

**CARTER COUNTY COMMISSION MEETING
MONDAY, DECEMBER 19, 2011 – 6:00 P.M.**

Chairman, Tom Bowers called the meeting to order.

Roll Call: Buford Peters, Gebe Ritchie, Lawrence Hodge, Nancy Brown, Joel Street, Richard Winters, Ronnie Trivett, Harry Sisk, Charles VonCannon, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, John Lewis, Sonja Culler, Russell Kyte, Scott Sams, Bill Armstrong, Pat Hicks, and Robert Gobble, (23 Present)

Absent: Charlie Bayless (1 Absent)

Opening Prayer - Lawrence Hodge

Pledge of Allegiance – Pat Hicks

Motion was made by John Lewis, seconded by Gebe Ritchie to **accept the minutes of the November 21, 2011 meeting with the exception of noted corrections** being: List of Committees as presented by the Nominating Committee was incorrect pages 389, 390 and 391 therefore being deleted. Citizenship Award plaque for John Huber spelling of name being corrected.

By majority voice vote motion carried.

Motion made by John Lewis, seconded by Nancy Brown to **amend the agenda** and place Public Comments before the Mayor's Report.

Roll Call Vote as follows:

Ayes: Nancy Brown, Ronnie Trivett, Charles VonCannon, John Lewis, Scott Sams, and Robert Gobble. (6 Ayes)

Nays: Buford Peters, Gebe Ritchie, Lawrence Hodge, Joel Street, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, Sonja Culler, Russell Kyte, Bill Armstrong, and Pat Hicks. (17 Nays)

Absent: Charlie Bayless (1 Absent)

Motion Failed.

Motion made by Lawrence Hodge, seconded by Robert Gobble to approve the following *notaries/bonds*:

Patty M. Tester	Carmella Price
Sherry Deloach	Shelby McQueen
Mike Honeycutt	Madalynne Cox
Lori G. Stout	

By majority voice vote, all ayes, motion carried.

Recognition of Elected and Appointed Officials and Guest was made by Chairman Bowers at this time thanking them for their service.

Mayor's Report.

1. January Radon Action Month
2. Household Solid Waste Program
Tentative Date: Saturday, May 12, 2012
Alternate Date: April 21, 2012 and May 19, 2012
Location-Carter County Recycling Center, 411 Cherokee Dr.
Elizabethton, TN
3. Tennessee Department of Transportation research concerning sections of Highway 19E at Simerly Creek, intersection of Tiger Creek and 19E, Bear Cage Road and 19E. Improvements would be funded by SPOT Safety Program. It was noted that a local maintenance agreement would be required between the county and the state. Highway Committee to be informed of any updates concerning this matter.
4. Economic Prosperity. Need for wide band fiber optic network. Mayor puts together a task force to research this area. Members are: Dean Blevins, Keith Young, Lee Ruffin, Tom Anderson, John Hartman, and Dan Cogan.
5. Office Business Hours of Courthouse being changed to 8:00 a.m. - 5:00 p.m.

Motion made by John Lewis, seconded by Scott Sams to **change the Courthouse Business Hours to 8:00 a.m. - 5:00 p.m.**

Discussion followed concerning who can set the hours of each office.

Motion to Table the forgoing motion made by Harry Sisk, seconded by Gebe Ritchie allowing the County Attorney to research and provide more information.

Roll Call Vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Nancy Brown, Joel Street, Richard Winters, Harry Sisk, Charles VonCannon, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, Sonja Culler, Russell Kyte, Bill Armstrong, Pat Hicks and Robert Gobble. (20 Ayes)

Nays: Ronnie Trivett, John Lewis, and Scott Sams (3 Nays)

Absent: Charlie Bayless (1 Absent)

Motion to table carries.

6. Charter Government - Downsizing of the County Commission.
Mayor Humphrey requested the chair entertain a motion to downsize the commission. Following much discussion, Chairman Bowers noted that the Re-Appportionment Committee voted to keep the Commission at the current twenty-four (24) members, therefore the Chair would not entertain a motion for change at this time.
Discussion followed.

Commissioners, Charlies VonCannon, Nancy Brown, Ronnie Trivett, Scott Sams, and Robert Gobble at this time removed themselves from their seat in the Commission meeting and sat in the audience.

7. County Budgets and Expenses.

Beginning January 2012 Chairman Bowers requested that all items being reported on in the Mayors Report be placed in the packets allowing time for research on issues being presented. Mayor Humphrey stated that he would provide copies after the meeting.

Chairman Bowers stated that if information on issues being discussed was not in the packets, they would not receive consideration.

Committee Reports

Motion was made by Harry Sisk on behalf of the Budget Committee and seconded by Steve Chambers to approve **General Fund 101 Budget Amendment # 5** with 6 items for a total of \$ 178,109.46. Items # 1 & 2 are to reallocate funds for the cost of the copiers in Emergency Management Agency. Item # 3 is to reallocate funds to cover the cost of opening the new jail, office supplies and vehicle repairs. Items # 4-6 are just flow thru moneys for various revenue sources. No new money is involved in any items and is recorded on page 412.

Roll Call Vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Joel Street, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, Sonja Culler, Russell Kyte, Bill Armstrong, and Pat Hicks. (17 Ayes)

Nays: John Lewis (1 Nay)

Absent: Nancy Brown, Ronnie Trivett, Charles VonCannon, Charlie Bayless, Scott Sams and Robert Gobble (6 Absent)

By majority roll call vote motion carried.

Motion by Harry Sisk on behalf of the Budget Committee and seconded by Lawrence Hodge to approve **General Purpose School Fund 141 Budget Amendment # 5** with 1 item for a total of \$628,970.00 to reallocate funds from referendum money for window renovations at Happy Valley High School and Hampton High School and is recorded on page 413.

Roll Call Vote as follows:

Ayes: Buford Peters, Gebe Ritchie Lawrence Hodge, *Joel Street, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, *Dickie Renfro, *Ken Arney, *Steve Chambers, John Lewis, *Sonja Culler, Russell Kyte, Bill Armstrong, and *Pat Hicks. (18 Ayes)
(*Indicates that Disclaimer for Employees of Carter County Tennessee was read before voting.)

Nays: None (0 Nays)

Absent: Joel Street, Ronnie Trivett, Charles VonCannon, Charlie Bayless, Scott Sams, and Robert Gobble. (6 Absent)

By majority roll call vote motion carried.

Motion by Harry Sisk on behalf of the Budget Committee, seconded by Steve Lowrance to approve **General Purpose School Fund 141 Budget Amendment # 7** with 2 items total of \$114,380.00 into the budget. Item # 2 is to reallocate funds for a meat cooler compressor at Unaka High School and is recorded on page 413.

Roll Call vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, *Joel Street, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, *Dickie Renfro, *Ken Arney, *Steve Chambers, John Lewis, *Sonja Culler, Russell Kyte, Bill Armstrong, and *Pat Hicks. (18 Ayes)
(* Indicates that Disclaimer for Employees of Carter County Tennessee was read before voting.)

Nays: None (0 Nays)

Absent: Nancy Brown, Ronnie Trivett, Charles VonCannon, Charlie Bayless, Scott Sams, and Robert Gobble. (6 Absent)

By majority roll call vote motion carried.

Motion by Harry Sisk on behalf of the Budget Committee, seconded by Sonja Culler, to approve the raising of **Landfill Director Benny Lyons salary** from \$ 36,000.00 to \$39,675.50 immediately and after October 5, 2012 raise his salary to \$43,351.00.

Roll Call vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Joel Street, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, John Lewis, Sonja Culler, Russell Kyte, Bill Armstrong, and Pat Hicks. (18 Ayes)

Nays: None (0 Nays)

Absent: Nancy Brown, Ronnie Trivett, Charles VonCannon, Charlie Bayless, Scott Sams, and Robert Gobble. (6 Absent).

By majority roll call vote motion carried.

Motion made by Harry Sisk on behalf of the Budget Committee, seconded by Bill Armstrong to approve a **Christmas Bonus** of \$200.00 per full-time employees and \$100.00 per part-time employees with the funds coming from the unused portion of the health insurance line items that are not being used because of the rate hold received on health insurance.

Following much discussion it was noted by Chairman Bowers that these funds, if approved, would not be taken from Fund Balance. He noted that funds were already appropriated in each departments line item for insurance and would be transferred to a salary line item and in no means this would deplete that money in each office line item for insurance.

Roll Call vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Joel Street, Richard Winters, Harry Sisk, *L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, Sonja Culler, Russell Kyte, Bill Armstrong, and Pat Hicks. (17 Ayes) (*Indicates that Disclaimer for Employees of Carter County Tennessee was read before voting.)

Nays: John Lewis (1 Nay)

Absent: Nancy Brown, Ronnie Trivett, Charles VonCannon, Charlie Bayless, Scott Sams, and Robert Gobble. (6 Absent)

By majority roll call vote motion carried.

Motion by Harry Sisk, seconded by JoAnn Blankenship to approve \$9,486.73 from Fund Balance to pay for the **costs of meth lab clean-ups** that occurred in June 2011.

During discussion it was noted that these funds are anticipated to be refunded by the Environmental Protection Agency.

Roll Call vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Joel Street, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, John Lewis, Sonja Culler, Russell Kyte, Bill Armstrong, and Pat Hicks, (18 Ayes)

Nays: None (0 Nays)

Absent: Nancy Brown, Ronnie Trivett, Charles VonCannon, Charlie Bayless, Scott Sams, and Robert Gobble. (6 Absent)

By majority roll call vote motion carried.

Motion made by JoAnn Blankenship on behalf of the Financial Management Committee seconded by Pat Hicks to accept the **Carter County Financial Management Committee's Internal Control Policy and Procedures** as recorded on page 414- 418 .

Roll Call vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Joel Street, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, John Lewis, Sonja Culler, Russell Kyte, and Pat Hicks. (17 Ayes)

Nays: None (0 Nays)

Absent: Nancy Brown, Ronnie Trivett, Charles VonCannon, Charlie Bayless, Scott Sams, Bill Armstrong, and Robert Gobble. (7 Absent)

By majority roll call vote motion carried.

Motion made by JoAnn Blankenship on behalf of the Financial Management Committee seconded by Pat Hicks to accept the **Carter County School Board Budget Amendment Policy** as recorded on page 418.

By majority voice vote, all ayes, motion carried.

Health & Welfare Committee report was presented by JoAnn Blankenship, Committee Chairperson.

Education Committee report was presented by Steve Lowrance, Committee Chairman. During this report Danny McClain spoke concerning new requirements and changes that have recently been made by the State.

Motion made by L.C. Tester on behalf of the Building and Grounds Committee, seconded by Ken Arney to **assign a space on a first floor wall to place pictures of historical significance..**

Following much discussion the Chairman called for a voice vote.

By majority voice vote, all ayes, motion carried.

Motion made by JoAnn Blankenship, seconded by Pat Hicks to adopt a “**Debt Management Policy for Carter County**” **Resolution No. 555** as recorded on page 419-426.

By majority voice vote, being all ayes, motion carried. *Roll call vote as required noted next on page.

Motion made by Gebe Ritchie, seconded by Ken Arney to **adopt the 2009 Edition International Building Code (IBC) Resolution No. ~~X~~** as presented and copied on page 427-429

Discussion followed concerning individuals having certification. Commissioner Ken Arney at this time recognized Contractor Amos Holva who took the podium. He spoke concerning issues he has had recently with state inspectors. Mr. Holva shared with the Commission the many problems he had encountered in completing required inspections.

Following the discussion Chairman Bowers called for a roll call vote on the motion as presented.

Roll Call vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, and Steve Chambers. (12 Ayes)

Nays: John Lewis (1 Nays)

Passing: Joel Street, Sonja Culler, Russell Kyte, Bill Armstrong, and Pat Hicks.
(5 Passing)

Absent: Nancy Brown, Ronnie Trivett, Charles VonCannon, Charlie Bayless, Scott Sams, and Robert Gobble. (6 Absent)

Motion Failed (to adopt the 2009 Edition of the IBC)

Chairman Bowers noted at this time the previous motion concerning the **Debt Management Policy for Carter County** required a **roll call vote** which he called for at this time.

Roll Call Vote follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Joel Street, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, John Lewis, Sonja Culler, Russell Kyte, Bill Armstrong, and Pat Hicks. (18 Ayes)

Nays: None (0 Nays)

Absent: Nancy Brown, Ronnie Trivett, Charles VonCannon, Charlie Bayless, Scott Sams, and Robert Gobble. (6 Absent).

Motion carried.

Chairman Tom Bowers at this time called for a ten (10) minute recess and then into attorney/client privilege to discuss matters under litigation.

Following the above mentioned recess and attorney/client privilege meeting was called back to order by Chairman Bowers.

County Attorney, Keith Bowers, Jr. reported on several issues as follows:

1. Class Action Lawsuit / Dr. Paul
2. Form letter to be sent to Utility District concerning repair of water lines.
3. TDOT – Highway 19E Traffic Studies Request
4. Carter County Road List – to be January Packet
5. Ethics Committee
6. Jail Negotiations

Motion made by John Lewis, seconded by Scott Sams to **accept \$ 175,000.00 from Blaine Construction along with the extended warranty to December 1, 2012** and to authorize Chief Deputy Ron Street, Chairman Tom Bowers and Mayor Leon Humphrey to work out the “punch list” concerning **building issues at the new jail.**

Roll Call Vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Nancy Brown, Joel Street, Richard Winters, Harry Sisk, Charles VonCannon, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, John Lewis, Sonja Culler, Russell Kyte, Scott Sams, Bill Armstrong, Pat Hicks, and

Robert Gobble. (22 Ayes)

Nays: None (0 Nays)

Absent: Ronnie Trivett and Charlie Bayless (2 Absent)

Motion Carried.

Motion by L.C. Tester, seconded by Sonja Culler, to allow County Attorney Keith Bowers, Jr. to **re-write the Ethics Policy to include on the committee all the constitutional elected office holders and appointed officials** those being:
County Mayor, Leon Humphrey
Assessor of Property, Ronnie Taylor
Trustee, Randal Lewis
County Clerk, Mary Gouge
Register of Deeds, Edrie "Jody" Bristol
Clerk & Master, Melissa Moreland
Sheriff, Chris Mathes
Circuit Clerk, John Paul
Sessions Judge, John Walton
Highway Superintendent, Jack Perkins

Roll call vote as follows:

Ayes: Buford Peters, Gebe Ritchie, Lawrence Hodge, Joel Street, Richard Winters, Harry Sisk, L.C. Tester, Steve Lowrance, Tom Bowers, JoAnn Blankenship, Dickie Renfro, Ken Arney, Steve Chambers, and Sonja Culler. (14 Ayes)

Nays: Nancy Brown, Charles VonCannon, John Lewis, Russell Kyte, Scott Sams, Bill Armstrong and Robert Gobble. (7 Nays)

Passing: Pat Hicks (1 Passing)

Absent: Ronnie Trivett, and Charlie Bayless (2 Absent)

By majority roll call vote motion carried.

Ernest Ritchie at this time was recognized by the Chair, Tom Bowers and requested that copies of the Tennessee Fire Service and **Code Certifications for James Church, Tony E. Gouge, and Chris Schuettler** be entered in the minutes therefore showing completion of training. Chair so granted request and copies are recorded on pages 430-440.

Carter County Tommorrow report was present by Tom Anderson. Items discussed shown on page 411.

Public Comments: The following approached the Commission to discuss their viewpoints on various issues:

David H. Hampton: Water Drainage problems on Carl Smith Road.
Attorney Bowers to research.

Scott Snell: On behalf of Citizens in Action (CIA). Website request.

Motion made by Scott Sams, seconded by Nancy Brown to request that the County

Clerks office be responsible for posting all Carter County Commission and Sub-Committee meeting minutes and agendas on the Carter County Website. Those meetings to be posted within seven (7) days of approval and that the agenda be posted five (5) days prior to the actual meeting date.

Following much discussion the chair called for a roll call vote as follows:

Ayes: Nancy Brown, Charles VonCannon, JoAnn Blankenship, Dickie Renfro, John Lewis, Sonja Culler, Russell Kyte, Scott Sams, Bill Armstrong, Pat Hicks and Robert Gobble. (11 Ayes)

Nays: Buford Peters, Gebe Ritchie, Lawrence Hodge, Joel Street, Richard Winters, Harry Sisk, L. C. Tester, Steve Lowrance, Tom Bowers, Ken Arney, and Steve Chambers. (11 Ayes)

Absent: Ronnie Trivett and Charlie Bayless (2 Absent)

Motion failed.

Public Comments (Con't)

- Jeffery Hughis: Downsizing of the Commission
- Jim Dabbondanza: County spending procedures
- Roy Livingston: Harassment concerns and Ethics Committee
- Anthony Townsend: Placement of Public Comments on Agenda
- James Hughes: Downsizing of Commission and Confusion during meetings

Commissioner Comments

Gebe Ritchie at this time extended a “thank-you” to the Citizens in Action (CIA) for the recent gift made recently to the needy.

Motion to adjourn was made by Scott Sams, seconded by Joel Street.

By majority voice vote, being all ayes, meeting adjourned at 10:40 p.m.

Some Current Activities:

Okolona Exit Park	B-2-B	Quest	Anti Drug Coalition
Roan Mtn Sewer	DOL/ECD Workshop	Red Energy	Education/Workforce
Riverfront Planning	Access to capital workshop	Pine Palms	Tweetsie Trail
Retail Plan	Visits (BEAR)	Highlands Group	Arts Center
SIA Route		Un-named Confidential	Downtown Sign Project

**#5 GENERAL FUND - 2011-12
BUDGET AMENDMENTS
19-Dec-11**

FUND 101

Item #1	54490-599	Other Charges	\$	809.00	Decrease	
	54490-719	Office Equipment			\$	809.00 Increase

Reallocate funds to purchase a copier - EMA

Item #2	54490-599	Other Charges	\$	571.89	Decrease	
	54490-351	Rentals			\$	571.89 Increase

Reallocate fund to cover cost of old copier

Item #3	54210-160	Guards	\$	170,000.00	Decrease	
	54210-336	Maintenance/Repairs Equipment			\$	10,000.00 Increase
	54210-410	Custodial Supplies			\$	50,000.00 Increase
	54210-441	Prisoner Clothing			\$	9,000.00 Increase
	54210-717	Maintenance Equipment			\$	5,000.00 Increase
	54210-340	Medical & Dental Services			\$	10,000.00 Increase
	54210-355	Maintenance/Repairs - Building			\$	20,000.00 Increase
	54110-435	Office Supplies			\$	6,000.00 Increase
	54110-338	Vehicle Maintenance			\$	60,000.00 Increase

Reallocate fund to cover cost of opening new jail / office supplies/vehicle repairs

Item #4	40110	Current Property Tax	\$	3,116.00	Decrease	
	51300-540	Tax Relief			\$	3,116.00 Increase

Funds for the 2011 Tax Relief Program

Item #5	41590	Other Permits	\$	2,760.00	Decrease	Increase
	58900-361	Permits			\$	2,760.00

Funds for State Building Permits

Item #6	46990	Other State Revenue	\$	852.57	Decrease	
	58900-399	Other Contracted Services			\$	852.57 Increase

Funds from State for the East TN Railroad Authority

Total			\$	178,109.46		\$ 178,109.46
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Carter County Schools

General Fund 141

Budget Amendment #5

Item # 1	34330 Reserved for Capital Outlay		\$	628,970.00	Decrease
	76100-707 Building Improvements	\$	628,970.00		Increase

To reallocate funds from Reserve for window renovations at HVHS and HHS.

Total \$ 628,970.00 \$ 628,970.00

Carter County Schools
General Purpose School Fund 141
Budget Amendment #7

Item # 1	39000 Fund Balance		\$	110,250.00	Decrease
	71300-116 Teachers	\$	66,275.00		Increase
	71300-201 Social Security	\$	4,110.00		Increase
	71300-204 State Retirement	\$	5,998.00		Increase
	71300-207 Medical Insurance	\$	9,906.00		Increase
	71300-212 Employer Medicare	\$	961.00		Increase
	71300-449 Textbooks	\$	3,000.00		Increase
	71300-730 Vocational Instructional Equipment	\$	20,000.00		Increase

To budget for the additional Health Science teachers.

Item #2	35120 Reserved for Energy Saving Projects		\$	4,130.00	Decrease
	72610-717 Maintenance Equipment	\$	4,130.00		Increase

To allocate funds from reserve for meat cooler compressor.

Total \$ 114,380.00 \$ 114,380.00

Internal Controls

The Carter County Financial Management Committee recognizes that internal controls are one means by which a county government can achieve its objectives. They are checks and balances to support the Committee's mission and to help prevent fraud, waste and abuse. In fact, internal controls are the first line defense to prevent and detect fraud. Carter County, like all local governments, needs internal controls to:

- Ensure mission accomplishment
- Reduce opportunities for fraud
- Prevent loss of funds or other resources
- Establish standards of performance
- Assure compliance with laws, regulations, policies, and procedures
- Preserve integrity
- Eliminate adverse publicity
- Ensure public confidence
- Protect County assets
- Promote effectiveness and efficiency of operations
- Ensure reliability of financial reporting
- Stay in compliance with applicable laws and regulations

Key Elements of the Carter County Financial Management Committee's Internal Control Policy include the following principles:

1. Separation of Duties: Duties shall hereafter be divided so that no one person has complete control over a key function or activity of the county.
2. Authorization and Approval: Proposed Transactions will be authorized only when they are consistent with policy and funds are available.
3. Custodial and Security Arrangements: The responsibility for custody of assets shall be separated from the related recordkeeping.
4. Review and Reconciliation: Records shall be examined and reconciled to determine that transactions were properly processed and approved on a regular and timely basis.
5. Physical Controls: Equipment, inventories, cash and other assets shall be secured physically, counted periodically and compared with amounts shown on control records.
6. Training and Supervision: Employees shall be well trained and supervised to ensure that control processes function properly.
7. Documentation: Well documented policies and procedures shall be adopted to promote employee understanding of job duties and to help ensure continuity during employee absences or turnover.

8. **Cost/Benefit:** It shall be the goal to ensure that costs associated with control processes shall not exceed the expected benefits.
9. **Information:** The information and communication component of internal controls relates to the financial reporting process and, in particular, the accounting system and underlying transactions. It consists of the records and methods established to identify, capture and exchange information in a form and time frame that enables people to carry out their responsibilities effectively, and to maintain accountability for related assets and liabilities. The information system produces reports containing operational, financial and compliance-related information that make it possible to run and control the county finances. Reports that are produced should be utilized in the decision-making process. Failure to utilize these reports can be detrimental to the decision making of the county as a whole.

Internal Control Responsibilities and Organizational Hierarchy

Within the structure of Carter County government the Financial Management Committee selects the Director of Finance, who serves as the chief financial officer of the county. The Director of Finance shall have the authority to supervise adherence of the financial operation of the county. County elected officials, School Board officials, department heads, and supervisors are responsible for establishing specific internal control policies and procedures as is appropriate for their office. Every employee is responsible for ensuring that established internal controls are followed and applied.

Elected officials and department heads at all levels of the county are responsible for ensuring that an appropriate and effective control environment is in place in their areas of responsibility. All County personnel are responsible for communicating upward observed or suspected problems involving fraud or other improprieties involving county resources. Supervisors will evaluate the effectiveness of control systems, monitor control systems, and contribute to the ongoing effectiveness of control systems. Throughout the process, management has been taught that the costs of control should never be allowed to exceed their benefits.

External county auditors from the Tennessee Comptroller's Office will be utilized to review control systems for the impact they have on financial reporting and compliance with requirements of external agencies.

Monitoring

On at least an annual basis all policies and procedures are reviewed and assessed in order to determine whether or not they are working as intended or if they should be modified by the Financial Management Committee. All such policies and procedures shall be in strict compliance with federal, state, and local laws.

Controls for Cash Receipts

The Finance Department does not handle a great deal of cash. However, there are certain control procedures that are employed. They include:

1. Individual Accountability: One employee of the Finance Department shall be designated as the person to handle all cash and distribute receipts. In the event of that person's absence, the Director of Finance will assume that role.
2. Control of Forms: Receipts are issued in triplicate on pre-numbered forms that are labeled with Carter County Department of Finance on each. These are kept in the custody of the designated employee.
3. Timely Recording and Deposit: Immediately upon acceptance of cash, the designated employee will issue a pre-numbered receipt. Deposits are made with the Trustee daily so that there will be no violation of the three (3) day deposit rule. If for some reason the deposit cannot be made on the same day, a lock box is then used to secure the asset until the morning when the deposit can be made.
4. Segregation of Duties: Reconciliation of cash per Trustee's Report to cash in system is undertaken at least once a month by an employee who is independent of the cash collection or enforcement functions.

Controls for Cash Disbursements

Cash is disbursed frequently in the Finance Department through two primary means of vendor and payroll checks. The following are utilized for effective internal controls for cash disbursements:

A. Vendor Checks

1. Goods Received: Goods are received and signed for payment approval within the various departments. The invoice or packing slip must be signed by the appropriate office holder/department head before payment is issued.
2. Payment Processing: Upon receipt of a payment request/invoice, the Finance Department will review the documentation to ensure its accuracy. Purchase order, invoice, signature for payment approval, etc. will all be checked for completion before payment is issued.
3. Check Issuance: Once completion is verified, the Finance Department will process checks to be disbursed. A Batch Release Form is then completed and sent to the Trustee's Office for approval. The Trustee's Office then verifies the availability of funds in each account and releases the checks for disbursement through the signing of

the Batch Release Form. Upon receipt of the approved Batch Release Form, the Finance Department will then release the checks directly to the vendors.

B. Payroll Checks

1. Time Management: Each employee will create a timesheet for the period of time covered under the designated payroll. That timesheet must reflect the hours work for that time period and be signed for approval by the employee and the appropriate officeholder, department head, or supervisor.
2. Payroll Verification: Upon notification from the officeholders or department heads, the Finance Department will review for accuracy, completion, and approval. Leave balances and hours worked will be verified as well as proper approval of said document.
3. Payroll Processing: Once the documentation is verified, the Finance Department will then process the payroll for disbursement.
4. Check Issuance: Upon completion of the payroll processing, a Batch Release Form is then completed and sent to the Trustee's Office for approval. The Trustee's Office then verifies the availability of funds in each account and releases the checks for disbursement through the signing of the Batch Release Form. Once the approved Batch Release Form is received, the Finance Department will then release the checks to the employees through designated distribution sites.

C. Other Cash Disbursement Controls

1. Check Stock and Signature Plates: The control of the blank check stock and signature plates lies with the Finance Department. Both are secured nightly to protect against unauthorized use.
2. Segregation of Duties: Reconciliation of cash per Trustee's Report to cash in system is undertaken at least once a month by an employee who is independent of the signing and releasing of funds. Also, different employees are responsible for processing payroll, distributing payroll, and reconciling payroll so that no one employee handles a transaction from start to finish.
3. Reports to Departments and Legislative Bodies: Each month, reports will be given to the appropriate departments as well as the appropriate legislative bodies that show comparisons of expenditures to budgets. Detailed reports are available upon request.

Additional Internal Controls

1. Policies and Procedure Manual: The Financial Management Committee maintains the Carter County Financial Policies and Procedure Manual. This manual contains all of the policies and procedures specific to county operations. All policies and procedures shall be in strict compliance with federal, state, and local laws.
2. Uniform Accounting System: The County adheres to the Tennessee Comptroller of the Treasury's most recent County Uniform Chart of Accounts. A complete self-

balancing account group shall be created and maintained for each fund established in the County.

3. **Records Management:** The following records are maintained in the Finance Department:
 - a. Copies of the budget and any supplemental appropriations and/or amendments.
 - b. Personnel files with supporting documents for payroll and benefits.
 - c. Copies of bond documents and revenue anticipation notes as well as their associated resolutions and retirement schedules.
 - d. Authorizations of loans and transfers between funds.
 - e. Summaries of action taken on competitive bids.
 - f. Copies of contracts entered into by the county.
4. **Employee Handbooks:** Carter County has an Employee Handbook as well as a Civil Service Handbook that are both utilized as part of the record system of the County. The Board of Education also has an Employee Handbook as well.
5. **GASB Compliance Records:** All accounting procedures relative to GASB compliance shall be maintained as public record. All policies, thresholds, schedules, and other related documents relative to GASB compliance shall be part of the record system of the County.

County Budget Amendment Policy

Finance Department will notify Department Head in writing when any line item is about to run over the budgeted amount. The notification will be forwarded to the Budget Committee and the official will be asked to present a budget amendment at the next scheduled meeting or a special called meeting in the event of an emergency. The Director of Finance will work with the Department Head on possible funding options for the proposed amendment and develop a recommendation to be presented to the Budget Committee. Any recommendation should include the following information:

- Amount of overage, current and projected for the remainder of the fiscal year
- Funding options
 - Line item transfer (no new money)
 - Proposing a new revenue source or a change in existing fees to offset cost
 - Potential use of fund balance

Any pending purchases will be restricted to not exceed 5% of the total budgeted line item until a proposed amendment has been presented to the Budget Committee for Approval.

School Board Budget Amendment Policy

The Finance Department will notify the appropriate Supervisor in writing when any line item is about to run over the budgeted amount. The notification will be forwarded to the School Board and the supervisor will be asked to present a budget amendment at the next scheduled meeting or a special called meeting in the event of an emergency. The Director of Finance will work with the Supervisor on possible funding options for the proposed amendment and develop a recommendation to be presented to the School Board. Any recommendation should include the following information:

- Amount of overage, current and projected for the remainder of the fiscal year
- Funding options
 - Line item transfer (no new money)
 - Proposing a new revenue source
 - Potential use of fund balance

Any pending purchases will be restricted to not exceed 5% of the total budgeted line item until a proposed amendment has been presented to the Budget Committee for Approval.

Upon ratification by the Board of Education, the amendment will then be forwarded to the Budget Committee and legislative body for approval. This policy is in compliance with TCA 49-2-301(w)(ii), TCA 5-9-407(b), and AG Opinion No. 04-098 Question #4, and Carter County Board of Education Policy 2.201.

BEFORE THE COUNTY COMMISSION
OF CARTER COUNTY, TENNESSEE
REGULAR MEETING, MONDAY, DECEMBER 19, 2011

RESOLUTION NO.: 555

"TO ADOPT A DEBT MANAGEMENT POLICY FOR CARTER COUNTY"

WHEREAS, *Tennessee Code Annotated*, Section 9-21-151(b)(1), authorizes the State Funding Board to develop model financial transaction policies for local governments and local government instrumentalities; and

WHEREAS, the State Funding Board has adopted a statement on debt management and directed local governments and government entities that borrow money to draft their own debt management policies with certain mandatory provisions; and

WHEREAS, the Carter County Legislative Body has prepared a debt management policy that includes the mandatory provisions relative to transparency, professionals and conflicts.

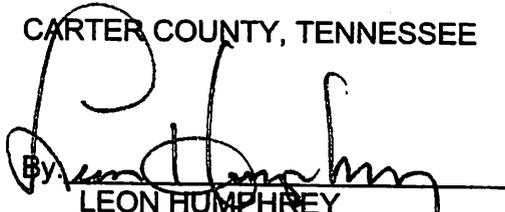
NOW, THEREFORE, BE IT RESOLVED, by the Carter County Legislative Body meeting in regular session at Elizabethton, Tennessee, on this 19th day of December, 2011, that:

SECTION 1. The debt management policy attached as Exhibit "A" to this resolution, incorporated herein by reference, is hereby adopted.

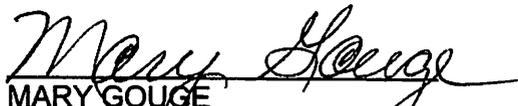
SECTION 2. This resolution shall take effect upon passage, the public welfare requiring it.

ADOPTED this 19th day of December, 2011.

CARTER COUNTY, TENNESSEE

By: 
LEON HUMPHREY
CARTER COUNTY MAYOR

ATTEST:


MARY GOUGE
CARTER COUNTY CLERK

APPROVED AS TO FORM:


KEITH BOWERS, JR.
CARTER COUNTY ATTORNEY

Exhibit "A"

Debt Management Policy

I. Goals and Mission

The purpose of the Carter County Debt Management Policy is to provide management with a template for guidelines and direction to assist in making sound debt management decisions. It will further demonstrate strong management practices for our county citizens, outside investors, and credit agencies.

II. Legal Requirements

Pursuant to TCA Section 9-21-151(b) (1), the State Funding Board is authorized to develop model financial transaction policies for the State, State Agencies, local governments, and local government instrumentalities. The State Funding Board on December 15, 2010, adopted a statement on debt management that reflects four principles for strong financial management in the public sector:

1. Understand the transaction.
2. Explain to citizens what is being considered.
3. Avoid conflicts of interest.
4. Disclose costs and risks.

This policy is drafted as part of the said requirement and includes the four (4) stated principals. Many of the processes for approval, sale and repayment of debt are controlled by various Tennessee statutes. These laws and regulations which provide debt policy for most of Tennessee local governments are not repeated here, but this policy must be considered in conjunction with those laws.

III. Objectives

1. Enhance decision process transparency.
2. Address hiring outside professionals.
3. Address any potential conflict of interest issues.
4. Address additional requirements for new debt.

IV. Transparency

Carter County shall comply with legal requirements for notice and for public meetings related to debt issuance. In the interest of transparency, all costs (including interest, issuance, continuing, and one-time) shall be disclosed to the citizens, governing bodies, and other stakeholders in a timely manner.

Responsibilities for analysis and reporting shall be with the Financial Management Committee and the County's Budget Committee. The following procedure will be followed to enhance the transparency of such decisions.

1. Annual Debt Report: An annual debt payment report shall be submitted to the county legislative body by July of each year, generally the report will be presented with the annual debt budget. The annual report will consist of but not be limited to:
 - a. Budget summary and detailed budget as required by the Comptroller's Office.
 - b. Net Debt Calculation (Total Principal outstanding less most recent year respective debt balance).
 - c. Calculation of Net Debt per capita from last official census (net debt/population).
 - d. Documentation of the most recent debt rating.
 - e. Reports will reflect the estimated fund balance.
2. Annual Debt Budgets: Annual Debt Budgets shall be adopted by the county legislative body and comply with legal notice and filings requirements including the State Open Records Law.
3. New Debt Issuance: Any new debt issuance shall comply with State Form CT-0253 as well as any other state required forms that detail all associated cost for the issuance of the proposed debt. These records will be available for public and county commission inspection prior to the commission's approval of the debt issuance.

V. Use of Debt Financing

Debt is only to be incurred for financing capital assets that, because of their long-term nature or because of budgetary restraints, cannot be acquired from current or budgeted resources. Debt is not to be used for operational needs. Debt financing can include general obligation bonds, revenue bonds, certificates of participation, lease/purchase agreements, special obligation bonds, or any other financing instrument allowed under Tennessee statutes. Carter County will seek to utilize the least costly/most appropriate form of financing for its project needs.

VI. Capital Planning and Debt Determination

The Carter County Commission shall conduct a needs assessment and a three-year Capital Improvement Program.

Debt financing will be considered in conjunction with the approval by the County Commissioners. Additionally, debt financing will be considered for equipment items that normally do not go through the County Commission, but are included in departmental requests, and are not treated as current year operating expenditures.

Any capital item that has not been included in the processes above, but because of its critical or emergency need where timing was not anticipated in the CIP or budgetary process, or is mandated immediately by either State or Federal requirements, will be considered for approval for debt financing.

VII. Debt Affordability

The County will use an objective, analytical approach to determine the amount of debt to be considered for authorization and issuance. This process involves the comparison of generally accepted standards of affordability to the current County values.

These standards and guidelines shall include the following:

Debt Per Capita

This ratio measures the burden of debt placed on the size of the population supporting the debt and is widely used by analysts as a measure of an issuers' ability to repay debt. This measure will be maintained with a ceiling in the range of \$1,000 and a target rate of \$700.

Debt as Percentage of Assessed Valuation

This ratio measures debt levels against the property tax base which generates the tax revenues that are the main source of debt repayment. This ratio is to be targeted at 3.8% with a ceiling of 7.0%.

Debt Service as Percentage of Operational Budget

This ratio reflects the County's budgetary flexibility to change spending and respond to economic downturns. This ratio is targeted at a level of 14% with a ceiling of 16%.

Ten-year Payout Ratio

A faster payout is considered to be a positive credit attribute. The County will maintain a floor for its ten-year payment of 60%.

Unreserved/Undesignated General Fund Balance

The suggested target range of Undesignated General Fund balance to General Fund expenditures is 12.0% to 14.0%, in accordance with the County's Fund Balance Policy.

These measures shall also be judged against the necessity of and the benefits derived from the proposed acquisitions.

By establishing maximum debt ratios (ceilings or floors) and target debt ratios over a period of time the County is demonstrating that there is a limit above which the County will not issue additional debt in order to control its debt service burden. The County is committing to either decrease capital spending or to find other funding sources rather than create an excessive debt burden on future budgets.

The County will update its Debt Affordability study annually along with a review of comparable Aa3 rated counties to continue to analyze and control its debt effectively.

VIII. Debt Structure

For most debt issues, the actual structure and sale is conducted in conjunction with the Local Finance Office, a division of the Comptroller of the Treasury. Local Finance functions as the financial advisor to local governments when issuing debt. Structuring must take into consideration current conditions and practices in the municipal finance market.

Debt will be paid off in a timeframe that is less than the useful life of the asset or project acquired through the financing. General obligation bonds will be generally competitively bid with no more than a 20-year life. Negotiated or private placements, however, may be used where

allowed when complex financing or structure is a concern with regard to marketability. Debt service for each issue will be structured in an attempt to level out the County's total debt service payments. This structuring assists in minimizing the interest payments over the life of the issue.

The County will consider utilization of variable rate debt in order to lessen the potential interest costs over the life of the issue. In the event of variable interest debt, the county should consider budgeting up to an additional 2% above the variable rate to protect the county in the event of an upswing in interest rates.

Bond sales will be scheduled in January of each year or on an as needed basis with the size of the bond sale to be determined by the County, based on expected cash needs for construction or acquisition of projects for approximately 12 months. This will accommodate necessary spending requirements to avoid arbitrage rebates. The size of other types of financings will be determined by the cost of the assets being acquired, including all issuance costs. The time of the sale will be determined based on existing cash balances from previous financings, acquisition and construction cash draw down requirements, and expectations of needs for new projects to be funded by the financing.

Leases should only be used when it is more advantageous than purchasing the asset. All leases will be reviewed by the county attorney prior to execution of the lease, in order to determine if the instrument is a capital or operating lease. No county official that is not authorized by State statute should execute a capital lease on behalf of the county. Since capital leases are typically the least used and most expensive means of financing, the county commission should fully understand the cost of the asset and borrow cost imputed, as well as, whether they intend to use the asset through the end of its useful life.

IX. Credit

The County will seek to maintain its current Aa3 rating on its general obligation debt and maintain the highest possible ratings on other financing instruments, if rated. Credit enhancements will only be used when necessary for cost-effectiveness and/or marketability. The County will maintain good communications with bond rating agencies about its financial conditions and operations with information being sent to the rating agencies on a regular basis. Credit ratings will be sought from the major, national rating agencies.

X. Refunding of Outstanding Debt

The County will monitor the municipal bond market for opportunities to obtain interest savings by refunding or advance refunding outstanding debt. The estimation of net present savings should be, at a minimum, in the range of 2.5 - 3%, of the refunded maturities before a refunding process begins. The refunding must not extend the original anticipated life of the asset.

XI. Arbitrage Rebate Reporting and Covenant Compliance

The County will maintain a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code. This effort includes tracking investment earnings on bond proceeds, calculating rebate payments in compliance with tax law, and remitting rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the County's outstanding debt issues.

Debt Per Capita

This ratio measures the burden of debt placed on the size of the population supporting the debt and is widely used by analysts as a measure of an issuers' ability to repay debt. This measure will be maintained with a ceiling in the range of \$1,000 and a target rate of \$700.

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The County will consider utilization of variable rate debt in order to lessen the potential interest costs over the life of the issue. In the event of variable interest debt, the county should consider budgeting up to an additional 2% above the variable rate to protect the county in the event of an upswing in interest rates.

Bond sales will be scheduled in January of each year or on an as needed basis with the size of the bond sale to be determined by the County, based on expected cash needs for construction or acquisition of projects for approximately 12 months. This will accommodate necessary spending requirements to avoid arbitrage rebates. The size of other types of financings will be determined by the cost of the assets being acquired, including all issuance costs. The time of the sale will be determined based on existing cash balances from previous financings, acquisition and construction cash draw down requirements, and expectations of needs for new projects to be funded by the financing.

Leases should only be used when it is more advantageous than purchasing the asset. All leases will be reviewed by the county attorney prior to execution of the lease, in order to determine if the instrument is a capital or operating lease. No county official that is not authorized by State statute should execute a capital lease on behalf of the county. Since capital leases are typically the least used and most expensive means of financing, the county commission should fully understand the cost of the asset and borrow cost imputed, as well as, whether they intend to use the asset through the end of its useful life.

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The County will maintain a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code. This effort includes tracking investment earnings on bond proceeds, calculating rebate payments in compliance with tax law, and remitting rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the County's outstanding debt issues.

Additionally, general financial reporting and certification requirements included in debt issue documents are monitored to ensure compliance with all covenants.

XII. Continuing Disclosure

The County will provide on-going disclosure information to established national information repositories and maintain compliance with disclosure standards promulgated by state and national regulatory agencies.

XIII. Selection of Financial Consultants and Service Providers

The County will provide for a solicitation and selection process for securing all professional services required in connection with any debt issues. This selection will be done on an issue-by-issue basis, will focus on the particular experience and expertise necessary for that issue, and will be made in order to secure such services at competitive prices to the County. The County will issue a Request for Proposals according to the attached template for RFP. All professionals involved with the cost of issuance of debt shall disclose the estimated cost of their respective services including "soft" costs or compensations in lieu of direct payments to the county commission prior to the issuance of the debt in the form of an engagement letter.

The following is a selection process and appointment criteria for bond counsel:

1. Financial Advisor: The County shall enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions. Whether in a negotiated or competitive sale, the financial advisor shall not be permitted to bid on, privately place or underwrite an issue for which they are providing advisory services for the issuance. The county will utilize the most current definition of "financial advisor" as determined by the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board, when determining what exactly defines a financial advisor.
2. Underwriter: If there is an underwriter, the county shall require the underwriter to clearly identify itself in writing (e.g. in a response to a request for proposal or in promotional materials provided to the issuer) as an underwriter and not as a financial advisor from the earliest stages of its relationship with the county with respect to that issue. The underwriter must clarify its primary role as a purchaser of securities in an arm's-length commercial transaction and that it has financial and other interests that differ from those of the county's. The underwriter in a publically offered, negotiated sale shall be required to provide pricing information both as to interest rates to takedown per maturity to the governing body in advance of the pricing of the debt.
3. Counsel: Carter County shall enter into an engagement letter agreement with each lawyer or law firm representing the County in a debt transaction. No engagement letter is required for any lawyer who is an employee of the County or lawyer or law firm which is under a general appointment or contract to serve as counsel to the County. The County does not need an engagement letter with counsel not representing the County, such as underwriters' counsel.

XIV. Conflict of Interest Issues

1. Professionals involved in a debt transaction hired or compensated by the county shall be required to disclose to the county existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, swap advisor, bond counsel, swap counsel, trustee, paying agent, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations, and program administrators. This disclosure shall include that information reasonably sufficient to allow the county to appreciate the significance of the relationships. Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.
2. The County and all professionals involved shall insure that no debt is issued that engages in interest swap agreements or derivative arrangements.

BEFORE THE COUNTY COMMISSION
OF CARTER COUNTY, TENNESSEE

REGULAR MEETING, MONDAY, DECEMBER 19, 2011

RESOLUTION NO.

"AUTHORIZING THE ADOPTION OF THE 2009 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE (IRC), AND OF THE 2009 EDITION OF THE INTERNATIONAL BUILDING CODE (IBC). IN THE UNINCORPORATED AREAS OF CARTER COUNTY, TENNESSEE; PROVIDING FOR THE ISSUANCE OF PERMITS, COLLECTION FEES, AND INSPECTIONS"

WHEREAS, the Carter County Legislative Body adopts as follows: That three copies be keep on file in the office of the Carter County Court Clerk, being marked and designated as the International Residential Code (IRC), 2009 Edition, Chapters 1-11, and the 2009 International Building Code (IBC) as published by the International Code Council, be and is hereby adopted as the Residential Code and Building Code of Carter County, in the State of Tennessee for regulating and governing the construction, alteration, movement, enlargement, replacement, repair, location, removal and demolition of detached one and two family dwellings and multiple single family dwellings (townhouse) not more than three stories in height with separate means of egress as herein provided for the issuance of permits and collection of fees therefore; and each and all of the regulation, provisions, penalties, conditions and terms of said Residential Code or Building Code on file in the office of the Carter County Court Clerk are hereby referred to, adopted and made a part hereof, as if fully set out in this resolution, with the additions, insertions, deletions and changes, prescribed in this Resolution; and

WHEREAS, the following sections are hereby revised:

Section R101.1 (IRC) and 101.1 (IBC), as to Jurisdiction, insert "Carter County"

Section R101- R114 (IRC) and 101-116 (IBC), as to Building Official, insert "Director of Planning and Zoning for Carter County", as to Jurisdiction other than R101.1; insert "Carter County Planning Commission".

Section R103 (IRC), delete in its entirety and replace with what follows:

**SECTION R103
DEPARTMENT OF BUIDING SAFETY**

R103.1 Creation of enforcement agency. The department of building safety is hereby created and the official in charge thereof shall be known as the Director of Planning and Zoning for Carter County.

R103.2 Appointment. The Director of Planning and Zoning for Carter County shall be appointed by the Carter County Planning Commission in accordance with the Private Acts of Carter County.

103.3 Deputies. In accordance with the prescribe procedures of the Carter County Planning Commission and with the concurrence of the appointing authority, the Director of Planning and

Zoning for Carter County shall have the authority to appoint the related technical officers, inspectors, plan examiners and other employees. Such employees shall have powers as delegated by the Director of Planning and Zoning for Carter County.

Section 103 (IBC), delete in its entirety and replace with what follows:

**SECTION 103
DEPARTMENT OF BUILDING SAFETY**

103.1 Creation of enforcement agency. The department of building safety is hereby created and the official in charge thereof shall be known as the Director of Planning and Zoning for Carter County.

103.2 Appointment. The Director of Planning and Zoning for Carter County shall be appointed by the Carter County Planning Commission in accordance with the Private Acts of Carter County.

103.3 Deputies. In accordance with the prescribe procedures of the Carter County Planning Commission and with the concurrence of the appointing authority, the Director of Planning and Zoning for Carter County shall have the authority to appoint the related technical officers, inspectors, plan examiners and other employees. Such employees shall have powers as delegated by the Director of Planning and Zoning for Carter County.

Section R108.2 (IRC) and 109.2 (IBC) insert, "As set forth by the Carter County Planning Commission and confirmed by the Carter County Board of Commissioners".

Section R112 (IRC) and 113 (IBC), as to Board of Appeals, delete the term and insert "The Carter County Board of Zoning Appeals".

Section R113 (IRC) and 114.4 (IBC), insert the following language, "Pursuant to Tennessee Code Annotated 5-1-121, Carter County hereby establishes a monetary penalty not to exceed fifty dollars (\$50.00) per day per violation of this Resolution and said Codes."

Section R313 (IRC) and 901-915 (IBC), delete in its entirety.

WHEREAS, if any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution. The Carter County Commission hereby declares that it would have passed this resolution, and each section, subsections, clause thereof, irrespective of the fact that any one or more sections, subsections, clause thereof, irrespective of the fact that any one or more sections, subsections, sentences, clause and phrases be declared unconstitutional; and

WHEREAS, that nothing in this resolution or in the Residential Code and Building Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause of action acquired or existing, under any act or resolution hereby repealed in this resolution: nor shall any just or legal right or remedy of any character be lost, impaired or affected by this resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Carter County Legislative Body meeting in regular session at Elizabethton, Tennessee, on this 19th day of December, 2011, that:

SECTION 1. This Resolution in its entirety shall be effective from and after its adoption and the publication of a copy of this Resolution in the Elizabethton Star.

SECTION 2. All resolutions in conflict herewith be and the same are rescinded insofar as such conflict exists.

ADOPTED this 19th day of December, 2011.

CARTER COUNTY, TENNESSEE

By: _____
LEON HUMPHREY
CARTER COUNTY MAYOR

ATTEST:

MARY GOUGE
CARTER COUNTY CLERK

APPROVED AS TO FORM:

KEITH BOWERS, JR.
CARTER COUNTY ATTORNEY



Residential Building Inspector



Candidate ID: XX4141060248

Name: JAMES CHURCH Date: 1/26/2011

Address: COURTHOUSE BOX 14 Birth Date: 10/15/1973

801 E ELK AVE

ELIZABETHTON TN 37643

EXAMINATION RESULT: PASS

Congratulations! You have passed the above-named examination. Your wallet card will be forwarded to you by ICC within six weeks from the last day of the month in which you tested. This certification is current for three years.

You may request a wall certificate from ICC as well. Throughout 2011, this certificate will be provided at no cost to you, if you request it within 90 days of your exam. Only one wall certificate per exam passed will be provided to you at no charge. For more information on requesting a wall certificate, go to www.iccsafe.org/inspector.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of your wallet card and/or certificate not being received. Please contact Pearson VUE at 800-275-8301 and ICC at certexam@iccsafe.org with changes to your name and address (name changes may require additional documentation). There may be an additional fee if a certification is re-issued due to a misspelled name or incorrect address.



International Code Council
500 New Jersey Avenue, NW
Washington, DC 20001

The individual named hereon is CERTIFIED in the categories shown, having been so certified pursuant to successful completion of the prescribed written examinations.

James Church
Not valid unless signed by certificate holder.
ICC Certification attests to competent knowledge of codes and standards.



International Code Council
500 New Jersey Avenue, NW
Washington, DC 20001

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Not valid unless signed by certificate holder.
ICC Certification attests to competent knowledge of codes and standards.

STATE OF TENNESSEE



Tennessee Fire Service and Codes Enforcement Academy



Certificate of Training

This is to certify that

James Church

has successfully completed a course in

Building Inspector I

CB100 36 Hours

Under provisions established by the Department of Commerce and Insurance,
Office of the State Fire Marshal, Tennessee Fire Service and Codes Enforcement Academy.

In testimony of this fact we have thereunto affixed our signatures,

on this Friday, April 08, 2011

Roger Hawks
Executive Director

Rock Ridenhour
Codes Enforcement Program Supervisor

Instructor

10-0008

STATE OF TENNESSEE



Tennessee Fire Service and Codes Enforcement Academy



Certificate of Training

This is to certify that

Jimmy Church

has successfully completed a course in

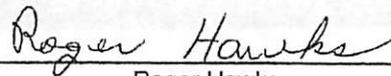
Fire Protection Systems Chapter 9 IBC/IFC

CF132 4 Hours

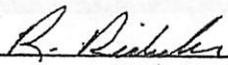
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In testimony of this fact we have thereunto affixed our signatures,

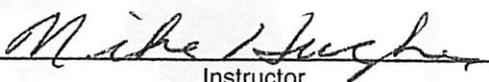
on this Friday, December 09, 2011



Roger Hawks
Executive Director



Rock Ridenhour
Codes Enforcement Program Supervisor



Instructor

STATE OF TENNESSEE



Tennessee Fire Service and Codes Enforcement Academy



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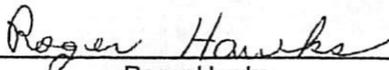
Understanding Fire Resistance Rated Construction Chapter 7 IBC

CF133 4 Hours

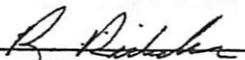
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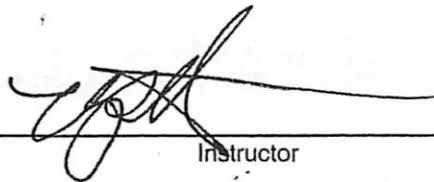
on this Friday, December 09, 2011



Roger Hawks
Executive Director



Rock Ridenhour
Codes Enforcement Program Supervisor



Instructor

STATE OF TENNESSEE



Tennessee Fire Service and Codes Enforcement Academy



Certificate of Training

This is to certify that

Jimmy Church

has successfully completed a course in

Residential Plumbing Principles and Code Applications

CP101 14 Hours

Under provisions established by the Department of Commerce and Insurance,
Office of the State Fire Marshal, Tennessee Fire Service and Codes Enforcement Academy.

In testimony of this fact we have thereunto affixed our signatures,

on this Tuesday, May 04, 2010

Roger Hawks

Roger Hawks
Executive Director

Rock Ridenhour

Rock Ridenhour
Codes Enforcement Program Supervisor

Gregory

Instructor

Last	First	BUILDING			FIRE			MECHANICAL			PLUMBING			Total Hours
		Cert #	Expiration	Core Hrs	Cert #	Expiration	Core Hrs	Cert #	Expiration	Core Hrs	Cert #	Expiration	Core Hrs	
Gilbreath	Ronnie M.	162	4/30/2012											
Gillespie	Robert M.				572	2/28/2012								68
Gilliland	Jack							322	7/31/2014					
Gladish	Jimmy	334	2/28/1999											0
Glass III	Paul L.				627	4/30/2013								31
Gleaves	Roy Doug	513	3/31/2014					342	3/31/2014					7
Glover	Terry	597	8/31/2003											
Glover	Zachary				843	12/31/2011								85
Goad, Jr.	Thomas W.				679	12/31/2013								43
Goldman	Larry G.	860	11/30/2013		801	11/30/2013		33	11/30/2013		33	11/30/2013		
Gooch	Shirley A.				92	5/31/2012								110
Goodlett	John										338	7/31/2011		14
Goodwin	Brian C.	491	9/30/2001											0
Goolsby	Gary	454	4/30/2012		32	4/30/2012								
Goolsby	Gary	*454/Expired	4/30/2003		*32/Expired	4/30/2003								
Gordon	Henry Richar	167	6/30/2003											0
Gordon	Saul William	838	4/30/2013		176	4/30/2013		42	7/31/2011		42	7/31/2011		75
Gordon	Stanley L.	825	11/30/2012					*226	8/31/2011		*226	8/31/2011		35
Gore	Ricky				655	10/31/2013								21
Gottfried	Alvin G.	927	4/30/2013											41.5
Gouge	Tony E.	959	10/31/2014											
Goulet	Mark				773/Expired	5/31/2010								
Grace Jr.	Willard B.	235	10/31/2012											39
Gragg	Thomas B	313	11/30/1998											0
Graham	George T	390	9/30/1999											
Granoski	Michael D	410	1/31/2000											
Grant	Stephen	484	7/31/2014		184	7/31/2014		*184	7/31/2011		184	7/31/2014		
Graves	James Gary				216/Expired	7/31/2007								
Gray	Blanton K.	905	8/31/2012											28
Gray	Donald				622	2/28/2013								57
Gray	Julie	472	1/31/2013											
Gray	Marlin G.	405	7/31/2014					76	7/31/2014		76	7/31/2014		

Birmingham District Office
Certification and Testing Department
900 Montclair Road
Birmingham, Alabama 35213
Tel: 888-422-7233 extension 5524
Fax: 205-599-9897
www.iccsafe.org



TONY E GOUGE
170 GREENDALE RD
JOHNSON CITY, TN 37601

From: Certification and Testing Department
Date: March 26, 2010
Subject: MARCH 13, 2010 ADMINISTRATION
Examination: RESIDENTIAL BUILDING INSPECTOR

Congratulations! You have passed the above-named examination. You have demonstrated a commitment to the code enforcement profession by successfully achieving ICC certification.

Your certification information will be posted on the Certification Website as an Active Certification. www.iccsafe.org/accreditation

Your wallet card is enclosed. You may request a wall certificate from ICC as well. This certificate will be provided at no cost to you, if you request it within 90 days of your exam. Only one wall certificate per exam passed will be provided to you at no charge. For more information on requesting a wall certificate, go to www.iccsafe.org/exams.

RENEWAL: Prior to the expiration date shown on your wallet card, we will send you a renewal reminder notice. You may obtain all of the certification maintenance information for renewal on the ICC Website at www.iccsafe.org.

Renewal of a certification is the responsibility of the certified individual. Please make sure you keep track of your renewal date(s).

CHANGES OF ADDRESS: It is extremely important that you notify the ICC Renewal Department of any changes to your address to avoid the possibility of you not receiving your renewal information.

Yours very truly,

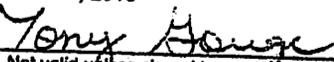

Robert von Kampen, PH.D.
Vice President of Certification and Testing

Enclosures



TONY E GOUGE
RESIDENTIAL BUILDING INSPECTOR

The individual named hereon is CERTIFIED in the category shown, having been so certified pursuant to successful completion of the prescribed written examinations.
Expiration date: March 13, 2013
No. 8060854-B1

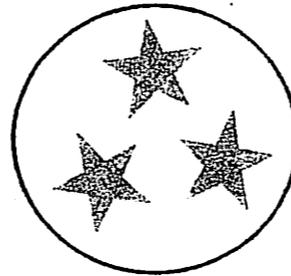


Not valid unless signed by certificate holder.

ICC certification attests to competent knowledge of codes and standards

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE

*In accordance with the authority vested in this office
under T.C.A. 68-120-113, and the Rules and
Regulations as promulgated thereunder;*



TONY E. GOUGE

*having successfully met all of the requirements, is
hereby declared a CERTIFIED BUILDING INSPECTOR.*

Certification No. 959

Expires October 31, 2014



IN-1539

COMMISSIONER

[Signature]
ASSISTANT COMMISSIONER

STATE OF TENNESSEE



Tennessee Fire Service and Codes Enforcement Academy



Certificate of Training

This is to certify that

Tony Gouge

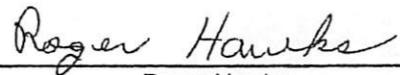
has successfully completed a course in

Building Inspector I

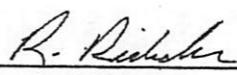
CB100 36 Hours

Under provisions established by the Department of Commerce and Insurance,
Office of the State Fire Marshal, Tennessee Fire Service and Codes Enforcement Academy.

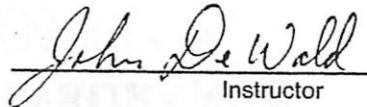
In testimony of this fact we have thereunto affixed our signatures,
on this Friday, April 08, 2011



Roger Hawks
Executive Director



Rock Ridenhour
Codes Enforcement Program Supervisor



Instructor

430

STATE OF TENNESSEE



Tennessee Fire Service and Codes Enforcement Academy



Certificate of Training

This is to certify that

Chris Schuettler

has successfully completed a course in

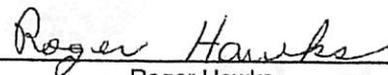
Understanding Fire Resistance Rated Construction Chapter 7 IBC

CF133 4 Hours

Under provisions established by the Department of Commerce and Insurance,
Office of the State Fire Marshal, Tennessee Fire Service and Codes Enforcement Academy.

In testimony of this fact we have thereunto affixed our signatures,

on this Friday, December 09, 2011



Roger Hawks
Executive Director



Rock Ridenhour
Codes Enforcement Program Supervisor



Instructor

STATE OF TENNESSEE



Tennessee Fire Service and Codes Enforcement Academy



Certificate of Training

This is to certify that

Chris Schuettler

has successfully completed a course in

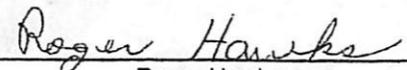
Fire Protection Systems Chapter 9 IBC/IFC

CF132 4 Hours

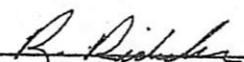
Under provisions established by the Department of Commerce and Insurance,
Office of the State Fire Marshal, Tennessee Fire Service and Codes Enforcement Academy.

In testimony of this fact we have thereunto affixed our signatures,

on this Friday, December 09, 2011



Roger Hawks
Executive Director



Rock Ridenhour
Codes Enforcement Program Supervisor



Mike Hush
Instructor

STATE OF TENNESSEE



Tennessee Fire Service and Codes Enforcement Academy



Certificate of Training

This is to certify that

Chris Schuettler

has successfully completed a course in

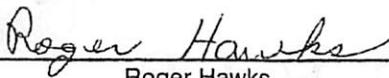
Fire Protection Systems Chapter 9 IBC/IFC

CF132 4 Hours

Under provisions established by the Department of Commerce and Insurance,
Office of the State Fire Marshal, Tennessee Fire Service and Codes Enforcement Academy.

In testimony of this fact we have thereunto affixed our signatures,

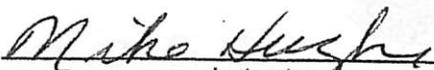
on this Friday, December 09, 2011



Roger Hawks
Executive Director



Rock Ridenhour
Codes Enforcement Program Supervisor



Instructor