAL		
		to me known (or proved to me on the basis Principal, and who, upon oath acknowledge and deed. Witness my hand and seal this	of satisfactory evi	dence) to be	the individual describ the foregoing bond	ed in the forgoing bluc as such individual's free	act

Bond Number: 66411316

ACKNOWLEDGEMENT OF SURETY

STATE OF Michigan	
COUNTY OF <u>Eaton</u> Before me, a Notary Public, of the State and County aforesa	id personally appeared Niki Conway
with whom I am personally acquainted and, who, upon eath, ack	nowledged himself/herself to be the individual who executed
the foregoing bond on behalf of Auto-Owners (Mulual) Insurance C	ompany, the within named Surety, a corporation duly licensed
to do business in the State of Tennessee, and that he/she as such	individual being authorized so to do, executed the foregoing
bond on behalf of the Surety, by signing the name of the corpora	tion by himself/herself as such individual.
Witness my hand and seal this 10th day of July	, 2 023
My Commission Expires:	Sandy In Acres
July 16th, 2_025	Sandra M. Jones Sandra M. Jones Notary Public (r.
	1
APPROVAL AND C	ERTIFICATION FOF MICH
SECTION 1. (Applicable to all County Officials except Clerks of all Courts)	
Bond and Sureties approved by County, on thisday of2	, County Executive/Mayor of
County, on thisday of 2	
Signed	:
	County Executive/Mayor
CERTIFICATION:	
I, County Clerk of _ foregoing bond was approved by the Legislative Body of said county	County, hereby certify that the
2, and entered upon the minutes thereof.	, in open session on theday or
Signed	:
APOTION RELATIONS AND ADDRESS OF THE PARTY O	County Clerk
SECTION II. (Applicable to all Clerks of all Courts)	
CERTIFICATION: This is to certify that I have examined the foregoing bond and found sureties on the same are good and worth the penalty thereof and that the	the same to be sufficient and in conformity to law, that the ne same has been entered upon the minutes of said court.
Signed	;
	Judge of the Court of and for said County on this day of, 2
	thisday of, 2
SECTION III. (Applicable to all County Officials' Bonds) FOR USE BY REGISTER OF DEEDS	
SECTION IV. (Applicable to all County Officials Bonds)	
ENDORSEMENT:	
Filed with the Office of the County Clerk, County of	, thisday of, 2
Signed	
	County Clerk
Form Prescribed by the Comptroller of the Treasury, State of Tenness Form Approved by the Attorney General, State of Tennessee	e
CT-0467 (Rev 07-13)	

DATE AND ATTACH TO ORIGINAL BOND

AUTO-OWNERS (MUTUAL) INSURANCE COMPANY

LANSING, MICHIGAN POWER OF ATTORNEY

NO. 66411316

KNOW ALL MEN BY THESE PRESENTS: That the AUTO-OWNERS (MUTUAL) INSURANCE COMPANY AT LANSING, MICHIGAN, a Michigan Corporation, having its principal office at Lansing, County of Eaton, State of Michigan, adopted the following Resolution by the directors of the Company on January 27, 1971, to wit:

"RESOLVED. That the President or any Vice President or Secretary or Assistant Secretary of the Company shall have the power and authority to appoint Attorneys-in-fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity, and other writings obligatory in the nature thereof. Signatures of officers and seal of Company imprinted on such powers of attorney by facsimile shall have same force and effect as if manually affixed. Said officers may at any time remove and revoke the authority of any such appointee."

Does hereby constitute and appoint Niki Conway

its true and lawful attorney(s)-in-fact, to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and the execution of such instrument(s) shall be as binding upon the AUTO-OWNERS (MUTUAL) INSURANCE COMPANY AT LANSING, MICHIGAN as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office

IN WITNESS WHEREOF, the AUTO-OWNERS (MUTUAL) INSURANCE COMPANY AT LANSING, MICHIGAN, has caused this to be signed by its authorized officer this 1st day of February, 2020.

1	Ladrey Flademey	K		
Andrea Lindemeyer	0 0	Senior Vice Pr	resident	
STATE OF MICHIGAN SCOUNTY OF EATON STATE OF MICHIGAN STATE OF THE STAT	oruary, 2020, before me	personally came Andrea	a Lindemeyer, to me known, who being duly	sworn, did depose
described in and which exe	cuted the above instrun hat they received said ir	ent, that they know the s	p-OWNER'S (MUTUAL) INSURANCE COMF seal of said corporation, that the seal affixed a corporation by authority of their office pursi	to said instrument is uant to a Resolution
My commission expires	July 16th	2025	Sandra M. Jones	Notary Public
STATE OF MICHIGAN SECOUNTY OF EATON	S.			
I, the undersigned Firauthority to issue a power of the resolution as set forth is	of attorney as outlined in	etary and General Couns the above board of dire	sel of AUTO-OWNERS (MUTUAL) INSURA ctors resolution remains in full force and effi	ANCE COMPANY, do hereby certify that the ect as written and has not been revoked and
Signed and sealed at Lansi	ng, Michigan. Dated this	10th day of	July 2023	SEAL
			Millian I Woodbury First Vira Branch	ENSING, MICHOLOGIC

REZONING RESOLUTION

#08-23-012

A RESOLUTION OF ROANE COUNTY PLANNING COMMISSION RECOMMENDING ACTION BY THE ROANE COUNTY LEGISLATIVE COMMISSION ON A RESOLUTION AMENDING THE ROANE COUNTY ZONING MAP.

COMMISSION RECOMMENDS:	REQUESTED BY: Valerie E. Rivas
X APPROVAL	PUBLIC HEARING INFORMATION
DENIAL	NOTICE DATE: July 12, 2023
OTHER	NEWSPAPER: Roane County News
	HEARING DATE: July 26, 2023
	COUNTY COMMISSION ACTION READING DATE: August 14, 2023 EFFECTIVE DATE: August 14, 2023
Planning Commission Randell Biber	· · · · · · · · · · · · · · · · · · ·
Planning Commission	n Secretary

COMMENT:

Planning Commission approved the recommendation of the requested rezone during the July 26, 2023, Planning Commission meeting.

WHEREAS, Roane County Legislative Commission has been asked to consider the rezoning of Map: 018 Parce:088.00, as shown on the attached map, and,

WHEREAS, the Planning Commission of jurisdiction has reviewed the request to have said parcel rezoned from

(MHP) Mobile Home Park to (A-2) Developing Agricultural District to and,

WHEREAS, the Planning Commission recommendation of **Approval** is certified: On a Roll Call Vote, the 8 members present and 2 absent the vote was unanimous to **Approve** the recommended rezone.

BE IT RESOLVED BY THE ROANE COUNTY COMMISSION THAT:

Section 1: Map: 018 Parce:088.00 as shown on the attached map is hereby zoned (A-2) Developing Agricultural District

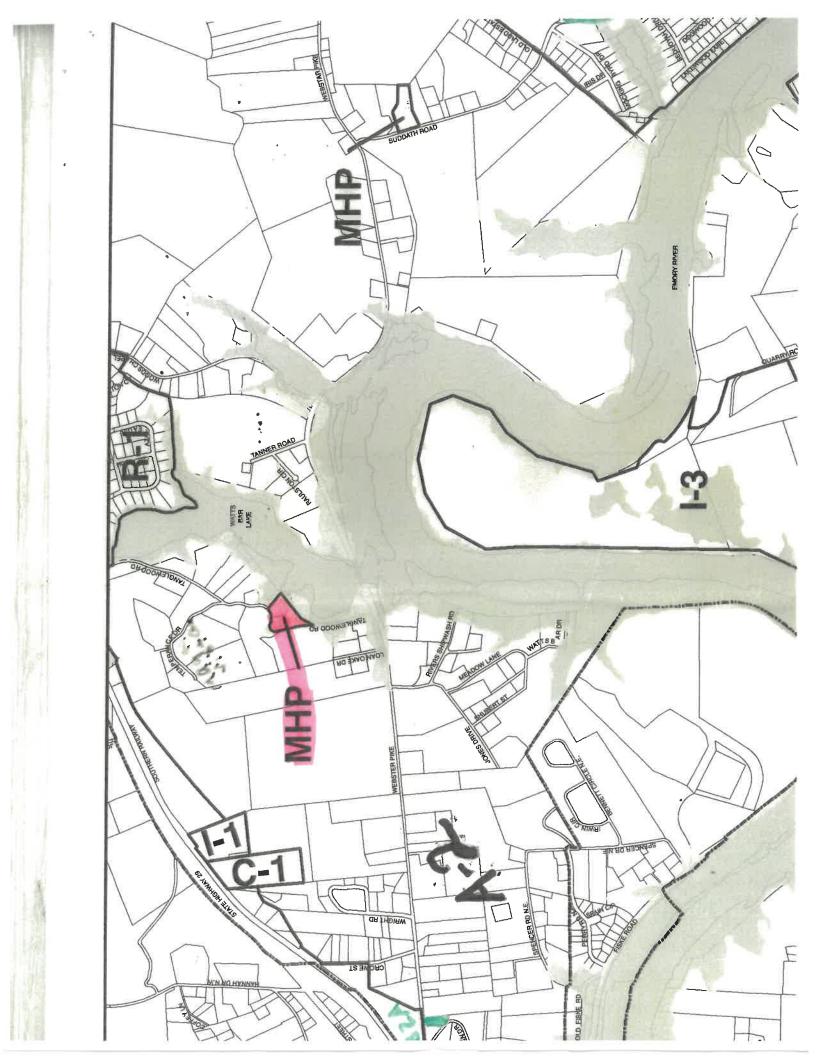
Section 2: This resolution shall take effect after the required public hearing and adoption by this commission.

(See attachments)



Submitted by the County Executive at the request of the Roane County Planning Commission.

Upon motion by Commissioner, Seconded by Commissioner
The following commissioners voted Aye:
The following Commissioner passed:
The following commissioners voted No:
THEREFORE , the Chair announced to the Commission that said Resolution had received a constitutional majority and ordered the same spread of record.
APPROVED:, County Commission Chairman
The foregoing resolution was submitted by the County Executive for his consideration this the
day of, 2023.
ATTESTED:, Roane County Clerk
I hereby approve/veto the foregoing resolution, this the day of 2023.
Roane County Executive



Roane County - Parcel: 018 088.00



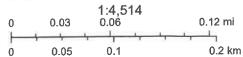
Date: June 21, 2023

County: Roane

Owner: BROWN ROBERT JAMES TRUST

Address: TANGLEWOOD RD 160 Parcel Number: 018 088.00

Deeded Acreage: 2.6
Calculated Acreage: 0



Esri Community Maps Contributors, Tennessee STS GIS, @ OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG)

A Resolution authorizing the Roane County Executive to enter into an Interlocal Cooperation Agreement with the City of Oliver Springs

WHEREAS, *Tennessee Code Annotated* §5-1-113 and §12-9-101 through 12-9-109 authorize cities and counties to enter into Interlocal Cooperation Agreements.

WHEREAS, the City of Oliver Springs desires to contract with Roane County for Roane County to provide said City with local advisory planning services.

WHEREAS, The Oliver Springs City Council approved an Interlocal Cooperation Agreement with Roane County for such services, and a copy of this agreement is attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Roane County Commission does hereby authorize the Roane County Executive to enter into and execute on behalf of Roane County the attached Interlocal Cooperation Agreement.

and se	conded by Commissioner,
	The following Commissioners voted aye:
	The following Commissioners passed:
	The following Commissioners voted no:
receiv	Thereupon, the Chair announced to the Commission that said Resolution has ed a constitutional majority and ordered the same spread of record.
this _	The foregoing Resolution was submitted to the County Executive for his consideration on day of, 2023.



ATTESTED:		
County Clerk	_	
I hereby approve day of	veto, 2023.	the foregoing Resolution on this
		County Executive

Submitted by Wade Creswell, Roane County Executive

INTERLOCAL COOPERATION AGREEMENT

THIS AGREEMENT is entered into on this 20th day of Joly.

2023, by and between ROANE COUNTY, TENNESSEE, hereinafter referred to as "Roane County", and the TOWN OF OLIVER SPRINGS, TENNESSEE, hereinafter referred to as "City".

WHEREAS, Tennessee Code Annotated Section 5-1-113 and Sections 12-9-101 through 12-9-109, authorize public agencies, as defined in Tennessee Code Annotated Section 12-9-103, to enter into interlocal cooperation agreements; and

WHEREAS, the parties hereto desire to avail themselves of the privileges afforded by these laws; and

WHEREAS, the purpose of this Agreement is to allow the City to contract with Roane County for Roane County to provide the City with local advisory planning services.

NOW, THEREFORE, in consideration of the premises, as authorized by Resolution of their respective governing bodies, the parties do hereby agree as follows, to-wit:

1. During the twenty-four (24) month period between July 1, 2023, and ending on June 30, 2025, Roane County agrees to furnish the services of a professionally certified planning advisor who will confer with the City's planning commission, board of zoning appeals and other local officials with respect to all phases of the comprehensive planning program as set forth in *Title 13, Chapter 3 of Tennessee Code Annotated.* Planning recommendations are advisory, only, and the City and its appropriate representatives have the sole authority to enact and enforce ordinances and other regulations concerning planning. A work program derived from the elements listed below will be developed jointly between Roane County and the City within thirty

(30) days after both parties' governing bodies have approved this Interlocal Agreement and this Interlocal Agreement has been executed. Other activities may be included depending on the scope and nature of the desired services and Roane County's ability to provide the same. All activities must be agreed upon mutually by the City and Roane County. Planning services may include but are not limited to the following activities:

A. Attendance at planning commission and/or boards of zoning appeals meetings; assistance in the preparation or review of the long-range work program of the planning commission; preparation of comprehensive plans, Public Chapter 1101 Growth Management Plans and amendments, and other planning studies and documents.

B. Preparation of land use controls for adoption, implementation and enforcement by local community officials, including, but not limited to zoning ordinances, subdivision regulations, flood plain management regulations, or other land use controls; review of development proposals; advice and assistance to administrators of zoning, subdivision regulations, and other land use controls.

C. Access to the planning and land-use resources of Roane County, including drafting, mapping and geographic information systems support and planning related research.

D. Specialty training for planning commissions, board of zoning appeals and local administrators, assistance in providing information on planning activities and interpreting planning programs and activities to the public through meetings and conferences, news releases and presentations before various groups.

E. Advice and assistance on all matters relating to state, federal and regional programs that affect planning and implementation for the locality.

- 2. During the term of this Agreement, the City shall pay Roane County the sum of \$14,666 per year, due and payable on July 1. The City hereby authorizes Roane County to apply on the City's behalf for any eligible funds from the State of Tennessee or state sources to supplement the planning contract amount and to use such grant funds to cover the cost of providing planning services to the City.
- 3. Either party may terminate this Agreement by giving written notice to the other party specifying the date of termination, and least ninety (90) days before the early termination date. Upon early termination of the Agreement, the obligation of Roane County to conduct and carry on the program agreed to under this Agreement shall cease. If Roane County elects to terminate this Agreement before the termination date, Roane County shall retain the portion of the City's prepayment prorated through the date of early termination, and the City shall be refunded the portion of the City's prepayment prorated from the date of early termination through the date that said prepayment was intended to cover services contemplated by this Agreement. However, because Roane County has to hire additional County employees to provide the services contemplated by this Agreement, if the City elects to terminate this Agreement before the termination date, the City shall not be entitled to any refund of any amount it has paid to the Roane County.
- 4. This Agreement is for a period of twenty-four (24) months. A new twenty-four (24) month agreement and fee schedule will be presented prior to July 1, 2025.
 - 5. This Agreement pertains only to the specific services set forth herein.
- IN WITNESS WHEREOF, the parties have executed this Agreement to become effective on the date of the last signature placed hereon.

ROANE COUNTY, TENNESSEE

By:	
	Wade Creswell, County Executive
	Date:

CITY OF OLIVER SPRINGS, TENNESSEE

Jason Stiltner, Mayor Date: 7-20-23

A RESOLUTION to restate the position of the Roane County Commission in advocacy of state and federal efforts to prevent the migration of invasive carp into Watts Bar Lake

WHEREAS, non-native and invasive species of carp have infested the Mississippi River Basin and have migrated to the Tennessee River Basin which has led to major disruptions to local ecologies, fisheries, and economies; and

WHEREAS, the continued migration of invasive carp is predicted to continue upstream on the Tennessee River if left unchecked; and

WHEREAS, Watts Bar Lake is an essential component of the way of life in Roane County which enhances residential value, drives economic activity in tourism, and provides ample recreational value to residents and visitors; and

WHEREAS, it is important to the people of Roane County to protect the value derived from Watts Bar Lake; and

WHEREAS, efforts planned by the Tennessee Wildlife Resources Agency to contain the migration of invasive carp including installing sound barriers on the locks of dams of reservoirs that are already infested with invasive carp may not be sufficient to prevent upstream migration; and

WHEREAS, more aggressive and abundant barriers at multiple dams on consecutive reservoirs on the Tennessee River would provide a statistically greater probability of preventing the upstream migration of invasive carp; and

WHEREAS, the Roane County Commission approved Resolution 11-19-06 to advocate for the funding of electric fish barriers to be placed at all dams immediately downstream of Watts Bar Dam in East Tennessee; and

WHEREAS, it is fitting to adjust the recommended strategy to better align with ongoing efforts by state regulatory agencies and keep the migration of invasive carp as far from Watts Bar Lake as possible.

NOW, THEREFORE, BE IT RESOLVED, that the Roane County Commission hereby adopts the position and advocates that each of these methods:

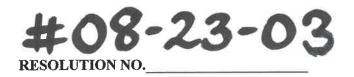
- Underwater Acoustic Deterrent System (uADS)
- Bio-acoustic Fish Fence
- Carbon Dioxide (CO2) Infusion
- Electrical current barrier

be implemented on the locks at Guntersville Dam, Wheeler Dam, Wilson Dam, Pickwick Dam, and Kentucky Dam, to prevent the upstream migration of invasive carp on the Tennessee River. This resolution shall take effect upon its passage, the public welfare requiring it.

AUG 0 3 2023

RESOLUTION NO. 2023-_____ PROTECTING WATTS BAR LAKE FROM THE MIGRATION OF INVASIVE CARP

PASS AND APPROVED this 14th day of August, 2023.		
Wade Creswell, County Executive	Shannon Hester, Chairman, County Commission	
ATTEST:		
Beth Johnson, County Clerk		
Submitted by Wade Creswell, Count	y Executive	



A RESOLUTION to adopt the Roane County Government Employee Handbook.

adopted as of August 14, 2023.

Submitted by Wade Creswell, County Executive

WHEREAS the adoption of this handbook revokes and supersedes prior handbooks, amendments, and any policy or communication related to the employee handbook. If an elected official chooses to administer additional personnel policies and procedures, the elected official will provide the additional policies for their employees as required by T.C.A 5-23-103.

NOW, THEREFORE, BE IT RESOLVED, that the Roane County Government Handbook will be

Upon motion of Commissioner _______, seconded by Commissioner ______

The following Commissioners voted Aye:
The following Commissioners voted No:
The following Commissioners voted Passed:

Thereupon, the County Chairman announced to the Commission that the said resolution had received a constitutional majority and ordered same spread of record

County Chairman

The foregoing Resolution was submitted to the County Executive for his consideration this the _______
day of _______, 2023.

ATTESTED:

County Clerk

I hereby approve/veto the foregoing Resolution this _______ day of _______, 2023

County Executive



LEFFEW & LEFFEW

LAW OFFICE
109 NORTH FRONT AVENUE
P. D. BOX 63
ROCKWOOD, TENNESSEE 37854

PHONE NO. (865) 354-3241 FAX NO. (865) 354-2748

BILLY H. LEFFEW (1934-2016)

GREG LEFFEW

July 24, 2023

Mr. Wade Creswell
Roane County Executive
200 East Race Street
Kingston, TN 37763

Re: Revised Personnel Handbook for Roane County Employees

Dear Wade:

I have reviewed the Revised Personnel Handbook for Roane County Employees, and I find it acceptable. County Commission will need to adopt the handbook by Resolution.

If I can be of further assistance, do not hesitate to contact me.

With kind regards,

Greg Leffew County Attorney

cc: Beth Johnson, County Clerk

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Introduction

We are pleased to introduce the revised Roane 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 Roane County employees.

Roane 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.
- Equitably compensate each employee in accordance with our classification and compensation plan.
- Fill vacancies or new positions, where appropriate, by transfer or promotion from within the County.
- Discuss willingly and frankly any problems, complaints, or questions regarding County personnel policies.
- Keep employees informed of any changes that may affect them or their families.

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 Roane 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 are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines are subject to modification, amendment, or revocation by Roane County Government at any time, without advance notice.

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

Amendments to the handbook may be made periodically and communicated to all Roane County employees.

All questions pertaining to information found in this handbook should be referred to the Benefits Coordinator.

Policies for Employees of Elected Officials

Elected Officials have the jurisdiction to create, maintain, and administer additional personnel policies and procedures. In these cases, the Elected Officials will provide the additional policies for their employees as required by T.C.A 5-23-103.

[ALTERNATIVES An Appendix to this Handbook provides additional guidance for several departments within the County, as indicated in the Table of Contents.

OR Departments with additional policies will provide their employees with a copy of them.]

State and Federal Policies

Equal Employment Opportunity Policy

Roane 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, disability, veteran status, or any other category protected by law, shall be prohibited. The Benefits Coordinator Director has been designated as the Equal Employment Opportunity (EEO) Officer for Roane County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy.

No Harassment

The County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

Employees with questions regarding what constitutes harassing behavior or what conduct is prohibited by this policy may discuss the questions with immediate supervisors. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved
- Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted

under this policy.

Supervisors and managers are subject to this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering (or refusing to enter) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management or the Benefits Coordinator.

Employees who believe that the No Harassment policy has been violated should promptly report the matter to their immediate supervisor, Department Head, or the Benefits Coordinator. Any actions believed to violate the No Harassment policy, no matter how slight the action may seem, should be reported.

Reported incidents will be investigated. Where appropriate, prompt disciplinary action, up to and including immediate termination, will be taken. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.

Employees will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that are believed to violate this policy.

Roane County Government is serious about enforcing the No Harassment policy. Potential policy violations cannot be resolved unless reported. Employees are responsible for bringing concerns regarding possible policy violations to the attention of supervisors, managers, Department Heads, or the Benefits Coordinator so that appropriate action may be taken to address the concern.

Americans with Disabilities Act of 1990

It is the policy of Roane County Government that qualified individuals with disabilities will not be excluded from participation in or benefit from services, programs, or activities of the County. Roane County Government will not discriminate against a qualified individual with a disability in job application processes; the hiring, advancement, or termination of employment; employee compensation; job training; and other terms, conditions and privileges of employment. It is the intent of Roane County Government to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

Reasonable Accommodations/Modified Job Duties

Roane County Government will reasonably accommodate persons with a disability. Such reasonable accommodations may include making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations. To assist employees who are or become disabled and those employees who suffer on-the-job injuries, Roane County Government will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, Roane County Government may modify job duties to comply with medical requirements or restrictions. Other accommodation, such as a transfer to a vacant position for

which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which Roane County Government can reasonably make. When an accommodation would cause an "undue" hardship to the County or its employees, or that may threaten the safety of the requestor or others, the County would be unable to make that particular accommodation. Similarly, where placing an individual in a position, with or without accommodation, would create a direct threat to the employee or others, the County may be unable to place the employee in that particular position.

Title VI of the Civil Rights Act of 1964

Roane County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin.

Roane County Government also ensures compliance with Federal laws particularly applicable to language access included in Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000 which applies to individuals who do not speak English, also referred to as limited English proficiency or LEP, as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter. Many individual federal programs, states, and localities also have provisions requiring language services for LEP individuals. An Executive Order is an order given by the President to federal agencies. The LEP Executive Order (Executive Order 13166) states that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.

Executive Order 13166 requires all agencies that provide federal financial assistance to issue guidance on how recipients of that assistance can take reasonable steps to provide meaningful access consistent with Title VI and the Title VI regulations.

To report any complaints or to receive additional information about Title VI, contact the Title VI Coordinator at 865-717-4109.

Verification of Employment Eligibility

The Federal Immigration Reform and Control Act of 1986 requires employers to verify the legal working status of all employees hired on or after November 7, 1986. The Act makes it unlawful to hire anyone who is not either a citizen or an alien who has the legal right to be employed in the United States. All new employees will be required to complete Form I-9 and provide current documentation from time to time, as required by federal law.

HIPAA (Health Insurance Portability and Accountability Act)

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

Code of Ethics

Ethical Conduct

It is the policy of Roane 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.

Employees are required to maintain the highest ethical standards in the conduct of 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.). To fulfill this requirement, the following will apply:

- Personal characteristics such as honesty, courtesy, dependability, and use of sound judgment are required for all employees in all classes of work in County government.
- There shall be no activity which conflicts with the interest of your official duties.
- You cannot use your position with the County for private interest.
- You must comply with the County's Code of Ethics Policy.

Any employee with knowledge of, or having witness to, any unethical behavior occurring within Roane County Government or any of its departments should report the behavior(s). Employees may report violations of the Ethical Conduct policy to the Benefits Coordinator without fear of retaliation.

Conflict of Interest

Employment with Roane County Government is a public trust. Employees 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 duties. If the circumstances cause a reasonable person to believe that a conflict of interest exists, a conflict-of-interest form must be filed with the County Clerk's Office, as instructed by the County's Code of Ethics Policy.

Political Activity

Employees may join or affiliate with civic organizations of a partisan or political nature and may attend political meetings. Employees may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Tennessee and in accordance with the Constitution and the laws of the United States of America.

Employees MAY NOT:

- 1. Engage in any political activity while on duty.
- 2. Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
- 3. Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes.

- 4. Coerce or compel contributions for political or partisan purposes from another employee of the County.
- 5. Use any supplies or equipment of the County for political or partisan purposes.

Secondary Employment

Employees shall not engage in any outside employment which adversely affects work performance or creates a conflict of interest. If an employee is engaged in other employment, the employee must notify the supervisor in writing stating the name of the secondary employer, the nature of work or business, specific duties, and hours worked per week.

Nepotism

Roane County Uniform Nepotism Policy Act

SECTION 1. This act shall be known and may be cited as the "Roane County Uniform Nepotism Policy Act." SECTION 2. As used in this act, unless the context otherwise requires: (1) "Governmental entity" means Roane County or any agency, authority, board, commission, department, or office of Roane County or an office of an elected county official. (2) "Relative" means a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, Foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household; and (3) "County employee" means any person who is employed or appointed by a governmental entity. (4) "Employer" means the governmental entity that appoints or employs the county employee.

SECTION 3. Within each governmental entity, no county employees who are relatives shall be placed within the same direct line of supervision whereby one (1) relative is responsible for supervising the job performance or work activities of another relative; provided, that the extent possible, the provisions of this act shall not be construed to prohibit two (2) or more such relatives from working within the same county governmental entity.

SECTION 4. When as a result of a marriage, county employees are in violation of the prohibition established by Section 3, such violation shall be resolved by means of such transfer with the governmental entity, transfer to another governmental entity, or resignation as may be necessary to remove such violation. The employer shall advise the county employee of each of the alternatives available to remove such violation. Such employees are unable to agree upon any such alternative within sixty (60) days, then the employer shall take appropriate action to remove such violation. SECTION 5. The prohibition established by Section 3 shall not be applied retroactively, but shall be adhered to by each employer in all appointments, hiring and employee transactions subsequent to this act being approved as provided in Section 7.

SECTION 6. The provisions of this act shall be applied uniformly and shall constitute the nepotism policy of each governmental entity. No such governmental entity shall adopt a nepotism policy which conflicts with the provisions of this act.

SECTION 7. This act shall have no effect unless it is approved by a two-thirds (2/3) vote of the Legislative Body of Roane County prior to December 1, 1998. Its approval or non approval shall be proclaimed by the Presiding Officer of Roane County and certified to the Secretary of State. SECTION 8. For the purpose of approving or rejecting the provisions of this act, it shall be effective upon becoming a law, the public welfare requiring it. For all other purposes, it shall become effective as provided in Section 7. Passed: April 2, 1998

County Equipment

County equipment, materials, vehicles, and/or other resources assigned to employees shall be used with care and economy and shall be used only for County purposes. Waste or misuse of County resources may result in disciplinary action, up to and including termination.

County Vehicle Use Policy

The purpose of this policy is to ensure that County owned vehicles are operated in a safe manner and for their intended purposes only.

The term 'vehicle' shall apply to all passenger cars, light duty trucks, heavy duty trucks, emergency vehicles, construction equipment, or any other motorized/non-motorized rolling stock used by various County employees in the course of their duties.

General Use

- 1. Only authorized County employees shall operate County owned vehicles.
- 2. Employees operating County owned vehicles must abide by all applicable motor vehicle laws.
- 3. Transporting non-County personnel in a County owned vehicle is prohibited except as follows:
 - a. When required for legitimate County business.
 - b. As provided in the personal use section of this policy.
 - c. As part of a departmental ride-a-long program authorized by the Department Head or Elected Official.
 - d. In cases of extreme emergency where the employee has a reasonable belief that the life, safety, health, or physical welfare of a citizen would be immediately threatened.
- 4. Employees are required to maintain a valid Tennessee driver license with proper endorsements for the position.
- 5. Employees who are authorized to drive County owned vehicles must report any motor vehicle violations that result in a citation to their supervisor as soon as possible. This includes violations that occur in their own vehicle and not on County time.
- 6. No employee shall carry any concealed weapon in a County vehicle at any time unless:
 - a. They have been authorized to do so by the County Sheriff, or
 - b. They have been authorized to do so by the County Executive, or their department's Elected Official or Department Head, and have obtained a weapons carry permit from the State of Tennessee.
- 7. No employees shall carry alcoholic beverages, contraband, or other illegal substances in County owned vehicles. (Does not apply to law enforcement units conducting undercover operations or transporting evidence.)

Personal Use

Personal use of County owned vehicles is prohibited except for the following:

1. Personnel whose duties primarily involve operation of County owned vehicles at locations

- which make it inconvenient or inefficient to access their personal vehicles, may use their assigned County owned vehicles for routine personal activities such as traveling to lunch, or other infrequent or incidental short term stops so long as this privilege does not significantly interfere with their assigned duties or otherwise become abused.
- 2. In cases where there is no convenient means of transportation available, employees assigned take home vehicles may request permission from the County Executive, Department Head or Elected Official to transport members of their household to and from school, work, and other necessary destinations so long as it does not significantly impact the employee's duties, cost of operating the vehicle or significantly increase the County's exposure to liability.
- 3. Employees who have been granted permission to use a County owned vehicle for out-of-town travel for County business, may allow members of their household to accompany them as passengers if they have properly obtained permission from their Department Head or Elected Official.
- 4. Tobacco use in County owned vehicles is prohibited.

Roane County Government reserves the right to monitor the usage of County-owned vehicles, with or without the knowledge or consent of the employee to whom the vehicle is assigned.

Accident Reporting

County employees who are operating a County owned vehicle and are involved in an accident must do the following:

- 1. Ensure their personal safety and those involved in the accident to their best ability.
- 2. Notify the law enforcement agency having jurisdiction in the location of the accident.
- 3. Notify their supervisor of the accident.

Gifts and Contributions

Employees may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or anything above a nominal monetary value from any person who:

- has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Roane County by which you are employed
- conducts operations or activities that are regulated by the department of Roane County which you are employed
- has an interest that may be substantially affected by the performance or non-performance of your official duties

Classification and Compensation

Introductory Period

All new employees will be considered on "introductory" status for the first six (6) months of employment. At the end of the regular introductory period, the Department Head can elect to remove the introductory status or extend the introductory period. During the introductory period, the full-time employee will accrue sick days at the stated rate but will not be eligible for vacation days until successfully completing ninety (90) days of consecutive employment. Successful completion of an introductory period does not alter the employee's at-will status.

Employment Terms

- <u>"Full-Time Regular Employee"</u> is defined as an employee who works at least thirty (30) hours per week on a regular and continuous basis throughout the calendar year. The single word "employee" will be used to designate a full-time or regular employee on leave policies.
- "Part-Time Regular Employee" is defined as an employee who works twenty-nine (29) or fewer hours per week on a regular and continuous basis throughout the calendar year.
- <u>"Temporary Employee"</u> is defined as an employee who is engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be "exempt" or "non-exempt" as defined below.
- <u>"Exempt Employee"</u> is defined as an employee who is not required to be paid overtime or receive comp time in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt. However, classification of a position as exempt is made on the basis of comparing actual job duties with criteria established by the Department of Labor.
- "Non-exempt Employee" is defined as an employee who is required to be paid overtime or receive comp time at time and one-half of their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.

Employment at-Will

Roane County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. The employee or the County may terminate employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed as creating 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 Roane County.

Pay Periods

All County employees are paid biweekly on every other Friday. Some pay dates may occur earlier due to holidays. In this instance, payroll checks will be issued the Friday before the holiday. All employees are paid in arrears, one week after the end of the pay period.

Overtime Compensation/Compensatory Time

No overtime or compensatory time will be earned until the employee has worked on the job over 40 hours during the workweek.

- A. Overtime/Compensatory Time: All eligible employees may be paid overtime or given compensatory time for all work performed over 40 hours during the workweek.
- B. Overtime Rate: Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular hourly pay. Salaried employees who are eligible will receive overtime pay at a rate of time and one-half their equivalent hourly rate (the salaried employee's equivalent hourly rate is calculated by dividing his/her annual salary by 52 weeks and dividing that number by the number of hours in a normal workweek.) The overtime rates for both hourly and salaried employees apply only to those hours worked over 40 during a week. For salaried employees, no additional compensation will be paid for hours worked under 40. For hourly rate employees, the overtime rate will apply only to hours worked over 40 and the regular rate will apply to hours worked up to 40 hours.
- C. Selection of Compensatory Time: Employees who are required to work more than 40 hours per week may receive compensatory time off in lieu of overtime. Such compensatory time shall be earned at a rate of one and one-half hours for each hour of employment worked over 40 hours per week. Compensatory hours are calculated by the County's timekeeping system. In the event of termination of employment, all earned and unused compensatory time will be paid. An employee cannot accrue more than 240 hours of compensatory time. Any employee who has accumulated 240 hours of compensatory time shall be paid for any additional overtime that is worked. An employee who has accrued compensatory time upon termination of employment will be paid the greater of the average regular rate the employee received during the last three years, or the final regular rate of pay received by the employee. The use of compensatory time is subject to approval by the Elected Official/Department Head.

Working Before/After Regular Hours

Non-exempt Employees may not voluntarily begin work early, work after hours, or extend the workday for the purpose of accumulating compensatory time. Prior approval from immediate supervisors is required for any adjustment to the work schedule. ANY flextime must be addressed during the week it is earned.

General Personnel Policies

Attendance

All employees of Roane County Government are committed to providing the highest level of government services and functions to better serve the community. To accomplish this, prompt and regular attendance is required.

It is required to speak directly to the supervisor if an illness or injury that would prevent an employee from reporting to work at the scheduled time occurs. If the supervisor is unavailable, employees are required to speak directly to the next-level manager or director, or to the person designated by the supervisor. Text messages are not considered an appropriate means of notification of an absence and will not be accepted as such.

All employees are expected to be in the workplace at the scheduled time the shift begins.

Employees will work in accordance with their scheduled start and ending time and must not work alternate times without supervisor's authorization.

Failure to provide notification of an absence may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances may be deemed ineligible for rehire.

Work Hours and Time Records

Core business hours are from 8:30 am to 4:30 pm. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform employees of the scheduled work hours.

Employees must accurately record all time worked.

Exempt employees should not be subject to specific hours unless required by their elected official.

Any employee that willfully falsifies a time record will be subject to immediate dismissal. A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis, nor may employees voluntarily begin work before or after regularly scheduled hours for the purpose of accumulating compensatory time. Every adjustment to the work schedule requires advance approval from supervisors.

Canvassing or Solicitation

Non-employees are not permitted to solicit verbally or by distribution of written material to Roane County employees or the general public for commercial purposes during work hours in work areas.

Employees or outside charitable organizations who wish to solicit Roane County employees for charitable purposes or to schedule activities in Roane County offices, must submit a written request to the County Executive. The request must be approved by the County Executive.

Inclement Weather

Roane County Government recognizes the fact that inclement weather and other emergencies can affect the ability to open for business and the employee's ability to report to work. All potential emergency situations cannot be foreseen and cannot be addressed by this policy.

Absences due to inclement weather require employees to make a personal judgment pertaining to safety in traveling to and from work. Loss of work time for this reason is charged to accrued compensatory time or annual leave. If no compensatory time or annual leave is available, the time is charged as leave without pay. If an employee makes the effort to report on time and actually reports within a reasonable period of time (based on the circumstances of the event), he/she will not be required to use leave time for the absence. Supervisors will determine if accrued leave must be used for late arrival. If the decision is made to close Roane County Offices, full-time employees will be paid for such time off and part-time employees will be paid for the scheduled hours on days when inclement weather closes offices, unless the elected official determines otherwise.

In the event of inclement weather, the decision to close will be made on a case-by-case basis by the Roane County Executive's Office, in collaboration with the Roane County Sheriff and Roane County Highway Superintendent. This decision will affect the Courthouse and other general County offices.

Fortunately, emergencies and inclement weather days are infrequent and, as always, the safety of our employees and citizens will be of paramount importance. The determination relative to closing will be made as soon as it is deemed to be reasonably necessary. Roane County Government will make every effort to remain open.

Closing/delayed opening information will be given to the three major television stations and posts on the Roane County Government social medial accounts. (WBIR, WATE, and WVLT) and WIVK (FM 107.7) local media (BBB 105.7 WWOK) as soon as it has been determined. Department Heads or their designees may determine closing for departments that work evenings and/or weekends. If you have any questions about an official closing, you should contact your immediate supervisor.

Telecommuting/Temporary Telecommuting

In the event of an emergency such as a weather disaster pandemic or for other circumstances approved by the respective County Official, the Roane County Government may allow or require employees to work from home temporarily to ensure continuity of county business.

Personnel Files

Tennessee law 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 employees to review personnel files, 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. 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
- any information relating to an employee's disability status or requests for job-related accommodations due to a disability

The personnel files are maintained in the Payroll Department. To review a file, contact the Payroll Department. A sign-out sheet will be in each file showing who reviewed the file and the date. An employee of the Benefits Coordinator/Payroll Department will remain in the room while the file is being reviewed.

It is important that any change in personal information is reported promptly to the Benefits Coordinator. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Benefits Coordinator always has:

- 1. Correct address and contact numbers such as telephone, cellular phone, pager, etc.
- 2. Marital status

- 3. Increases or decreases in number of dependents
- 4. Any change affecting Social Security records
- 5. Correct beneficiary information.

Performance Evaluations

Managers will conduct formal performance evaluations annually and periodically throughout the year as necessary. The supervisor makes a rated evaluation based on the following competencies:

Job knowledge Customer Service Teamwork/Collaboration Communication Interpersonal Skills Performance Outcome orientation Reliability

For supervisors:

Leads/Develops/Recognizes Staff
Job Knowledge/Accountability

Salary increases are typically available at the beginning of each fiscal year, with approved funding by the County Commission.

Bonus Policy

From time to time and depending on the availability of funds and other factors, the County or Officials/Department Heads may provide incentive compensation to employees. To be eligible for the bonus payment, an employee must be on the payroll at the time the bonus is paid.

Decisions regarding the amount of a lump-sum bonus must be dependent upon the nature and complexity of the accomplishment(s) and the ability of the department to fund the payout. The payment will be taxed at the federal withholding rate established by the IRS, in addition to other required taxes. A letter of commendation will be placed in the personnel file of employee(s) receiving a bonus, recognizing the accomplishment(s) of the employee(s).

The Bonus Plan is provided at the discretion of Roane County Government. The fact and amount of any incentive compensation are within the sole and absolute discretion of the County.

Longevity Pay is given to employees to reward commitment to the County by their long-term service - at 25 consecutive years.

Promotions, Transfers and Reassignments

<u>Promotions:</u> Roane 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, where appropriate, Roane County will promote from within. Outside recruitment may be necessary based on the qualifications and skills of internal applicants.

Job postings may be viewed on the Roane County web site at roanecountytn.gov.

<u>Transfers and Reassignments:</u> Roane County Government may, at its discretion, initiate or approve employee job transfers. Current employees may request a voluntary job transfer by applying for a posted open position. To be eligible for a voluntary transfer, employees must be able to meet the requirements of the new position, must have satisfactory performance, must have held his or her current position for at least six months, and must have no adverse disciplinary actions during the same time period. Employees transferring to an open position are subject to the standard probationary period of six (6) months during which leave days are accrued according to the appropriate accrual schedule.

Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance--and the circumstances do not warrant prompt dismissal from employment--Roane County generally employs a progressive discipline process. If the circumstances and seriousness of the offense dictate, an employee may be promptly terminated without implementing the progressive discipline procedure. Misconduct that involves dishonesty, violations of the law, violations of County policies or violations that involve serious risk to the County's operation or the safety or well-being of oneself or others is grounds for immediate termination of employment. The facts and circumstances of each case will determine what actions up to and including termination from employment is appropriate. ALL forms of discipline MUST be documented by the Supervisor/Department Head/Elected Official and provided to Benefits Coordinator for placement in the employee's file. This documentation must include time, date, performance issue, performance plan, and signatures of the employee and the Supervisor/Department Head/Elected Official. Although the County typically prefers to utilize the steps below, the County reserves the right to employ any level of discipline that it considers appropriate under the circumstances.

- Verbal The first step is often a verbal warning from the supervisor which identifies the issue
 and the corrective action needed from the employee. The supervisor documents this step by
 providing appropriate documentation to the Benefits Coordinator Director for review and
 placement in the employee's personnel file. The employee may submit a statement for the
 file, if desired.
- Written The second step is often a written warning, which appropriately describes the issue
 and the corrective action needed. The written warning will be discussed with the employee,
 and a copy of the warning will be sent to the Benefits Coordinator Director for review and
 placement in the employee's file. The employee may submit a statement for the file, if
 desired.
- <u>Adverse Action</u> If previous attempts at correction have not been successful, the County may take a form of adverse action such as suspension, demotion, or termination. Adverse actions must be approved in advance by the Department Head/Elected Official.

Personal Cell Phone Use

Personal phone calls or text messages during working hours distract employees from job responsibilities and may be disruptive to coworkers. Employees should limit the placing or receiving of personal phone calls during working hours to those required in emergency situations. Employees are expected to inform friends and family members of this policy and will be held accountable for their actions under the disciplinary procedure. Any information pertaining to work conducted from a personal device may be subject to subpoena or open records request(s).

Involuntary Separation of Employment

Employment with Roane County Government is employment "at-will" and, as such, can be terminated by either party at any time, with or without cause. Terminations of employment initiated by the County are considered involuntary.

At the time of termination, employees will be advised regarding final pay as well as benefit termination and/or continuation. ALL County owned property must be returned at the time of separation. Such property includes keys, cellphones, laptops, identification cards, etc. Employees who are terminated involuntarily for cause will be paid for any earned but unused vacation.

ANY employee whose employment has been involuntarily terminated for cause (egregious offenses such as theft, ethics violations, etc.) will NOT be eligible for rehire by any department within Roane County Government.

Basic Work Rules

The County has certain policies and rules to govern employee conduct and performance. The most important rule is to use "good sense" at all times. The County has established some basic work rules that must not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

<u>Absenteeism or Tardiness</u>: When an employee fails to report to work as scheduled, it makes it more difficult to serve our citizens. Each employee plays an important role in our operation, and his or her absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed, and to stay on the job until the end of his or her scheduled workday.

<u>Breach of Confidence or Security</u>: Because of the nature of our work, we cannot tolerate any breaches of our security measures or confidential relationships.

<u>County Premises</u>: Except for areas that are open to the public, you are allowed on County premises only during your scheduled work hours, unless otherwise authorized by your supervisor. Exempt employees may receive authorization to work on premises at any time outside work hours.

<u>Damage to Property</u>: A tremendous investment has been made in our facilities and equipment to better serve our citizens and to make jobs easier. Deliberate, reckless, or careless damage to the County's property, or property of others, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

<u>Discourtesy or Disrespect</u>: The County expects all employees to be courteous, polite, and friendly to our citizens and others, and to fellow employees. No one should use profanity or show disrespect to a citizen or co-worker or engage in any activity which could harm our reputation.

Fighting, Threats, or Weapons: The County does not allow fighting, threatening words or conduct, loud or abusive language, or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur. We also do not allow the possession of weapons of any kind on County premises, except for authorized law enforcement officials.

<u>Fraud, Dishonesty or False Statements</u>: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, timecard, or any other document. Observation of such violations must be reported to supervisors immediately.

<u>Harassment</u>: The County's No Harassment Policy, set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

<u>Injuries and Accidents</u>: Every injury, no matter how slight, must be reported immediately to supervisors for first aid treatment or medical care. In the event of a job-related injury or accident, a provider must be chosen from the County's panel of physicians. The County may require a doctor's release before returning to work.

<u>Insubordination</u>: All employees have duties to perform and everyone, including your supervisor, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor or member of management, unless the directions are unethical or a violation of policy. Unethical actions or requests and violations of policy must be reported to the Department Head/Elected Official. Employees witnessing unethical actions or being directed by their supervisor to carry out unethical actions or violations of policy may report those instances without fear of retaliation.

<u>Leaving Early and Returning Late</u>: Leaving early or returning late from breaks or lunch is prohibited. Leaving assigned work areas before quitting time to change clothes or make preparations to leave before the end of scheduled shifts is prohibited.

<u>Misuse of Property</u>: Employees may not misuse or use without authorization, any equipment, vehicle, or other property of customers, vendors, other employees, or the County.

<u>Poor Performance</u>: The County expects all employees to make every effort to learn the assigned job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

<u>Shortages</u>: Employees who handle cash as a part of assigned job duties must follow all internal controls, and will be held accountable and may be required to pay for all shortages. Employees who handle cash as a part of their job duties may also be disciplined for such shortages, up to and including immediate termination.

<u>Sleeping or Inattention</u>: To protect the safety of all employees and to properly serve our customers, employees must be fully alert while on the job. Sleeping or inattention on the job will not be tolerated.

<u>Solicitation or Distribution</u>: Solicitation by an employee of another employee during the working hours of either employee for any reason is prohibited. Distribution of advertising materials, handbills, or other literature is prohibited in all working areas. Solicitation and distribution by non-employees is prohibited on County premises.

<u>Substance Abuse</u>: Substance abuse will not be tolerated. Employees testing positive for the presence of drugs or alcohol may be subject to immediate termination. Possession, use, sale,

manufacture, purchase or working under the influence of drugs, alcohol or other intoxicants will not be tolerated.

<u>Theft</u>: Stealing or attempting to steal County property, property belonging to others, or the theft of time through falsification of timecards is strictly prohibited. Any County property removed from the premises requires written permission in advance from supervisor(s).

<u>Unlawful Activity</u>: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on County property, or off the job, since such activity can adversely affect the County's reputation and/or the employee's ability to effectively perform the duties of his or her position.

<u>Unsafe Work Practices</u>: Roane County Government is committed to providing a safe place to work. A safety program has been established to ensure everyone understands the importance of safety. This program requires all employees s to exercise good judgment and common sense during day-to-day work activities. Horseplay and practical jokes can cause accidents and injuries and, therefore, are prohibited.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. Any questions regarding these rules, or expectations of employees must be discussed with supervisor(s).

Resignations

Employees choosing to resign any position should notify immediate supervisor(s) or the Department Head in writing no less than ten (10) working days before the expected termination date. Failure to provide such a notice will be recorded in personnel files and may constitute ineligibility for re-hire. Employees who resign without providing proper notice will not be paid for unused vacation/annual leave.

Exit Interviews

Employees resigning or retiring from any position with Roane County Government may be asked to participate with an exit interview.

Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If a reduction in force becomes necessary, the County will make decisions based on the needs of the Department(s) affected and the job knowledge, skill, work performance and seniority of the employees.

Safety

Roane County is concerned with employee health and safety while performing job tasks. Employees must observe all safety rules and report any unsafe activity to the Risk Management Department. Any workplace accidents, incidents, or injuries <u>must</u> be reported immediately to your direct supervisor and the Risk Management Department. If an employee is injured and unable to report the incident immediately, the report should occur as quickly as possible.

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

Workplace Chemicals

Roane County Government maintains a Hazard Communication Program, including lists of all hazardous chemicals with which employees may work. The County also maintains copies of Material Safety Data Sheets (MSDSs) on each chemical. The MSDS explains procedures required to safely work with each chemical, as well as a written description of the Hazard Communication Program. Training will be provided before exposure to or working with a chemical declared "hazardous" by OSHA. Prior to working with chemicals, read container labels for instructions and/or safety requirements. Consult supervisors regarding MSDS requirements, including any safety equipment needed. Evaluate any unusual or non-routine task for chemical hazards. Report any safety issues or requirements to supervisors or managers, if necessary. Immediately notify supervisors of any chemical containers which are leaking or unlabeled. If uncertain regarding the disposal of a chemical, please consult supervisors or managers. When purchasing new chemicals, always obtain an MSDS and provide this information to supervisor(s) prior to use.

Alcohol and Drugs Policy

Roane County Government is responsible for maintaining a safe and efficient working environment. Employees who use drugs or work while under the influence of drugs or alcohol present a safety hazard to themselves and fellow employees. Moreover, the use of drugs and alcohol by employees limits their ability to perform their work with the highest amount of efficiency. Employees are prohibited from being under the influence of drugs or alcohol, while on duty or on County property. Employees may not possess, sell, solicit, or receive illegal drugs or alcohol while on duty or on County property. Violation of this policy is grounds for immediate termination.

The County reserves the right to require employees, while on duty or while on County property, to agree to inspections of all County property at any time. Searches of individual or personal property may be conducted as authorized by law. If an employee withholds consent to such an inspection, the County may discipline the employee, up to and including termination.

The County reserves the right to conduct drug/alcohol testing in the following situations:

- Applicants for employment to safety sensitive positions
- Employees involved in an accident on the job that resulted in, or could have resulted in, substantial injury to person or property
 - Reasonable suspicion

If an employee tests positive for the use of drugs or alcohol, a confirmatory test will be given. If the employee also tests positive on the confirmatory test, the County may discipline the employee, up to and including termination. If an employee refuses to submit to a drug test when requested, the County may discipline the employee up to and including termination of employment.

Certain employees are subject to federally required DOT drug and alcohol testing. For those employees, compliance with the federally mandated testing program is a condition of employment.

This policy is for the benefit of all employees and cooperation with the policy is required. Roane County Government believes this policy is necessary to ensure a safe and secure working environment.

Applicant Drugs Testing Policy

Applicant Drug Testing Policy

All candidates receiving an offer of employment from Roane County for a safety sensitive position are required to undergo testing for commonly abused controlled substances in accordance with this

policy.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

Candidates refusing to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

All records containing test results will be kept in medical files that are maintained separately from Roane County personnel files.

Garnishments and Levies

If a garnishment or similar proceedings are instituted against an employee, Roane County Government will deduct the required amount from the employee's paycheck.

Tobacco Use

Pursuant to the Non-Smoker Protection Act, Tennessee Code, tobacco use is prohibited in enclosed areas of County property, including but not limited to, cafeterias, employee lounges, hallways, court rooms, meeting rooms, offices, restrooms, and company vehicles. Tobacco use may take place only in designated unenclosed areas. The use of e-cigarettes, vaping devices, and smokeless tobacco is prohibited in any enclosed areas of County property, as well. Tobacco use is also prohibited in any County owned vehicle. Any violation of this provision may result in disciplinary action, up to and including termination.

Electronic Communications

This policy contains guidelines for the use, access, monitoring and disclosure of Electronic Communications created, sent, received, transmitted, or stored by employees using any County-provided communication system or equipment and employee-provided systems or equipment used either in the workplace or during working time. "Electronic Communications" include, among other things, messages, images, or any other information contained in e-mail, voice mail, fax machines, computers, personal digital assistants, pagers, telephones, cellular and mobile phones, Intranet, or Internet. (In the remainder of this policy, all these communication devices are collectively referred to as "Systems.")

<u>Acceptable Uses of Our Systems</u>: Employees may use Systems to communicate internally with co-workers or externally with constituents, suppliers, vendors, advisors, and other business acquaintances for business purposes. The County provides employees with access to Systems to facilitate these business communications and to enhance productivity.

Management's Right to Access Electronic Communications: All Electronic Communications contained in Systems are County records. Although each employee may have an individual password to access Systems, the Systems belong to Roane County and the contents of the Systems and Electronic Communications conducted on the Systems are accessible by the County at all times for any business purpose. The Systems will be subject to periodic unannounced inspections and should be treated like other shared filing systems. The contents of Systems will be monitored by and disclosed to the County without further notice to employees. Thus, employees should not assume that Electronic Communications are confidential or private. Back-up copies of Electronic Communications in Systems will be maintained and referenced.

Personal Use of Our Systems: The County provides Systems to assist employees in the

performance of their jobs. The County reserves the right and employees agree to permit the County to use, access, monitor and disclose all Electronic Communications on Systems without regard to content. Because employees' personal communications and information can be accessed without advance notice, employees should not use Systems for communication or information that employees do not want discussed with or known to third parties. For example, employees should not use Systems for gossip; personal information about themselves or others; for forwarding messages under circumstances likely to embarrass themselves or others; or for emotional responses to business correspondence or work situations. Employees also should not use Systems for such purposes as soliciting for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related situations.

Although incidental and occasional personal use of Systems not interfering or conflicting with the County's business is permitted, personal communications in Systems are treated as all other Electronic Communications, and will be used, accessed, monitored, and disclosed by the County at any time without further notice.

The use of unauthorized thumb/zip drives is prohibited.

Employees may not install any software on any County-provided System or copy software from any County-provided System without the prior written permission of our Systems supervisor. Involving the Systems Supervisor ensures that the County can manage the software on its Systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law. The unauthorized copying or use of computer software exposes the County and individual employees to substantial fines and/or imprisonment.

Forbidden Uses of Our Systems: Employees may not use Systems in a manner that violates the No Harassment Policy, Equal Employment Opportunity Policy, or other County policies. Employees may not use Systems in any way that may be deemed insulting, disruptive, obscene, offensive, or harmful to morale. Examples of forbidden transmissions include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions; ethnic or racial slurs; or any other message or image that may be in violation of our No Harassment policy.

In addition, employees may not use Systems:

- to carry any defamatory, discriminatory, or obscene material
- in a manner that violates the terms of any telecommunications license or any laws governing transborder data flow including but not limited to laws dealing with data collection, protection, privacy, confidentiality and security
- in connection with any attempt to penetrate computer or network security of any County or other System, or to gain unauthorized access or attempted access to any other person's Electronic Communications Systems or equipment
- in connection with any infringement of another person's intellectual property rights, including but not limited to copyrights; and
- in connection with the violation or attempted violation of any law

Electronic Forgery: Electronic forgery is defined as misrepresenting, disguising, or concealing a person's identity or another's identity in any way while using Electronic Communications; making changes to Electronic Communications without clearly indicating that such changes have been made and by whom; or using another person's account without prior written approval of the account owner and without identifying that the author is someone other than the account owner. Electronic forgery is not allowed for any purposes.

Intellectual Property Rights: Employees must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Employees should not copy, use, or transfer proprietary materials of others without appropriate authorization. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Software labeled as "freeware" or "shareware" may contain licensing restrictions that prohibit or limit the usage or commercialization of such items. If questions arise in this regard, contact the Systems Supervisor. The County will cooperate with the copyright holder and legal officials in all copyright matters.

System Integrity, Security, and Encryption: All Systems passwords and encryption keys must be available to the County and employees may not use passwords that are unknown to the County. Employees may not install password or encryption programs without the written permission of our Systems supervisor and without turning over encryption keys to supervisors. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees to gain access to the other employee's messages, information, or communications.

Consequences of Violations of the County's Electronic Communications Policy: Violations of this Policy may result in disciplinary action up to and including immediate termination of an employee's employment, as well as possible civil liabilities or criminal prosecution. Where the County deems it appropriate, legal officials or other appropriate third parties may be advised of any illegal violations. The County will cooperate in investigations conducted by legal officials or appropriate third parties. The County will not retaliate against employees reporting violations or assisting with investigations of possible violations of this policy.

Social Media Policy

Roane County understands that social media can be a fun and rewarding way to share events and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees with responsible decision-making pertaining to the use of social media, the following guidelines have been established. This policy applies to all employees.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to:

- Social Networking Sites (Facebook, Linkedin, Instagram, etc.)
- Microblogging sites (Twitter, Tumblr, etc.)
- Video and Photo Sharing Website/Applications (Flicker, YouTube, SmugMug, Snapfish, Snapchat, TikTok, etc.)

The term social media refers to the use of web-based and mobile technologies that create interactive dialogue from communications. Social Media substantially changes communication between organizations, communities, and individuals because it is easily accessible.

Ultimately, employees are solely responsible for online posts. Before creating online content, consider some of the risks that are involved. Keep in mind that any conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects citizens or Roane County's legitimate interests may result in disciplinary action up to and including termination.

Whether or not employees participate in social media, it is the policy of Roane County Government that employees who participate in commentary understand there are two levels of social media engagement:

- Official use social media engagement on behalf of Roane County Government on sites where we have an official Web presence; and
- **Personal use** day-to-day use of social media sites by employees, not related to official duties. Employees must be mindful that in their personal participation in social media sites, they must not present themselves as being the official position of Roane County Government. Finally, employees must be aware that misconduct committed on a social media site may result in appropriate discipline.

Personal use of social media during working hours is discouraged. The detection of social media engagement during working hours may result in appropriate discipline. When using social media, whether on behalf of Roane County Government or on their own time, employees are bound by the Roane County Code of Ethics.

Workplace Violence Prevention Policy

Roane County Government is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Roane County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. No one other than law enforcement officials, carrying a weapon while in the course of their duties, may bring firearms, weapons, or other dangerous or hazardous devices of substance on the premises of Roane County Government.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to immediate supervisor(s) or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities must be reported as soon as possible to a supervisor. Employees should not place his-or-herself in danger. Employees seeing or hearing a commotion or disturbance in or around work areas should not try to intercede.

Roane County Government will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Roane County Government encourages employees to bring their disputes or differences with other employees to the attention of their supervisor before the situation escalates into potential violence. Roane County is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Personal Appearance

Our professional atmosphere is maintained, in part, by the image we present to our constituents and vendors. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factors in making a favorable impression on the public and fellow workers. Employees should avoid extremes in dress. Flashy, skimpy or revealing clothing is unacceptable. Employees should dress in a businesslike manner. Good personal hygiene is important to maintain our constituents' favorable opinion as well as showing respect for your fellow employees. Accordingly, employees are expected to come to work in a clean condition.

Grooming Standards

- Hair should be neat, clean, and trimmed
- Hair length, style and color should be appropriate for your job
 - Any hair style which projects an unprofessional appearance should not be worn while working
- Facial hair (for males) should be clean and neatly trimmed
- Jewelry should be appropriate for the work setting, convey a professional appearance and should not be excessive
- Refrain from wearing perfumes or using lotions with a strong odor which could be offensive to coworkers

Standards of Dress

Roane County Government's dress code allows employees to wear business casual attire. This policy is an expression of trust in employees' judgement to dress in a manner reflecting the County's image. The term "business attire" is subjective, meaning different things to different people, referring to more comfortable business attire, appropriate for the business environment. Some examples of appropriate and inappropriate attire are as follows:

Appropriate	Inappropriate

Pa	nts
• Skirts (no more than 2" above knee)	Sweatpants
Slacks, khakis, capris	 Shorts (depending on work environment)
 Jeans (acceptable on Fridays/more casual days) 	
Sh	irts
Collared or golf shirts	• T-shirts*
Oxford shirts	Halter tops/tank tops
Sweaters, blouses or dress shirts	 Crop tops, clothing showing midriffs
Sh	oes
Casual shoes	Flip flops
• Loafers	Athletic shoes/tennis shoes (acceptable)
Open toe/open back shoes	for more casual days)

^{*}T-shirts may be approved for specific events.

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job.

At the discretion of the Elected Official or Department Head, in special circumstances, staff members may be permitted to dress in a more casual fashion that is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing, or otherwise workplace inappropriate dress is not permitted.

Employees are expected to always observe our Personal Appearance Policy while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time off from work will be without pay for non-exempt employees.

Managers are responsible for ensuring employees project a professional image and adhere to our Personal Appearance Policy.

Workers' Compensation Policy

Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Workers' Compensation Law shall be entitled to receive Workers' Compensation leave after the seven (7) day waiting period. This leave shall not be counted against any accrued sick leave that the employee has accumulated. Benefits that are receivable by the employee will be determined by the provision of the Workers' Compensation Law.

Leave Policies

Annual Leave / Vacation

Roane County Government offers eligible employees' vacation/annual leave with pay. Employees are encouraged to schedule sufficient time off for relaxation to promote employee wellness. An

employee may use this leave for any purpose he or she wishes, including vacations, unpaid holidays, volunteerism, or personal pursuits. These absences should be scheduled in advance with supervisory approval.

All regular, full-time employees are eligible for vacation/annual leave after 6 months of consecutive employment (probationary period).

The amount of vacation/annual leave to which an employee becomes entitled is determined by the employee's length of full-time service. Vacation/annual leave is granted or accrued, based on the employee's full-time date of hire.

Vacation accrual

0 to 6 months, accrual at .23 days per pay period (2.3 days)

6 months and 1 day to 5 years, accrual at .46 days per pay period (12 days annually)

5 years and 1 day to 10 years, accrual at .69 days per pay period (18 days annually)

10 years and 1 day to retirement/termination, accrual at .77 days per pay period (20 days annually)

Employees may accrue up to 24 vacation days and roll them over at year end.

Employees who have accrued 25 to 29 vacation days may have the days above the cap paid out after days are adjusted in January or he/she may choose to roll the days above the cap to sick leave.

Employees who have accrued 30 days or more must roll over all days above 20 to sick leave at the end of the year.

New employees or employees who have been reinstated in county service shall take no vacation during the first six months of employment, unless an agreement, based upon a reasonable need or prior commitment, was approved by the Official/Department Head and new hire at the initial hiring. Upon re-hire of any person previously employed in Roane County Government, after that employee completes his or her six-month probationary period, that employee shall be reinstated to the same rate of vacation earnings that employee received at the time he or she last separated from employment with Roane County Government.

Vacation/Annual Scheduling Conflicts

Vacation/annual leave scheduling conflicts will be resolved fairly and appropriately as management sees fit. Generally, with all other factors being equal, preference will be given to the employee who makes the earliest request. Other legitimate factors may be considered, including seniority and the amount of vacation time previously taken by the employees involved.

Minimum Vacation/Annual Leave Increments

Eligible employees may take vacation/annual leave, with prior supervisory approval, at times that best meet the needs of the department. Employees must take vacation/annual leave in increments of at least a half hour. It is each supervisor's responsibility to monitor such absences and to ensure that absences do not become excessive in relation to the hours worked by the employee.

Notice of absence

Generally, requests for vacation/annual leave must be submitted to the supervisor at least one week in advance. Employees may have the right in certain circumstances to make leave requests under the Family and Medical Leave Act (FMLA) or other laws on shorter notice. If the employee is requesting vacation/annual leave for family or medical purposes, the employee must make sure that this purpose is made clear to supervisors. The supervisor must approve any exceptions to this provision or any conflicts in scheduling. A department may impose additional guidelines as necessary to ensure efficiency and adequate staffing levels.

Termination of Employment

Employees who resign with proper notice or whose employment is terminated for reasons other than cause will receive pay for unused vacation/annual leave.

Annual Leave Scheduling

Employees must submit your annual leave requests to supervisors and receive approval *prior* to taking the leave.

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Employees may accumulate sick leave; however, it is non-compensable upon the employee's termination of employment.

Earning and Accumulating Sick Leave

- Employees will earn one sick day per month of employment.
- There is no maximum on the accumulation of sick days.
- Accumulated unused sick days can be certified to be counted toward retirement credit with TCRS.

Use of Sick Leave

An employee may use sick leave for absence due to his or her own illness or injury or that of an immediate family member defined as:

The employee's spouse

The employee's parents

The spouses' parents

Children or children under legal guardianship of the employee and/or spouse

The care of a relative living in the employee's home

Sick leave may also be used for appointments with a licensed doctor, dentist or recognized practitioner.

Documentation of sick leave

Employees are required to notify their immediate supervisor prior to their scheduled start time if sick leave is needed. After three (3) consecutive days of absence, a doctor's excuse may be required. The Department Head may also request a doctor's statement anytime they deem necessary.

Exhaustion of sick leave

Employees who have exhausted accumulated sick leave will not receive financial compensation for

additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay unless the employee has vacation/annual leave or compensatory time available. The employee may request the additional sick leave needed be credited against the vacation/annual leave or compensatory time.

Bereavement Leave / Funeral Leave

In the event of a death in the employee's immediate family, (immediate family is defined as spouse, parents, spouses' parents, children, brother, sister, grandparents, grandchildren, and spouses' grandparent) the employee is allowed three (3) working days of paid bereavement leave per occurrence. If additional leave is needed, two (2) sick days may be used. The Elected Official/Department Head may request the employee to provide written documentation indicating the name of deceased, relationship to employee and dates of bereavement leave. **Please note that Roane County Government does not allow the purchase of flowers and/or donations for the death of an employee or family member of an employee from operating funds of the department.

Holidays

Roane County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Department Head/Elected Official/Department Head to avoid interruption of a public service. Full-time, regular and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. Non-exempt employees required to work the holiday will be compensated with holiday pay, unless otherwise specified or provided for. Employees must have worked 40 hours to get time and half.

Part-time employees are not eligible to receive holiday pay.

Leaves of Absence

All full-time regular employees may be granted a period of personal leave without pay wholly at the discretion of the Elected Official or Department Head.

- Leaves of absence must be requested in writing to the Department Head/Elected Official. This
 request should be made enough in advance to provide supervisors sufficient time to assess
 workload and consider the planned leave of other employees. The Department Head/Elected
 Official reserves the right to deny or cancel leave of absence.
- Elected Officials may elect to disallow leaves of absence within their department. Employees must verify the allowance of leaves of absence with supervisors within your department. If leaves of absence are allowed, the leave request must be approved in writing. The written approval must be given to the Benefits Coordinator/Payroll Department.

Family Medical Leave Act (FMLA)

Roane County offers leave under the Family Medical Leave Act (FMLA) for eligible employees.

<u>Eligibility:</u> Employees who have worked for Roane County Government at least one year and for 1,250 hours during the twelve (12) month period preceding the request are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

- the birth or placement for adoption or foster care of a son or daughter
- employee's own serious health condition that prevents employees from performing the essential job functions

• the serious health condition of a son or daughter, parent, or spouse under the care of the employee.

<u>Applications</u>: Applications (available in the Payroll Department) for FMLA leave must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to start, or as soon as possible if leave is not foreseeable. Employees must provide the County with an appropriate medical certification when you request FMLA.

<u>Certification:</u> Requests for leave related to the employee's own serious health condition, or to care for the serious condition of a son or daughter, parent or spouse, require certification from the treating healthcare provider. Healthcare Provider Certification Forms are available in the Payroll Department.

Measuring: Roane County has chosen the "rolling" 12-month period measured backward from the date the leave begins.

Example: Employee requests a three week leave to begin September 1. Look back the previous year to determine how much FMLA leave has been used. If nine weeks or less were used, then three weeks are available.

<u>Intermittent or Reduced-Time Leave:</u> FMLA leave can be taken on an intermittent or reduced-time basis under certain circumstances. Employees may request intermittent or reduced leave for the following reasons:

- When medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition.
- For the birth or placement of a child for adoption or foster care. Intermittent or reduced time leave shall not exceed 12 weeks combined if both spouses are employed by the County.

Only the amount of leave taken while on intermittent/reduced schedule leave may be charged as FMLA leave. If employees need intermittent/reduced schedule leave for planned medical treatment, the employee must work with supervisors to schedule the leave, so it does not unduly disrupt the department's operations.

The County may, in its sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

<u>Serious Health Condition:</u> "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three calendar days from work that also involves continuing treatment by (or under the supervision of) a healthcare provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or resulting treatment) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, dialysis, etc.), or,

• any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

<u>Medical/Dental Insurance Premiums:</u> During FMLA leave, the County will continue to pay its portion of the medical/dental insurance premiums. Employees must continue to pay the employee portion of the premium. Employee portions of insurance premiums should be paid continually according to the payroll schedule (i.e., bi-weekly).

Employees who do not return to work at the end of FMLA leave may be required to reimburse the County for payment of insurance premiums, unless the employee's failure to return is due to a serious health condition which prevents the performance of the job or circumstances beyond the employee's control. Employee's may then choose to elect COBRA coverage. Sufficient notice will be given to the employee at the end of FMLA when and if this event occurs. Employees will be responsible for any other elected contributions while out on FMLA.

<u>Accrued Leave</u>: Employees are required to use all available vacation time during FMLA leave, and available sick days will be used when family leave is taken because of serious health conditions. Accrued leave and FMLA leave are used at the same time; employees do not take accrued leave first and then take FMLA.

During FMLA leave; if unpaid, employees will not accrue employment benefits, such as vacation/annual leave, sick leave, pension, etc. Employment benefits accrued through the day the family leave of absence begins will not be lost.

Return to Work: Upon returning from family and medical leave, eligible employees will normally be restored to their job, or an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee does not continue to accrue additional benefits such as personal leave or vacation/annual leave, for example, while on family and medical leave unless the employee is receiving regular pay by using available paid time off.

Use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.

While on FMLA leave, employees must periodically update (if possible) supervisors or Department Heads regarding medical status/condition and indicate an intended to return to work date. Appropriate forms must be submitted to Benefits Coordinator to initiate FMLA leave or to return to active status. The Return-to-Work Release form provided with the initial FMLA application MUST be returned to Benefits Coordinator prior to returning to work. Failure to submit the Return-to-Work Release for will delay returning to work!

Extensions: Family and medical leave is available for twelve (12) weeks. The County may, at its discretion, approve extended personal leave without pay beyond that time. Any such leave will not be job protected. Requests for extended personal leave must be submitted to the Benefits Coordinator. If possible, requests for extended leave should be submitted two weeks in advance of the previously scheduled return to work date.

Maternity Leave

Pregnancy, childbirth, and related conditions will be treated as any other temporary medical disability regarding leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed four (4) months which is counted as part of Family Medical Leave (see Family Medical Leave)

- 1. The employee must have been employed by the County for at leave twelve (12) consecutive months as a full-time employee.
- 2. In cases of adoption or foster care, the child must be under the age of one (1) year at the time of placement.
- 3. The employee must give the County at least three (3) months advance notice of the anticipated date the leave is to begin, except in cases of emergency; the entitlement to leave begins on the date of birth or placement and ends six weeks thereafter.

Parental Leave

An employee who has been employed by Roane County Government for at least twelve (12) consecutive months as a full-time employee, may be absent from employment for a period not to exceed four (4) months in connection with pregnancy and childbirth. Eligibility for parental leave under this policy and the Family and Medical Leave policy counts against your entitlement under both laws. The specific content of the Tennessee Parental Leave Act found at T.C.A. § 4-21-408 is reproduced as follows:

Leave for adoption, pregnancy, childbirth and nursing an infant:

Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant, where applicable, referred to as "leave" in this section. Regarding adoption, the four-month period shall begin at the time an employee receives custody of the child.

Employees who give at least three (3) months' advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

Employees who are prevented from giving three (3) months' advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.

Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.

Leave may be with or without pay at the discretion of the employer. Such leave shall not affect the employees' right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position; provided, that the employer need not provide for the cost of any benefits, plans or

programs during the period of such leave, unless such employer so provides for all employees on leaves of absence.

If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave period.

The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part-time or full-time for another employer during the period of leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.

Whenever the employer shall determine that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

Nothing contained within the provisions of this section shall be construed to:

- Affect any bargaining agreement or County policy that provides for greater or additional benefits than those required under this section
- Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location
- Diminish or restrict the rights of teachers to leave pursuant to title 49, chapter 5, part 7, or to return or to be reinstated after leave

Military Leave

Employees who are members of any U.S. military reserve component, including the Tennessee Army and the Air National Guard, will be granted a leave of absence for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States of America under competent orders.

An employee required to report for military training must provide the appropriate orders to their supervisor. A Change of Status form must be completed and forwarded, along with a copy of the employee's military orders, to the Benefits Coordinator.

Any benefits the employee has elected will be suspended if and when the employee's military coverage takes effect. The employee will continue to pay the monthly premiums until military benefit coverage takes effect. The employee will be allowed to resume benefit coverage (with no waiting period) with Roane County upon his/her return to employment with the County.

Jury Duty or Court Appearance

When employees must miss work due to jury or witness duty, the employee will be excused from work. Notice must be given to direct supervisors. Witness duty must pertain to job-related business for excused absence with regular pay. This also includes subpoenas to court on non-work-related issues.

Employees working day shifts, and whose jury service was under three hours, are expected to return to work upon being released from service. Employees working second or third shift are excused from the shift before their first day of jury duty, and if they have served for 3 hours or more on the day they are released, are also excused from the first shift that follows their release from jury duty.

Roane County Government employees are paid his or her regular wages.

Voting Leave/Elections

In accordance with Tennessee State Law, employees entitled to vote in an election held in this state may be absent from work on the day of the election for a reasonable amount of time, not to exceed three (3) hours.

Employee Benefits

Benefits Eligibility

Employees working a minimum of thirty (30) hours per week are eligible for benefits. These benefits include medical coverage, dental coverage, and supplemental benefit options.

Employees whose hours drop below thirty (30) hours per week on a regular basis will lose eligibility for medical/dental and other insurance coverage. The employee and all covered dependents will be offered COBRA. Employees are responsible for listing 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 the employee's responsibility to notify Benefits Coordinator immediately.

Per Resolution 4-19-14 Roane County does not allow spouses of employees who are eligible for group health insurance through the spouses' employers to be added to the County health plan.

Roane County WILL distinguish between spouses of existing employees and spouses of new hires with regard to offering insurance coverage. Coverage WILL be extended to spouses of employees hired prior to the Effective Date of the spousal exclusion, 5/25/2016, As long as those employees and their spouses continue to be eligible, and the spouses are already covered prior to the Effective Date of the exclusion, coverage will continue after the Effective Date of the exclusion. Spouses of employees hired after the Effective Date of the exclusion WILL NOT be eligible for coverage if eligible for group insurance coverage through the spouse's employer.

Benefits Effective and Termination Dates

Health and vision benefits begin the 1st of the month after thirty (30) days of employment. For example, if the hire date is January 18th coverage will begin on March 1st.

Benefit deductions currently begin on the first payroll date in the first month after date of hire. For example, if the hire date is in January, deductions begin in February.

Medical/Dental Coverage

Currently, employees 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/dental coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Benefits Coordinator.

Information regarding the current medical/dental plan and premiums is available from Benefits Coordinator 865-717-4109.

Identification Cards

Identification cards for employees enrolling in benefits will be mailed to the employee's home address.

Annual Open Enrollment Period

Medical and dental 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 the annual open enrollment period each fall. Employees are required to review notices, home mailings, and department memos for information about the benefits for the upcoming year. Typically, the health enrollment/change period occurs in the fall of each year. It is the employee's responsibility to stay informed of benefit changes.

Benefit Premiums/Payroll Deductions

Employees are responsible for reviewing paychecks to ensure the appropriate benefit premiums have been deducted. Employees on unpaid leave or no-pay status must contact Benefits Coordinator to make payment arrangements. Failure to pay premiums while on no-pay status will result in the loss of coverage!

COBRA

If insurance coverage is discontinued due to termination of employment, a reduction in work hours, or other qualifying event, the employee and any covered dependents may be eligible to continue coverage through COBRA.

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

Employee Assistance Program (EAP)

Roane County Government is very concerned with the physical and emotional well-being of its employees and their families, any employee who is enrolled in health insurance is eligible for this service. The Employee Assistance Program (EAP) provides up to five (5) free and confidential counseling sessions per topic to employees and the members of the household who are dealing with difficult issues.

If you have questions about the E AP or would like more information regarding any of the programs, contact Benefits Coordinator.

Health Savings Accounts (HSA)

Health Savings Accounts (HSA) are savings accounts that allow employees to save money for future qualifying medical expenses through pre-tax payroll deduction or lump-sum deposits. Employees must be enrolled in a Qualified High Deductible Health Plan (QHDHP) in order to participate in the HSA. For more information on Health Savings Accounts please contact the Benefits Coordinator.

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. Employees electing this benefit have a selected

amount deducted from each paycheck. The maximum annual contributions to FSAs follow IRS guidelines.

Membership in Roane County's medical plan is NOT required to participate in a flexible spending account. Employees may enroll during the annual open enrollment period. Re-enrollment is required each year to continue participation.

Change in Status

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

- dependent status change,
- address change,
- divorce,
- marriage,
- birth or adoption,
- reduction in work hours, or
- any other change that could affect benefit plan eligibility.

Supplemental Benefits

Roane County offers supplemental voluntary benefits employees may purchase. The voluntary coverage options include long term disability, short term disability, accident, term life, whole life, cancer, critical illness, vision as well as the 401k, and Roth 401K plans. These additional benefit options can be administered through payroll deduction. Information on these products is provided at orientation and during the annual open enrollment period. For more information on these products contact Benefits Coordinator.

Life insurance

Roane County provides a basic \$25,000 Life Insurance benefit and \$25,000 Accidental Death and Dismemberment benefit to employees who work at least 30 hours per week on a regular basis. Employees may choose to increase their coverages by purchasing an additional \$25,000 of Life Insurance and \$25,000 of Accidental Death and Dismemberment coverage. Employee Life and Accidental Death and Dismemberment benefits reduce to 65% at age 65 and 50% at age 70.

Employees may purchase a \$10,000 Life Insurance benefit for spouses. This benefit reduces to 50% when the spouse reaches age 65.

Employees may purchase a \$100 Life Insurance benefit for children ages 15 days to 6 months and a \$5,000 Life Insurance benefit for children ages 6 months to 26 years.

All benefits described above are effective on the date of hire and end when the employee no longer works 30 hours per week on a regular basis, employment is terminated, or the employee retires. *Tennessee Consolidated Retirement Systems (TCRS)*

Membership:

Upon hire

Contribution Requirement:

Five percent of salary

Vesting:

Vesting rights after 5 years of service

(A vested member is one who has accrued enough years of

service to guarantee a retirement benefit once age

requirements are met)

Refunds:

Upon separation of employment, participants may apply for a

refund of account balance.

Federal withholding tax requirements apply to early

withdrawals.

Income Benefit Eligibility Legacy: Age 60 or 30 full years of service for unreduced income

benefits.

Age 55 for reduced income benefits.

Income Benefit Eligibility *Hybrid*: Age 65 or reaching the Rule of 90 (attainment of a

combination of age and years of creditable serves as to equal

90.

Average Final Compensation:

TCRS provides a lifetime monthly benefit as determined by a formula specified in state law. The formula for computing a monthly retirement benefit consists of a member's Average Final Compensation (AFC), years of creditable service, and the benefit accrual factor, 1.5% for Legacy employees, 1% for

hybrid.

Employees planning to retire must apply online with TCRS ninety (90) days prior to the planned retirement date.

Benefits Eligibility Upon Retirement

Employees retiring from Roane County Government may elect to continue coverage under the County's medical and vision plans up to age 65 provided they meet the following criteria:

- Ten years of services with the County, must be age 55 and have at least three full years of coverage on the plan.
- Twenty years of service with the County, must be age 55 and have at least one full year of coverage on the plan.
- Thirty years of service with the County, at any age and have at lease one full year of coverage on the plan.

Employees considering retirement must contact the Benefits Coordinator at least three (3) months prior to the potential retirement date to verify benefit eligibility.

Professional Development Courses

Education and Training

When the County requires employees to participate in training programs, all training costs are paid or reimbursed by the county. The time an employee spends away from work to attend the training program is considered work time. Authorization to attend professional seminars and certification courses are decided on a case by case basis by managers, within the constraints of the training and education budget.

Employee Handbook Acknowledgment Form

I acknowledge I have received, read, and understand the policies outlined in the Roane County Government Employee Handbook. I agree to conform to the rules and regulations of Roane County Government as described in the handbook which is intended as a guide to Roane County's policies and procedures.

I understand the County has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book. The most recent version will be available on the Roane County Government website.

I also understand and agree that the information contained in this handbook does not constitute an employment contract between Roane County Government and me, and that either I or Roane County may terminate our employment relationship at any time, with or without cause.

I understand no manager or representative of Roane County has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I hereby acknowledge that neither this manual nor any of the policies or statements contained herein constitutes a contract nor guarantee of employment and that I am an employee-at-will.

Employee Signature:		
Date:		
Employee Name (please print):		

#08-23-04

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION TO PLACE IN SURPLUS a certain Roane County vehicle and equipment as listed on the attached sheet dated August 2, 2023, and entitled Surplus Vehicles & Equipment.

WHEREAS, the vehicle and equipment on the attached list have been determined to be surplus property to various departments of the county, and

WHEREAS, these departments now seek to have the aforementioned vehicle declared surplus to be in compliance with the County's Vehicle Replacement policy and TCA §5-14-108, and

WHEREAS, this vehicle and equipment will be made available to other county offices prior to advertising them for sale.

NOW, THEREFORE, BE IT RESOLVED that the vehicle and equipment on the attached list dated 08/02/2023 and entitled Surplus Vehicles & Equipment are hereby declared surplus property and may be disposed of in accordance with TCA §5-14-108 or as indicated on the attached sheet.

	•			
	SECTION 1.	All resolutions in conflict herewi	ith be and the same are repealed insofar as such co	nflict exists.
	SECTION 2.	This resolution shall become ef	fective upon passage, the public welfare requiring it	
UPON	MOTION of Com	nmissioner	, seconded by Commissioner	
2	The following C	commissioners voted yes:		
	The following C	Commissioners no:		
	The following C	Commissioners passed:		
receive		the County Commission Chai al majority and ordered same spro	irman announced to the Commission that said ead of record.	resolution ha
			APPROVED:	
			Chairman of the County Commission	
	regoing resolution		executive for his consideration the	_day
			ATTESTED:	
			County Clerk	
I do he	reby approve	/ veto	the foregoing resolution this the	_day

SUBMITTED BY: County Executive Wade Creswell

1

County Executive

SURPLUS VEHICLES & EQUPMENT AUGUST 2, 2023

DEPARTMENT	MAKE	MODEL	YEAR	NIX	DISPOSITION
Sheriff	Dodge	Charger	2014	2C3CDXAT9EH362225	Sell on GovDeals

DISPOSITION	Sell on GovDeals
DESCRIPTION	Commercial Hydrojet Sediment Reduction System – Gas Water Heater used as a boiler – Approx 120 gal Commercial Hydrojet Gas Water Heater – Approx 100 gal Commercial Hydrojet Gas Water Heater – Approx 100 gal E.M.S.E. – Vacuum Pump – Duplex Vacuum – Model 1DRB2T80 – Serial # 1064B9709 – Capacity 10.4 SCFM – Pressure 19 Hg – Voltage 460/3/60 E.M.S.E. – Air Compressor – Duplex Air Compressor – Model 3DQP1T80 – Serial # 1064A9709 – Capacity 5.25 SCFM – Pressure 50 PSIG – Voltage 460/3/60 Other miscellaneous items that my surface during move.
DEPARTMENT	Health Department

#08-23-05 RESOLUTION NO.

IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION to appropriate \$11,000 in the Records Preservation Function of the General Fund 101.

WHEREAS, this will allow our records keeping department to purchase a ScanPro 3500 Standard USB 3.1 model with new high-performance camera, and

WHEREAS, this scanner will allow for records to be scanned and to stream line the retrieval of records, and

WHEREAS, the increase of \$11,000 will allow the Archive Department to scan and streamline the records that are being stored for indefinitely and for short-term storage.

NOW, THEREFORE, BE IT RESOLVED that the changes to the General Fund 101 be allowed:

<u>Fund</u>		<u>Function</u>	<u>Description</u>	Orig Budget	Amend. Budget	Ending Budget
Expend	liture C 101	ode: 51910-790	Other Equipment	-	11,000	11,000
Expend	diture C 101	ode: 58900-599-DTP	Other Charges - Delinquent	23,000	(11,000)	12,000
			<u>-</u>			

UPON MOTION of Commissioner:	, seconded by
The following Commissioners voted Aye: The following Commissioners passed: The following Commissioners voted No:	
THEREUPON. THE County Chairman announ	ced to the Commission that said

THEREUPON, THE County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.



day of, 2023	curive for his consideration this me
	ATTESTED:
I approve/veto the foregoing resolution this the	County Clerk eday of, 2023
	County Executive
SUBMITTED BY: Budget Committee	



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To: Roane County Archives 119 Court Street Kingston, TN 37763 Date: 5/19/2023

equired	by ————	у	Dept	Approved by —		
Item	Quantity	Size	Description	Unit	Per	Price
			ScanPro 3500 Standard USB 3.1 model with new high performance 26MP camera (6.6 MP image sensor x4), 5x to 105x Optical Zoom Magnification, Fiche/Aperture card carrier, motorized UC 550 Carrier for 16mm/35mm rollfilm, AUTO-Scan software,3-year factory warranty, free 6-month free SPA membership trial			\$10,359.00
			**Freight and Onsite Installation/Training include			
					Total	\$10,947.0
Terms:	NET CASH F.O.B.		Transportation or Delivery Via			
on speci	alty printed forms, it to delays from fire, s orts to enforce the p	presupposes you trikes, and other	is quotation is made for immediate acceptance and is sur acceptance of overruns and underruns not exceeding reauses beyond our control. We reserve the right to contend the remedies hereunder, the prevailing party shall be enticed.	g 10% of quantity o orrect clerical erro	rdered. rs. In the	Deliveries are e event of any

Terms and Conditions

Orders accepted are subject to the following Terms and Conditions, and no agreement or other understanding in any way modifying these conditions shall be binding upon the Seller unless made in writing, and accepted over the signature of the authorized executive of the Seller.

If any sales, excise, occupation or use tax is applicable to this transaction, the amount of such tax will be added to the price herein stated.

to this purchase order or a second purchase order.

Every effort will be made to effect shipment within the time stated on the acknowledgement but the Seller assumes no liability for delay due to causes beyond his control.

Payment Terms:

- a. Purchases paid for within 30 days of billing date are free from FINANCE CHARGES; however, thereafter a Time Price Differential or Finance Charge at the periodic rate of 1/2% per month which is an ANNUAL PERCENTAGE RATE of eighteen (18) percent will be computed on the balance at the beginning of each monthly billing period. In the event that collection procedures are required, the Buyer will pay all collection expenses and/or reasonable fees.
- b. A down-payment equal to 33-1/3% of the order total will be required at the time the order is placed. Upon delivery of merchandise from the factory in the city of ultimate destination, an additional 33-1/3% of the total order will be due. The remaining 33-1/3% will be due upon completion of Seller's contract.
- Delivery and Installation: In the event that the local delivery and/or installation are required as a part of the proposal, the following provisions shall apply:

 a. Conditions of the Job Site The Job Site shall be clean, clear, and free of debris prior to installation. Any additional work required due to lack of preparation by customer, power issues, site inaccessibility, delays due to customer operations, and any and all other obstacle beyond vendor control, will not proceed without prior notification and approval by BSC management, and include either a revision
 - b. **Job Site Services** The Buyer, without charges to the Seller, will furnish electric current, heating and air conditioning, and if applicable hoisting and/or elevator service. The Buyer shall provide adequate facilities for off-loading, staging, moving, and handling of merchandise. Buyer is responsible for disposing of any and all trash items. Buyer agrees to cover any additional cost for elevator use required to complete project.
 - c. Delivery During Normal Business Hours Delivery and installation will be made during the Seller's normal working hours, Monday through Friday. Additional labor costs resulting from over-time performed at the Buyer's request will be charged to the Buyer.

 The Seller's normal hours, Monday through the Buyer are subject to normal hours, and the Buyer.
 - d. Delay and Work Stoppage Any delays and work stoppage caused by the Buyer are subject to normal hourly rate charges. The Seller will provide work stoppage and start times.
 - e. Erection and Assembly Seller's ability to erect or assemble equipment shipped knocked-down, or to permanently attach, affix, or bolt in place moveable equipment is dependent of jurisdictional agreements between trade unions at the job site. If trade regulations enforced at the time of installation require on-site tradesmen to complete the installation, the cost thereof will be additional to the Buyer. Customers are in no way allowed to hire or contract BSC employees.
 - f. **Protection of Delivered Goods** Equipment delivered and brought to the job site as scheduled shall be inspected and accepted by the Buyer. Buyer is responsible for security and safeguarding of the goods from the time of delivery to the job site.
 - g. Warehousing Charges Any warehouse and/or storage charges incurred after the first (30) days of receipt of shipment will be charged to the Buyer unless delays are caused by the Seller.
 - h. Buyer is responsible for all permits, bonds, code compliance and statutory regulation compliance for all equipment purchased from Seller. Seller does not warrant compliance with any Federal, State or Local Government statutory requirements, regulations or codes. Seismic regulation(s) compliance, floor load and structural requirements to install and use said equipment purchased from Seller are the sole responsibility of the Buyer. Seller does not warranty floor load conditions or suitability thereof. Equipment and media weights are provided as rough estimates only. Seller assumes no responsibility for accuracy and/or completeness of weight information. Seller shall not be liable for any loss or actions that may result from inaccurate and/or incomplete estimates.
 - i. Cancellation and/or Postponement Accepted orders cannot be cancelled or postponed by the Purchaser except with Company's consent and upon terms that will indemnify Company against loss (including lost profit). All cancellations are, at Company's option, subject to cancellation charges of not less than 30% or actual damages (including lost profit) incurred as a result of such cancellation. Cancellation charges for all special orders (i.e. customized products) shall consist of ALL costs and expenses incurred by Company in producing, changing and/or cancelling the order. Postponements after the Products have been substantially completed, delays in accepting delivery of the products, delays in preparing the site of installation in accordance with Company's written specifications or any other delays occasioned by the Purchaser are, at Company's option, subject to postponement charges of not less the 1/2% per week of the invoice price of the postponed order or all expenses, surcharges, storage and insurance fees, liabilities and/or any and all claims, incurred by Company as a result of the Purchaser's postponement or delay.

It is possible that, on occasion, data, document(s), or portions of document(s) may be lost or not captured. Seller shall not be liable for any loss or action that may result from missing data and/or documents.

Subject to our Credit Department approval, this quotation is made for immediate acceptance and is subject to change without notice. Deliveries are subject to delays from fire, strikes, and other occurrences beyond our control. We reserve the right to correct clerical errors. Prices good for thirty (30) days.

This Agreement, when duly executed between the Parties, will be governed by the laws of the State of Alabama without regard for conflicts of laws principles. Agent hereby expressly consents to the personal jurisdiction of the State and Federal Courts located in the State of Alabama for any lawsuit filed there against by the company arising from or relating to this agreement.

(Accepted by)	(Presented by)	
(Date)	(Date)	



IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION to appropriate \$44,582 in the Health Department Function of the General Fund 101.

WHEREAS, this appropriation will allow for the Health Department employees receive their 5% increase that has been approved by County Commission, and

WHEREAS, the State does not reimburse the County for the Workman's Comp payment of \$2,760 and the \$400 overage of Liability Insurance, and

WHEREAS, the total budget of \$603,860 will have a reimbursement of \$600,700 from the State and the \$3,160 will come from unassigned fund balance.

NOW, THEREFORE, BE IT RESOLVED that the changes to the General Fund 101 be allowed:

<u>Fund</u>		<u>Function</u>	Description	Orig <u>Budget</u>	Amend. Budget	Ending Budget
Reven	ue Cod	le:				
	101	46980-DGA	Other State Revenue	559,278	41,421	600,699
Expen	diture	Codes:				
	101	55190-103	Assistant	91,518	4,575	96,093
	101	55190-131	Medical Personnel	280,146	13,961	294,107
	101	55190-201	Social Security	28,433	1,417	29,850
	101	55190-204	State Retirement	26,016	1,299	27,315
	101	55190-206	Life Insurance	600		600
	101	55190-207	Medical Insurance	103,995	14,774	118,769
	101	55190-208	Dental Insurance	2,950	2,950	5,900
	101	55190-217	Retirement- Hybrid	9,600	2,106	11,706
	101	55190-299	Other Fringe Benefits	960		960
	101	55190-355	Travel	7,900	3,500	11,400
	101	55190-506	Liability Insurance	4,400	-	4,400
	101	55190-513	Workman's Comp	2,760		2,760
		Total 55:	190 Other Loca Health	559,278	44,582	603,860
Reserv	<u>re Cod</u>	e:				
	101	39000	Unassigned FB	7,047,811	(3,161)	7,044,650



UPON MOTION of Commissioner:	_, seconded by
The following Commissioners voted Aye: The following Commissioners passed: The following Commissioners voted No:	
THEREUPON, THE County Chairman announced to the Creceived a constitutional majority and ordered same spread	Commission that said resolution had of record.
	County Chairman
The foregoing resolution was submitted to the County Exec day of, 2023	utive for his consideration this the
	ATTESTED:
	County Clerk
I approve/vetothe foregoing resolution this the	day of, 2023
	County Executive

SUBMITTED BY: Budget Committee



IN THE COUNTY COMMISSION FOR ROANE COUNTY, TENNESSEE

A RESOLUTION to reclassify the "Appropriation to the State" budget of \$51,601 that has been formally approved by the State.

WHEREAS, the State has allowed us to use funds that were to have been paid over to the State for the Health Department operations and use those funds for their relocation to the Michael Dunn Center, and

WHEREAS, there were funds left over from the prior year reallocation of the same funds that has been restricted at June 30th, and

WHEREAS, the State will not reimburse for the cost of this relocation, with that the \$36,505 will have be come from the unassigned fund balance in the General Fund 101, and

WHEREAS, the total amount of \$106,500 will be used to pay rent until July 1, 2024 and to cover relocation costs incurred while the old Health Department is being renovated.

NOW, THEREFORE, BE IT RESOLVED that the changes to the General Fund 101 be allowed:

<u>Fund</u>	<u>Function</u>	<u>Description</u>	Orig Budget	Amend. Budget	Ending Budget	
Expenditure Code:						
101	55390-399	Other Contracted Services	51,601	(51,601)	-	
Expenditure	e Code:					
101	55110-351-APPRO	Rent	-	71,500	71,500	
101	55110-599-APPRO	Other Charges	-	35,000	35,000	
Reserve Codes:						
101	34530-APPRO	Restricted - APPRO	18,394	(18,394)	0	
101	39000	Unassigned Fund Balance	7,044,650	(36,505)	7,008,145	

UPON MOTION of Commissioner	, seconded by			
Commissioner:	E 0	L		[E)
The following Commissioners voted Aye:	L, VIIC	0.0	2023	
The following Commissioners passed:	AUG	U 3	7073	

The following Commissioners voted No:

THEREUPON, THE County Chairman announced to the Commission that said resolution had received a constitutional majority and ordered same spread of record.

	resolution was submitted to the County Exec, 2023	County Chairman cutive for his consideration this the
		ATTESTED:
I approve	_/vetothe foregoing resolution this the	County Clerk day of, 2023
		County Executive

SUBMITTED BY: Budget Committee