

Carter County Commission
Regular Session
March 21, 2016

W/Correction
APPROVED
4-18-16

Call to Order

Chairman, Leon Humphrey, called the meeting to order at 6:00 P.M.

Courthouse-Emergency Egress Plan – Gary Smith, EMA director, presented the Egress Plan for the Courthouse in case an emergency should arise.

Chairman, Leon Humphrey called for a roll call. Due to problems with the RollCall-Pro Voting system (cord problems), there was a time delay in Beginning Roll Call for New Session.

Clerks Note: Robert Gobble's name appeared on the screen as being absent throughout the meeting. This should have been listed as VACANT. Voting results would not be effected.

Roll Call – County Clerk as follows:

Name of Configuration File: C:\RollCall-Pro\Configurations\March 21 2016 Commission Meeting.rcc
Date and Time of New Session: 3/21/2016 6:21:55 PM

Beginning Roll Call for New Session:

Leon Humphrey is present
Willie Campbell is present
Buford Peters is absent
Robert Acuff is present
Nancy Brown is present
Mike Hill is present
Al Meehan is present
Bradley Johnson is present
Ronnie Trivett is present
Charles Von Cannon is present
Isaiah Grindstaff is present
L.C. Tester is present
Danny Ward is present
Ross Garland is present
Bobbie Gouge-Dietz is present
Timothy Holdren is present
Randall Jenkins is present
John Lewis is absent
Larry Miller is present
Sonja Culler is present
Ray Lyons is present
Scott Simerly is present
Robert Carroll is present
Robert Gobble is absent (See: Clerks Note)
Cody McQueen is present

Number of PRESENT Voters for Roll Call: 22

Number of ABSENT Voters for Roll Call: 3

Chairman Humphrey, declared a quorum was present.

Approval of Agenda

Motion was made by Bradley Johnson, to delete the following and refer it back to Committee for recommendation.

Item 16, Memorandum of Understanding Between Carter County & State of Tennessee,
Division of Property Assessments,

Item 17, 2021 Reappraisal Plan,

Item 18, Resolution A. Authorizing A Continuous Five Year Reappraisal Cycle,

Following discussion **motion was withdrawn**, (no second was received on this motion as well).

Motion was made by Danny Ward, seconded by Robert Carroll, to approve tonight's Agenda as presented. (Item # 1) Recorded on page 387.

Opening Prayer was led by Willie Campbell.

Pledge of Allegiance was led by Bradley Johnson.

Recognition of Elected and Appointed Officials/Guests – Chairman Humphrey requested elected and appointed officials/guests stand and be recognized, thanking them for their service.

Public Comments – The following spoke on various issues.

Michael Warren – Hotel, Industry and C.C.T. Roy Livingston – Rules and Regulations

Acceptance of Minutes from Previous Meeting

Motion was made by Ray Lyons, seconded by Isaiah Grindstaff, **to accept the minutes as presented.**
(Item # 1)

Discussion followed with a request from Robert Carroll, to insert on page 302: He also stated that it was his intentions to do, "things in the best interest of the County, as far as this contract is concerned." (Item # 1)

There were no objections to the request, therefore Chairman Humphrey called for a roll call vote as follows.

- 1. Vote Results for: Item No. 1
- Time of Vote: 6:31:16 PM
- Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
 Willie Campbell voted: Y
 Buford Peters was absent
 Robert Acuff voted: Y
 Nancy Brown voted: Y
 Mike Hill voted: Y
 Al Meehan voted: Y
 Bradley Johnson voted: Y
 Ronnie Trivett voted: Y
 Charles Von Cannon voted: Y
 Isaiah Grindstaff voted: Y
 L.C. Tester voted: Y
 Danny Ward voted: Y
 Ross Garland voted: Y
 Bobbie Gouge-Dietz voted: Y
 Timothy Holdren voted: Y
 Randall Jenkins voted: Y
 John Lewis was absent
 Larry Miller voted: Y
 Sonja Culler voted: Y
 Ray Lyons voted: Y
 Scott Simerly voted: Y
 Robert Carroll voted: Y
 Robert Gobble was absent
 Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Notaries/Bonds

Motion was made by Sonja Culler, seconded by Randal Jenkins, **to approve the following Notaries/Bonds as presented.** (Item # 2)

Mike Honeycutt	Sheila Morton	Charles Randolph
Jimmy Dean Street	Nina R. Ellis	Joy K. Woods
Karen C. Berry	Angela S. Rotten	Patricia Holifield
Diane M. Dugger	Edgar L. Presnell, Jr.	Holly Fraley

Deborah L. Guy	Janet L. Smith	Valeria Carrier
Tammy G. Oxendine	Frankie S. Yourgulez	Bryon Smith
Phillip A. Gouge	*****	Autumn Matherly

Roll Call Vote as follows (Item # 2):

2. Vote Results for: Item No. 2
Time of Vote: 6:46:48 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Presentation by Nina Ambrose - Director UT Extension Office

Nina Ambrose was unable to attend due to a death in the family. However, Vickie Clark, presented a very informative presentation concerning family consumer science. Ms. April Pierce also spoke concerning the TN Consumer Program and the many opportunities available through the Carter County UT Extension office.

8th District Commission Interviews and Appointment

Chairman Leon Humphrey informed the Commission that proper Public Notice had been made concerning the filling of the 8th District Commission vacancy. Four applications had been received and placed in the packets for review. It was noted that applicants are registered voters in the 8th District and a local background check had been made.

Candidates were introduced and invited to the podium, to present their experience and qualifications for the position. Following each applicant's presentation, a question and answer session was opened for the Commissioners.

The floor was now opened by Chairman Humphrey for nominations. Chairman Humphrey noted that nominations do not require a second, and only those receiving a nomination would be considered for the position.

- Bradley Johnson nominated – Edwin C. Alexdender**
- Sonja Culler nominated – Kelly E. Collins**
- Larry Miller nominated – David H. Nelson**
- Scott Simerly nominated – Rick Q. Richardson**

No other nominations was received, therefore nominations ceased. Chairman Humphrey called for a roll call vote, with the Commissioner voicing the name of whom they wish to vote for.

Roll Call Vote (#1) as follows:

Voting for Edwin Alexander: Mike Hill, Bradley Johnson, L.C. Tester, Danny Ward, Ross Garland, and Timothy Holdren. **(6 Votes for Edwin Alexander)**

Voting for Kelly Collins: Willie Campbell, Robert Acuff, Al Meehan, Isaiah Grindstaff, Bobbie Gouge-Dietz, Randall Jenkins, and Sonja Culler. **(7 Votes for Kelly Collins)**

Voting for David Nelson: Larry Miller **(1 Vote for David Nelson)**

Voting for Rick Richardson: Nancy Brown, Ronnie Trivett, Charles VonCannon, Ray Lyons, Scott Simerly, Cody McQueen, and Robert Carroll. **(7 Votes for Rick Richardson)**

Absent: Buford Peters and John Lewis. **(2 Absent)**

No nominee received the needed twelve (12) votes for the position. Chairman Humphrey called once again for a voice vote on the top two candidates, Kelly Collins, and Rick Richardson.

Roll Call Vote (#2) as follows:

Voting for Kelly Collins: Willie Campbell, Robert Acuff, Mike Hill, Al Meehan, Bradley Johnson, L.C. Tester, Isaiah Grindstaff, Danny Ward, Bobbie Gouge-Dietz, Randall Jenkins, and Sonja Culler. **(11 Votes for Kelly Collins)**

Voting for Rick Richardson: Nancy Brown, Ronnie Trivett, Charles VonCannon, Ross Garland, Timothy Holdren, Larry Miller, Ray Lyons, Scott Simerly, Cody McQueen, and Robert Carroll. **(10 Votes for Rick Richardson)**

Absent: Buford Peters and John Lewis. **(2 Absent)**

Once again, no candidate received the necessary twelve (12) votes. Therefore, Chairman Humphrey called for a voice roll call vote on the two candidates again (vote #3).

Roll Call Vote (#3) as follows:

Voting for Kelly Collins: Willie Campbell, Robert Acuff, Mike Hill, Al Meehan, Bradley Johnson, L.C. Tester, Isaiah Grindstaff, Danny Ward, Bobbie Gouge-Dietz, Randall Jenkins, and Sonja Culler. **(11 Votes for Kelly Collins)**

Voting for Rick Richardson: Nancy Brown, Ronnie Trivett, Charles VonCannon, Ross Garland, Timothy Holdren, Larry Miller, Ray Lyons, Scott Simerly, Cody McQueen, and Robert Carroll. **(10 Votes for Rick Richardson)**

Absent: Buford Peters and John Lewis **(2 Absent)**

Vote #2 failed to reach needed twelve votes.

Again, neither candidate received the necessary vote of twelve (12). Therefore, Chairman Humphrey permitted the top two candidates to restate their qualifications and why they desired to be appointed to this position. This was followed by question and answer session with each candidate and the Commission.

Chairman Humphrey called for a voice Roll Call Vote (#4) as follows:

Voting for Kelly Collins: Willie Campbell, Robert Acuff, Mike Hill, Al Meehan, Bradley Johnson, L.C. Tester, Isaiah Grindstaff, Danny Ward, Bobbie Gouge-Dietz, and Sonja Culler. **(10 Votes for Kelly Collins)**

Voting for Rick Richardson: Nancy Brown, Ronnie Trivett, Charles VonCannon, Ross Garland, Timothy Holdren, Randal Jenkins, Larry Miller, Ray Lyons, Scott Simerly, Cody McQueen, and Robert Carroll. **(11 Votes for Rick Richardson)**

Absent: Buford Peters and John Lewis (2 Absent)

Vote #4 taken again, failed to reach a required vote of twelve (12) needed to pass and fill the vacancy.

Chairman Humphrey moved that the Commission recess. Following the recess, Chairman Humphrey called the meeting **back to order**.

During the recess, Chairman Humphrey along with Joshua Hardin, County Attorney, contacted Tracy Harris, Administrator of Elections for Carter County, concerning the vote and requirements of the April 7, 2016 placement on the ballot for the August 2016 election.

Attorney Hardin made a brief statement concerning the votes just taken, as this was ⁴⁻¹⁸⁻¹⁶ ~~rechartered~~ ***Corrected** (uncharted territory." Attorney Hardin stated, if a vote was not reached tonight, considerable expense could occur. The process would have to begin again, and the possibility of a Special Called Commission Meeting, as well as a special election, may become necessary. He urged everyone to consider this when voting.

The vacancy must be filled, according to statute within 120 days from the date of resignation of the former Commissioner, which was effective February 12, 2016.

Following discussion Chairman Humphrey called for a voice Roll Call Vote (vote # 5) once again.

Roll Call Vote (#5) as follows:

Voting for Kelly Collins: Willie Campbell, Robert Acuff, Mike Hill, Al Meehan, Bradley Johnson, L.C. Tester, Danny Ward, Ross Garland, Bobbie Gouge-Dietz, and Sonja Culler. **(10 Votes for Kelly Collins)**

Voting for Rick Richardson: Nancy Brown, Ronnie Trivett, Charles VonCannon, Isaiah Grindstaff, Timothy Holdren, Randall Jenkins, Larry Miller, Ray Lyons, Scott Simerly, Cody McQueen, and Robert Carroll. **(11 Votes for Rick Richardson)**

Absent: Buford Peters, and John Lewis. (2 Absent)

Vote failed.

Chairman Humphrey stated due to not receiving a needed vote of twelve (12), another vote would be taken during the April Commission meeting. Because of notification needed, due to required statute, another advertisement of the position would be made.

Appointment of Judicial Commissioner

Resignation has been received from Judicial Commissioner Shannon Morton, effective March 1, 2016.

Applications for the position have been received from Wayne Smith, and Jason Fuller. Due to the time the application was received, a required voter registration and local background check was not available for Mr. Fuller.

Sheriff, Dexter Lunceford noted this office requires a background check before taking office.

Candidates were introduced and invited to the podium to present their experience and qualifications for the position. Following each applicant's presentation, a question and answer session was opened for the Commissioners.

Motion was made by Ronnie Trivett, seconded by Bradley Johnson, **to defer any action on the appointment of Judicial Commissioner until next month, April 2016. (Item # 4)**

Applicant Jason Fuller, approached the podium and presented his experience and qualifications for the position. A question/answer session followed.

Mr. Wayne Smith, withdrew his application, due to a conflict of interest with his position on the Election Commission.

Roll Call Vote as follows (Item # 4):

4. Vote Results for: Item No. 4
Time of Vote: 9:13:16 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: N
Isaiah Grindstaff voted: N
L.C. Tester voted: Y
Danny Ward voted: N
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: N
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: N

Passed (16 Y - 5 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Contract Amendment-State of Tennessee, Department of Corrections and Carter County TN
Motion was made by Sonja Culler, seconded by Randall Jenkins, to accept as presented, Amendment
**Two of Contract 3294-20214, State of Tennessee Department of Corrections and Carter
County Tennessee. (Item # 5) Recorded on pages 388-389**

Following a brief discussion period, Chairman Humphrey called for a roll call vote as follows.

Roll Call Vote as follows (Item # 5):

5. Vote Results for: Item No. 5
Time of Vote: 9:13:45 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y

Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)

Number of Abstain Votes: 1

Carter County Board of Commissioners—Rules of Procedure

Randall Jenkins, Rules and By-Laws Committee Chairman, spoke and made the recommendation on behalf of the Committee.

Motion was made by Cody McQueen, seconded by Ronnie Trivett, **to accept as presented the Carter County, Tennessee Board of County Commissioners, Rules of Procedure Version 1, 3/2016 (Item # 6)** Recorded on pages **371-386**.

Discussion followed concerning the appointments to the standing committees. County Attorney, Joshua Hardin, stated there was no cap on how long a member could be on a committee. However, appointments must be voted on each September by the full Commission to confirm.

The Rules of Procedure, (Version 1, 3/2016) is to replace all prior rules concerning the County Commission.

Motion to amend was made by Ronnie Trivett, (no second received) **to leave it like it is, continuously, and do away with the one year September re-appointment, and the same members on the same committees for the entire four (4) year term.**

Randall Jenkins stated this rule book has the option to make changes, and used only as a guideline.

Motion to amend was withdrawn.

Roll Call Vote as follows (Item # 6):

6. Vote Results for: Item No. 6
Time of Vote: 9:22:42 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: N
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: N
Ray Lyons voted: Y

Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (19 Y - 2 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Memorandum of Understanding Between Carter County and State of Tennessee, Division of Property Assessments (A Five-Year Cycle Reappraisal)

Motion was made by Randall Jenkins, seconded by Sonja Culler, to adopt as presented, **Memorandum of Understanding Between Carter County and State of Tennessee, Division of Property Assessments (A Five-Year Cycle Reappraisal). (Item # 7)**
Recorded on pages 390-395

Roll Call Vote as follows (Item # 7):

7. Vote Results for: Item No. 7
Time of Vote: 9:25:19 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

2021 Reappraisal Plan

Motion was made by Charles VonCannon, seconded by Nancy Brown, to adopt as presented the **2021 Year Reappraisal Plan. (Item # 8)** Recorded on pages 396-449.

Roll Call Vote as follows (Item # 8):

8. Vote Results for: Item No. 8
Time of Vote: 9:26:25 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent

Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Resolutions

A. Authorizing A Continuous Five Year Reappraisal Cycle

Motion was made by Cody McQueen, seconded by Bradley Johnson, to waive the reading of the Resolution, "A Resolution Authorizing A Continuous Five (5) Year Reappraisal Cycle."

Chairman Humphrey called for a voice vote. By majority voice vote, all ayes, motion carried.

Motion was made by Sonja Culler, seconded by Robert Acuff, to adopt Resolution A, as presented, **RESOLUTION No. 643**

"A RESOLUTION AUTHORIZING A CONTINUOUS FIVE (5) YEAR REAPPRAISAL CYCLE." (Item # 9) Recorded on pages 450 - 451.

Roll Call Vote as follows (Item # 9):

9. Vote Results for: Item No. 9
Time of Vote: 9:27:35 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent

Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Committee Reports/Recommendations

Budget Committee – Sonja Culler, Chairwoman, presented the following recommendations.

Motion was made by Sonja Culler, seconded by Mike Hill, to reallocate \$550.00 from Commission Travel line to join the Chamber of Commerce. (Item # 10)

Roll Call Vote as follows (Item # 10):

10. Vote Results for: Item No. 10
Time of Vote: 9:28:58 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: N
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: N
Robert Gobble was absent
Cody McQueen voted: Y

Passed (19 Y - 2 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Motion was made by Sonja Culler, seconded by Cody McQueen, to accept as presented, the February 2016 donations totaling \$1,138.46 for the Animal Shelter. (Item # 11)
Recorded on page 452.

Roll Call Vote as follows (Item # 11):

11. Vote Results for: Item No. 11
Time of Vote: 9:29:34 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y

Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Motion was made by Sonja Culler, seconded by Danny Ward, to approve **General Fund 101 Amendment #7 for a total of \$58,874.34 with 13 items and \$0 coming from Fund Balance.**
(Item # 12) Recorded on pages 453.

Disclaimer for Employees of Carter County, Tennessee were read by Isaiah Grindstaff, L.C. Tester, Al Meehan, Bradley Johnson prior to the vote being taken.

Roll Call Vote as follows (Item # 12):

12. Vote Results for: Item No. 12
Time of Vote: 9:31:18 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y

Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Motion was made by Sonja Culler, seconded by Robert Acuff, to approve **Health Department Fund 117 Amendment #1 for a total of \$15,812.99 with 1 item and \$0 coming from Fund Balance. (Item # 13)** Recorded on page 452.

Roll Call Vote as follows (Item # 13):

12. Vote Results for: Item No. 12
Time of Vote: 9:31:18 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Motion was made by Sonja Culler, seconded by Bobbie Gouge-Dietz, to approve **Highway Fund 131 Amendment #4 for a total of \$44,282.34 with 2 items and nothing coming from Fund Balance. (Item # 14)** Recorded on page 452.

Roll Call Vote as follows (Item # 14):

14. Vote Results for: Item No. 14
Time of Vote: 9:32:31 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y

Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Motion was made by Sonja Culler, seconded by Ross Garland, to approve **General Purpose School Fund 141 Amendment #9 with 3 items for a total of \$300,710.58 with \$50,000 coming from General Purpose School Fund Balance. (Item # 15)**
Recorded on pages 454.

Roll Call Vote as follow (Item # 15):

15. Vote Results for: Item No. 15
Time of Vote: 9:33:23 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Carter County Expenditure Budget Report for the Month of February 2016 was provided to Carter County Commissioners by Christa Byrd, Financial Director. Included in the report were the

Account Numbers, Account Description, Budget Amounts, Budget Amendments, and Amended Budgets, Month-to-day expenditures. Outstanding encumbrances, and Unencumbered Balances.

Building and Grounds Committee – Committee Chairman, Ray Lyons reported that plans had not been received from Reedy & Sykes on the jail design.

Financial Management Committee – Committee Chairman, Ray Lyons. No recommendations.

Education Committee – Committee Chairman, Charles VonCannon presented the report. No recommendations were made.

Health and Welfare Committee – Timothy Holdren, Committee Chairman presented the report. He stated TN Drug Free Workplace for Carter County Employees, would be discussed at the next Committee meeting and urged all interested parties to attend.

Highway Committee – Mike Hill, Committee Chairman, made a presentation in reference to the re-naming of Old Highway 143, in the Roan Mountain area near the old Cloudland Elementary School, to Durward Julian Road. Mr. Julian is nearing his 100th birthday. It was noted letters of recommendation had been received in favor of the re-naming of the road.

Chairman Hill stated the following recommendation comes from a unanimous vote from the committee.

Motion was made by Mike Hill, seconded by Nancy Brown, **to direct County Attorney, Joshua Hardin, to prepare and draft a Resolution that would re-name Old Highway 143 (near the old Cloudland Elementary School) to Durward Julian Road, in recognition of Mr. Julian's 100th birthday, to be presented at the next Commission meeting for consideration.**
(Item # 16)

Members of the Julian family were present and given an opportunity to speak, thanking the committee for their consideration in this matter.

Following a short discussion period, Chairman Humphrey called for a roll call vote.

Roll Call Vote as follows (Item # 16):

16. Vote Results for: Item No. 16
Time of Vote: 9:46:59 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y

Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Landfill Committee – Chairwoman, Bobbie Gouge-Dietz, stated the committee did not have any recommendations. However, she announced that the State Hazardous Household Waste event would be held on May 7.

Law Enforcement Committee – Committee Chairman, Cody McQueen, did not have any recommendations to present. He extended a “Thank-You” to all police officers and law enforcement officers for “keeping us safe.”

Nominating Committee – Committee Chairman, Ronnie Trivett, presented the following for recommendation on behalf of the committee.

Motion was made by Ronnie Trivett, seconded by Sonja Culler, **to accept and confirm the appointments to the Carter County Board of Health, as presented. (Item # 17)**
Recorded on page 455.

Roll Call Vote as follows (Item # 17)

17. Vote Results for: Item No. 17
Time of Vote: 9:49:32 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (21 Y - 0 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Parks and Recreation – Randall Jenkins, County Liaison. No recommendations.

Rules and By-Laws Committee – Randal Jenkins, Committee Chairman. Recommendations already presented.

Agricultural Committee – Commissioner Ross Garland, reported that a search had begun concerning a replacement for 4-H Leader, Ms. Camille Jessee who retired earlier this year.

Attorney/Client Session regarding PIC/CCT Litigation

Chairman, Leon Humphrey, recessed the meeting and requested that the Courtroom be cleared of everyone other than Commissioners during the Attorney/Client Session of the County Commission Meeting.

Following the Attorney/Client Session, the meeting was called back into session.

Motion was made by Ray Lyons, seconded by Nancy Brown, to proceed with "Option One," authorizing County Attorney, Joshua Hardin, to enter into formal negotiations concerning the pending lawsuit. (Item # 18) (corrected 4-18-16 negotiations)

Leader marked Bradley Johnson as absent at: 10:54:09 PM

Leader marked Ronnie Trivett as absent at: 10:54:14 PM

Leader marked Randall Jenkins as absent at: 10:54:20 PM

Roll Call Vote as follows (Item # 18):

18. Vote Results for: Item No. 18
Time of Vote: 10:55:03 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson was absent
Ronnie Trivett was absent
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: A
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins was absent
John Lewis was absent
Larry Miller voted: Y
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: N
Robert Gobble was absent
Cody McQueen voted: Y

Passed (16 Y - 1 N - 2 A - 6 Absent)
Number of Abstain Votes: 2

Leader marked Bradley Johnson as present at: 10:55:12 PM

Leader marked Ronnie Trivett as present at: 10:55:16 PM

Leader marked Randall Jenkins as present at: 10:55:20 PM

County Attorney Report – Joshua Hardin, County Attorney

Research completed this month and opinions rendered for various county offices and commissioners as requested.

Attended multiple committee meetings this month and drafted resolutions for consideration by committees; Research ongoing as requested by various committees.

Final version of rules and procedures of commission completed for consideration at tonight's meeting.

Completed the revisions and obtained full approval of the **Tourist Promotion Contract** with the Elizabethton/Carter County Chamber of Commerce. Recorded on pages 456-459

Circuit Court Clerk's Office – Continued assistance provided with employment law matters and issue with TN Department of Labor. Re: employee claim.

Highway Department – Ongoing assistance with right-of-way regulation resolution and bond requirements, research various issues regarding cemetery roads and potential easement right-of-way agreements.

Sheriff's Department – Research and preparation of declaration letter to the FAA for unmanned aerial system program.

Research conducted, multiple meetings attended and documentation reviewed related to economic development and/or ongoing PIC litigation.

Reviewed contract and amendment with state of Tennessee regarding payment for housing state inmates.

Reviewed MOA and Reappraisal Plan; Draft/edit of Resolution to approve plan.

Motion was made by Timothy Holdren, seconded by Cody McQueen, **to proceed with another vote to fill the opening for 8th District Commissioner. (Item # 19)**

Discussion followed. County Attorney, Joshua Hardin, stated a proper motion had been made and a vote was necessary.

Roll Call Vote as follows (Item # 19):

19. Vote Results for: Item No. 19
Time of Vote: 11:04:05 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: N
Buford Peters was absent
Robert Acuff voted: N
Nancy Brown voted: Y
Mike Hill voted: N
Al Meehan voted: N
Bradley Johnson voted: Y
Ronnie Trivett voted: N
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: N
L.C. Tester voted: N
Danny Ward voted: N
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: N
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: N
Sonja Culler voted: N
Ray Lyons voted: Y

Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Failed (10 Y - 11 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Motion was made by Sonja Culler, seconded by Danny Ward, **to have in the future, Attorney/Client Session on the Agenda first, (following approval of the Agenda) of County Commission Meetings. (Item # 20)**

Roll Call Vote as follows (Item # 20):

20. Vote Results for: Item No. 20
Time of Vote: 11:15:50 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote
Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: Y
Mike Hill voted: Y
Al Meehan voted: Y
Bradley Johnson voted: Y
Ronnie Trivett voted: Y
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: Y
Danny Ward voted: Y
Ross Garland voted: Y
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: Y
Randall Jenkins voted: Y
John Lewis was absent
Larry Miller voted: N
Sonja Culler voted: Y
Ray Lyons voted: Y
Scott Simerly voted: Y
Robert Carroll voted: Y
Robert Gobble was absent
Cody McQueen voted: Y

Passed (20 Y - 1 N - 1 A - 3 Absent)
Number of Abstain Votes: 1

Commissioner Comments

Commissioner, Cody McQueen, spoke concerning the Commissioner candidates, as well as the news report concerning Commissioner attendance.

Commissioner, Danny Ward, stated he felt that an injustice had been made concerning the Judicial Commissioner appointment.

Motion was made by ^{Mike Hill} ~~Danny Ward~~, seconded by Robert Acuff, **to reconsider the motion to defer, and bring the Judicial Commissioner vote back to the floor for reconsideration. (Item # 21)**

Roll Call Vote as follows (Item # 21):

21. Vote Results for: Item No. 21
Time of Vote: 11:21:10 PM
Type of Vote: 50% Needed to Pass

Leon Humphrey does not vote

Correction
4-18-16

Willie Campbell voted: Y
Buford Peters was absent
Robert Acuff voted: Y
Nancy Brown voted: N
Mike Hill voted: Y
Al Meehan voted: N
Bradley Johnson voted: N
Ronnie Trivett voted: N
Charles Von Cannon voted: Y
Isaiah Grindstaff voted: Y
L.C. Tester voted: N
Danny Ward voted: Y
Ross Garland voted: N
Bobbie Gouge-Dietz voted: Y
Timothy Holdren voted: N
Randall Jenkins voted: N
John Lewis was absent
Larry Miller voted: N
Sonja Culler voted: N
Ray Lyons voted: Y
Scott Simerly voted: N
Robert Carroll voted: N
Robert Gobble was absent
Cody McQueen voted: Y

Failed (9 Y - 12 N - 1 A - 3 Absent)

Number of Abstain Votes: 1

Commissioner, Bradley Johnson, spoke concerning Court Security. This item was noted as being referred to Building and Grounds Committee.

Commissioner, Ross Garland, spoke concerning litter in Carter County.

Commissioner, Al Meehan, informed the Commission that fellow Commissioner John Lewis had fallen tonight and was in the VA hospital.

Commissioner, Robert Carroll, stated he felt that an injustice had been made toward failing to fill the Commission vacancy in 8th District.

Commissioner, L.C. Tester, spoke concerning the excessive length of recent Commission meetings.

Commissioner, Charles VonCannon, urged fellow Commissioners to not violate the Sunshine Law.

Commissioner, Ross Garland, informed the Commission that a local resident had caught a State record fish at Boone Lake recently.

Adjourn

Motion to adjourn was made by Sonja Culler, seconded by Randall Jenkins. By majority voice vote, all ayes, **motion carried.**

Meeting Ended at: 11:30:03 PM

CARTER COUNTY, TENNESSEE
BOARD OF COUNTY COMMISSIONERS
RULES OF PROCEDURE

RULE 1

CONVENING OF THE BOARD

The Board shall meet in regular session at the Carter County Courthouse at 801 East Elk Avenue, Elizabethton, Tennessee on the third Monday of each month, unless the third Monday falls on a legal holiday, at which time the meeting shall be held on the next business day following said holiday. The meeting times shall be at 6:00 p.m. each month. Notification to the members of the regular meeting shall be by the Chair and/or County Clerk as prescribed by law. The regularly scheduled meetings of the commission shall be subject to cancellation from time to time at the discretion of the Chairman, with said cancellations being announced, if possible, at the commission meeting immediately preceding the meeting to be cancelled, whether in regular session or special called session. If there is a necessity for a special called meeting of the Board, the procedure for setting said meeting shall be as prescribed by law.

RULE 2

QUORUM

A quorum for the transaction of business shall be a majority of the duly-qualified and acting members of the Board of County Commissioners. Vacancies shall not be included in determining the current membership of the Board.

RULE 3

ORDER OF BUSINESS

The monthly agenda for the meeting of the Board shall be compiled by the Chairman and delivered to the County Clerk for distribution to all commissioners at least 5 days prior to each meeting.

RULE 4

GENERAL PROCEDURAL RULES

- A. **WHO MAY ADDRESS THE BOARD:** It is a commissioner's right to address the Chairman and the Board at any appropriate time after the proper recognition by the Chairman. It may be allowable for non-commission individuals to address the Board. The Chairman shall first request if there is any member objection to the request. If there is an objection by any member of the board, the chair shall immediately take a vote to approve or disapprove the objection, with a majority vote of the members controlling. If

the objection is not approved, the non-commission individual shall be allowed to address the board; however, in their respective discretion, the Chairman or board may set a limit on time allowed.

All officials and staff must submit a request of the Chairman to place new matters on the agenda prior to the publication of the monthly agenda. Officials and staff are required to first present their information or request to the appropriate committee prior to the monthly meeting. The Chairman shall honor all appropriate requests of officials to be placed on the commission agenda. All Officials and staff who desire to address one or more new topics or concerns must submit a written report concerning the topic for inclusion in the packet, and the official or staff member shall confine his or her comments to written report submitted and questions by commissioners regarding the report. This rule shall not apply to matters regarding litigation or claims when the Board goes into closed session with legal counsel. Officials and staff may address any matter on the published agenda pursuant to Rule 4A.

- B. **GAINING THE FLOOR:** In all cases the member who shall first rise and/or raise his or her hand shall be recognized by the Chairman and entitled to speak first; but when two or more members shall request the floor at approximately the same time, the Chairman shall name the member who will speak first. When using electronic voting systems that have the capability to track members' request to speak, the Chairman shall follow the order of requests shown by the electronic system.
- C. **SPEAKING:** When any member is about to speak on debate, discussion or deliver an address on any matter whatsoever to the Board, after recognition by the Chairman the member shall rise, unless prevented by physical disability, and respectfully address the Chairman and shall proceed with intended remarks, confining such remarks strictly to the question or topic under debate and avoiding any personal attacks or criticisms of other members.
- D. **CONSENT TO YIELD:** While speaking, a member is not to be interrupted, except for a question by another member. If the speaker declines to yield the floor for a question, then the member shall not be interrupted, but shall yield to questions at the end of the presentation.
- E. **POINTS OF ORDER:** If any member, speaking or otherwise, transgresses the Rules of the Board, the Chairman shall, or any member may, call to order, in which case the member so called to order shall immediately sit down. When the point of order has been decided by the Chairman the member having the floor can proceed, subject to the decision made.
- F. **APPEAL ON RULING:** Any member of the Board may appeal to the full Board from the ruling of the Chairman and a majority vote of the members present shall decide the appeal.

RULE 5

RULES OF DECORUM

- A. **RULES APPLICABLE TO BOARD MEMBERS:** Members of the Board shall observe order and decorum during Board meetings. A member of the Board shall neither, by conversation or otherwise, delay or interrupt the proceedings of the Board nor disturb any member while speaking nor refuse to obey the orders of the Chairman during a Board meeting.
- B. **RULES APPLICABLE TO OFFICIALS AND STAFF:** County officials and county staff shall observe the same rules of order and decorum applicable to the Board members.
- C. **DEFAMATORY AND THREATENING LANGUAGE PROHIBITED:** Any person(s) making personal, defamatory or profane remarks or who willfully utters loud, threatening, or abusive language or engages in any disorderly conduct which disturbs or disrupts the orderly conduct of any meeting shall be called to order by the Chairman. If such conduct continues, the Chairman, at his or her discretion, may order such person removed from that meeting by the appropriate law enforcement officials in attendance.
- D. **DISORDERLY CONDUCT:** No person in the audience shall engage in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, shouting or other similar demonstrations which may disturb the peace and order of the Board meeting. All persons shall, at the request of the Chairman, shall immediately cease their active disturbance and be silent. If, after receiving a warning from the Chairman, a person persists in disturbing the meeting, the Chairman may order that person to leave the meeting. If he or she does not remove himself/herself, the Chairman may order the appropriate law enforcement officials in attendance to remove the person from the meeting.

RULE 6

MOTIONS

- A. **GENERAL:** Motions shall generally be limited to matters of Board organization, approval of minutes and other matters where Resolutions are not required such as budget amendment approvals, etc. Other oral Motions may be made and entertained at the discretion of the Chairman.
- B. **INTRODUCTION OF A DEBATE:** Motions may only be made by members. No motion shall be debated until the same is seconded and stated by the Chairman unless the Motion does not require a second according to Robert's Rules of Order.
- C. **MOTIONS IN WRITING:** When a motion is made and seconded, it shall be reduced to writing by the Clerk, and read by the Chairman prior to any vote.

- D. **THE INTRODUCTION OF A MOTION:** There are three steps by which a motion is normally brought before the Board, which are as follows:
1. A commissioner makes the motion.
 2. A commissioner seconds the motion.
 3. The Chairman states the question on the motion.

When the Chairman has stated the question, the motion is pending, that is, "on the floor." It is then open to debate.

- E. **THE CONSIDERATION OF A MOTION:** Once a motion has been brought before the Board, there are three further basic steps by which the motion is considered:
1. Commissioners debate the motion (unless no commissioner claims the floor for that purpose).
 2. The Chair puts the question (that is, put to a vote).
 3. The Chair then announces the result of the vote (or instructs the Clerk to reveal the vote).

- F. **MAKING A MOTION:** To make a motion, a member must obtain the floor when no other question is pending and when business of the kind represented by the motion is in order. The member then makes a motion in simple cases by saying, "I move that, [announcing the proposal to become the commission's action]." To eliminate confusion related to motions, the Chairman shall have the right to require any motion or amendment to be clarified before he states the question.

- G. **DEBATE:** The commissioner introducing a resolution or who makes a motion shall have the right to speak first in debate. No commissioner shall speak more than once to a pending motion or a resolution until the opportunity for all other commissioners to first speak on the issue has been exhausted.

- H. **AMENDMENTS TO MOTIONS:** A motion may be amended from the floor by motion and second. The commissioner moving the amendment shall specifically propose the wording changes requested in the motion. The commissioner moving the amendment shall be allowed as a part of the motion process, to provide a brief rationale of the purpose for the amendment prior to receiving a second. However, only after a second is received, will full discussion of the amendment be allowed. The commissioner proposing the amendment may obtain acceptance of the member or committee bringing the original motion and the motion may be put to a vote as amended if acceptance is given. If the amendment is not accepted, the proposed amendment shall be voted on separately from the original motion. If the amendment is approved, the original motion shall then be considered for approval as amended.

- I. **REQUIRING ROLL CALL:** Motions shall be put to the Board for a voice vote by the Chairman, unless the law or the Board's rules requires a roll call. However, any three members of the Board may require a roll call vote by addressing the Chairman as appropriate. The Chairman is also vested with the discretion to require a roll call vote.

FREQUENTLY USED MOTIONS

- J. **MOTION TO POSTPONE TO A CERTAIN TIME:** The subsidiary motion to postpone to a certain time is a motion by which action on a pending question is put off, within limits, to a definite day or meeting. The question cannot be postponed beyond the next regular meeting of the Board. An affirmative vote on the motion to postpone to a certain time can be reconsidered. The motion is debatable and a majority vote is required for adoption.
- K. **MOTION TO AMEND:** The subsidiary motion to amend is a motion to modify the wording, and within certain limits the meaning, of a pending motion before the pending motion itself is acted upon. The amendment must be germane to the question, must not be frivolous, and cannot leave the motion with incoherent wording. The motion is debatable and a majority vote is required for adoption.
- L. **MOTION TO COMMIT OR REFER:** The motion to commit or refer is generally used to send a pending question back to a committee so that the question may be carefully investigated and put into better condition for the Board to consider. The motion is debatable and a majority vote is required for adoption.
- M. **MOTION FOR PREVIOUS QUESTION:** The previous question is the motion used to bring the Board to an immediate vote on one or more pending questions. A commissioner making the motion can move the previous question on a pending amendment to a motion or the amendment and motion. When the motion is not qualified, the motion will apply only to the immediately pending question. The motion is not debatable and requires a two-thirds vote.
- N. **MOTION TO LAY ON THE TABLE:** The motion to lay on the table enables the Board to lay the pending question aside temporarily to be considered later at the same meeting when something else has immediate urgency. This motion is often misused as a motion to delay a vote to a subsequent meeting when the more appropriate motion is to postpone to a certain time. The motion is not debatable and requires a majority vote.
- O. **MOTION TO TAKE FROM THE TABLE:** After a question has been laid on the table, it can be taken from the table by a majority vote as soon as the interrupting business is disposed of and whenever no question is pending. Any commissioner can move to take a question from the table. The motion is not debatable and requires a majority vote.
- P. **MOTION TO RECONSIDER:** A motion to reconsider enables a majority of the Board, within the same meeting, to bring back for further consideration a motion which has already been voted on. It can only be made by a commissioner who voted with the prevailing side.

RULE 7

RESOLUTIONS

- A. **GENERAL:** For more complex questions, when greater formality is desired or when required by law, a motion should be presented in the form of a written resolution. No resolution shall be transacted unless such resolution appears upon the agenda and has a committee chairman's signature certifying that his or her committee has reviewed and approved the resolution to be placed on the agenda of the meeting and members of the Board have received the agenda of the meeting within the time specified herein. By consent of a two-thirds majority of the members of the Board, this provision may be dispensed with so that any resolution may be considered on the agenda.

If the Board elects to use electronic devices for its membership, publication to the Board will be considered accomplished if the resolution or matter is electronically transmitted to the Board by 5 p.m. on the Friday preceding a regular Monday meeting, or 48 hours prior to a special meeting.

- B. **PREPARATION OF RESOLUTIONS:** A resolution must be prepared, or at a minimum reviewed, by the County Attorney prior to its adoption by the Board. Generally, only county office holders or committee chairman may request the County Attorney to prepare resolutions. The County Attorney and/or committee chairman must inform the Board Chairman of any resolution request. A member seeking to introduce a resolution should, if possible, first present the member's request to the appropriate committee for consideration and referral to the County Attorney. If the member is unsure which committee he or she should present their request to, he or she should seek the guidance of the Board Chairman or County Attorney. A written resolution must be prepared in advance of Board meetings, preferably by the County Attorney. The appropriate information to draft the resolution should be provided to the County Attorney at least one (1) week in advance of the deadline for inclusion in the commissioner's packets if possible.
- C. **INTRODUCTION:** Any proposed resolution may be introduced by a member of the Board, by a committee chairman as part of a committee report, or by designation on the meeting agenda. The Clerk or Chairman shall not receive or file any resolution that is not reduced to writing. Resolutions or recommendations from boards, committees, or commissions established pursuant to provisions of statutory law may not be subject to the requirements of this paragraph. Advisory or study committees created by county officials must present proposals directly to a standing committee of the Board prior to action by the Board.
- D. **RESOLUTIONS SHOULD BE GERMANE OR RELEVANT TO COUNTY MATTERS:** The business of the Board shall be confined to public health, safety, and welfare of the citizens of Carter County. The agenda and resolutions of the Board of County Commissioners is not an appropriate forum to make political statements regarding federal, state and other jurisdictions actions that do not directly affect county

government. Upon motion of a Board member and a majority vote of the Board, a resolution shall be removed from the agenda as lacking germaneness or relevance to county government or its operations. Upon adoption of this motion the resolution shall not be spread upon the minutes of the Board of County Commissioners.

- E. **ROLL CALL VOTE:** Resolutions shall be put to the Board for a vote. The Chairman will call for the members to indicate their support for or against the resolution's adoption. When a roll call vote is taken, each commissioner shall vote in a manner that indicates support for or against the resolution when the Clerk calls for the votes to be cast. If a member elects not to vote, he or she may abstain. Members abstaining due to a conflict of interest must state the abstention relates to a conflict, which abstention shall be entered onto the minutes as "Abstaining for Cause", and said member shall not be counted for the purposes of calculating quorum or majority. If no electronic voting system is utilized at a particular meeting, a commissioner who is not ready to vote may "pass" and be called on again after the roll has been completely called. If the Board elects to utilize an electronic voting system, the Chairman will not close the vote until all members have voted, or at least two minutes have passed since the Chairman opened the matter for vote, whichever occurs earlier. The Chairman may extend the voting time in his or her discretion, but will announce that the closing of the vote prior to the actual closing of the vote.
- F. **CHANGING VOTE:** Any commissioner may change his or her vote before the results of a roll call vote are announced by the Clerk. It shall be the duty of the Clerk, at the end of each roll call, to inquire of those who passed or were absent when the roll was called if they desire to vote and also if anyone who has voted desires to change his or her vote. If the Board is voting electronically, each member shall vote as desired prior to the closing of the vote by the Chairman. If any member desires to change their vote before the votes are revealed, he or she shall alert the Chairman prior to the closing of the voting period.
- G. **SUCCESSFUL RESOLUTIONS:** All successful resolutions shall be submitted to the Chairman for the Chairman's signature, attested by the signature of the Clerk and approved as to form by the signature of the County Attorney. If the Chairman is not the County Mayor, then those Resolutions subject to the County Mayor's veto authority, with the vote of the members indicated, shall then be submitted to the County Mayor, within five days of the passage, for consideration by the County Mayor.

RULE 8

APPROPRIATIONS AND/OR BUDGET AMENDMENT REQUESTS

Requests for new appropriations and/or budget amendments shall be submitted as follows:

- A. The request as presented, shall be submitted in writing to the appropriate committee of the Board and then to the Budget Committee and shall reflect the estimated cost which shall be attached to the proposal.

- B. The Budget Committee shall in open meeting of the Board, assume one of the following positions: (1) Adoption recommended (2) Rejection recommended; (3) Submitted to the Board without recommendations; or (4) The committee may report that it needs more time to develop its recommendation, to include an estimate of when the committee proposes to make its recommendation.
- C. All requests for appropriations shall be summarized and submitted in writing to each member of the Board at least five business days prior to the regular or called meeting at which such request is to be considered.
- D. The Finance Director shall advise the Board as to fund availability before a vote is taken on appropriations in any amount which are in addition to those of the annual budget.
- E. The motion/resolution requesting appropriations and/or budget amendments shall be voted upon by the membership of the Board as provided by these rules.

RULE 9

ELECTIONS AND APPOINTMENTS

- A. **ELECTIONS AND NOMINATIONS FROM THE FLOOR:** When the Chairman is to receive nominations from the floor; a member may nominate only one person. The floor will be kept open until every member has an opportunity to make nominations or until a motion has been made and seconded that nominations cease and a majority of those present so vote.
- B. **APPOINTMENTS AND CONFIRMATIONS:** When the Board is called upon to appoint someone from a list of nominees (such as a county medical examiner) or to confirm an appointee of the County Mayor (such as department head) then the name or names of those being considered for the position shall be read to the membership and discussion for each such appointee shall follow.
- C. **ELECTION OR CONFIRMATION:** All ballots for confirmation shall be cast by voice vote, roll call vote or electronic vote for or against the appointee to be confirmed. If the vote is for selection from among multiple nominated applicants, each member shall indicate either orally or electronically for which applicant(s) he or she is voting. A majority of the membership of the full Board is required for election or confirmation.
- D. **SECOND BALLOT:** If no one is elected on a given ballot, the nominee receiving the smallest number of votes will be dropped and the ballot will be cast again until a nominee is elected by the required majority of the membership. All votes shall be public and cast either orally or electronically utilizing the approved electronic voting equipment.

RULE 10

COMMITTEES

- A. **COMMITTEE MEETINGS OPEN TO THE PUBLIC:** All committee meetings shall be open to the public. All recommendations and actions shall be reduced to a written report in official minutes for submission to the Board. Only duly-elected members of the committee may be recognized by the committee. However, non-members of the committee, upon request of a committee member and an affirmative majority vote of the committee members present, may address the committee. The committee chairman may also, in his or her discretion, permit public comments at the committee meeting.
- B. **COMMITTEE CHAIR AND AGENDA:** The committee chairman is in charge of the committee meeting and may enforce the same rules of decorum as are applicable at a meeting of the full Board. The committee chairman shall notify the Chairman of the Board of County Commissioners and the County Clerk of major matters to be reported to the Board and addressed at the next regular or special called meeting of the Board. This must be done in time for the Board Chairman to include the same on the agenda.
- C. **COMMITTEE AUTHORITY:** The role and jurisdiction of a committee, other than as required by law, is to investigate and study matters, provide information, and present recommendations to the Board concerning those topics and business as delegated to the committee by these rules or by the Board of County Commissioners. Any request or recommendation by the committee to the full Board must be adopted by a majority of the committee.
- D. **VACANCIES ON COMMITTEES:** Should one or more members of the committee resign the member's position, the Board shall fill those vacancies in the same manner as the original members. When a vacancy on the Board of County Commissioners occurs, the member's replacement on the Board shall automatically assume the vacancies on any standing committee created by the former member's vacancy.
- E. **REPORT AND REFERRALS:** The committee to which a request for action or further study has been referred shall make a report at the next regular meeting after its referral unless the Board has specified otherwise in its request. It is the responsibility of the chairman of the committee to ensure the placement of the matter on the agenda.
- F. **RESOLUTIONS:** Upon a committee adopting a request for the County Attorney to prepare a resolution, the committee chairman or his/her designee shall notify the County Attorney to prepare the appropriate resolution for consideration by the committee or Board. The County Attorney or committee chair must notify the Board Chairman of any committee request for a resolution. If the Chairman of the Board of County Commissioners becomes aware of any action by a committee that must be reduced to resolution form for presentment to the Board, the Chairman will notify the County Attorney and County Clerk as appropriate.

- G. **SPECIAL MEETINGS:** If for any reason a special called meeting of a committee becomes necessary, the chairman of said committee, two members of a three-member committee, or any three members of a larger committee may call said meeting. The meeting must be properly advertised in advance and may only pertain to the advertised purpose of the meeting.

RULE 10A

STANDING COMMITTEES

- A. The following standing committees shall apply:
1. Budget, Nominating, Legal, Industry; Reapportionment; Capital Projects
 2. Rules & Bylaws; Buildings & Grounds; Law Enforcement; Health & Welfare; Recreation; Judicial
 3. Education; Utilities/Cable; Highway; Solid Waste/Landfill
- B. Election to the standing committees shall be governed by the following process:
1. Each commissioner must submit a request indicating on which committees they would prefer to serve, and may submit a resume and/or written credentials along with their request. These materials shall be turned in to the County Clerk prior to the September meeting of the full Board of County Commissioners each year and distributed to all commissioners prior to that meeting.
 2. At the September meeting of the full Board of County Commissioners each year each commissioner will have the opportunity to address the commissioners in their district and the full Board to advocate for placement on their chosen committee(s). A vote shall be taken among the three commissioners in each district to determine the committee(s) on which they will serve with the majority vote among them prevailing. However, the decision of the three commissioners within each district must be confirmed by majority vote of the full Board. If no agreement can be reached among the three commissioners in a particular district, or if no majority vote of the full Board can be reached to confirm their decision, the full Board shall recommend and vote on the committee appointments within said district.
- C. **COMMITTEE STRUCTURE:** Each committee shall meet in October of each year and elect from its membership a chairman and vice-chairman. The election of Secretary shall be optional in the absence of a specific mandate of the Board. However, meeting minutes must be reduced to writing and provided to the full Board each month.

- D. **PRESENTATIONS TO THE BOARD:** The committee chairman shall report to and confer with the Board Chairman on all pertinent matters to be presented at the next meeting of the full Board.
- E. **LEGAL COUNSEL:** The chairman of each committee shall consult with the County Attorney on matters appearing to warrant legal evaluation prior to presentation to the Board.
- F. **JURISDICTION:** Should questions arise as to jurisdiction of any committee, it shall be referred to the Board Chairman and/or to the County Attorney for determination, subject to an appeal to the Board at its next regular meeting.
- G. **BOARD PRESENTATIONS:** The following procedure shall be followed pertinent to committee reports and related action:
 - 1. The committee chairman or a member designated by the chairman shall make the presentation in an open meeting of the Board.
 - 2. Upon completion of a report the speaker shall yield to questions.
 - 3. There shall be a vote on any committee resolutions when debate is complete and when there is a call for the question by the Board.
- H. **CALL OF COMMITTEE:** If for any reason the chairman of a committee fails or refuses to call a regular meeting, the Chairman of the Board of County Commissioners, or a majority of the committee members may do so.
- I. **BUDGET COMMITTEE:** Budget matters shall be referred to the County Budget Committee as provided for by the Financial Management Act of 1981.
- J. **COMMITTEE REPORTS:** Committees will prepare written reports of committee meetings.
 - 1. **CONTENT OF REPORT:** Committee reports will consist, primarily, of three parts: 1) a summary of important work done, 2) information gathered, and 3) recommendations. In any committee report, specific recommendations for action by the Board of County Commissioners should be grouped at the end of the report. Recommendations for action should be transmitted to the County Attorney for the drafting of a resolution for inclusion in the committee's report if necessary.
 - 2. **PRESENTATION AND RECEPTION OF REPORTS:** Committee reports are presented by the chairman of the committee, the secretary, or another of its members acting as a reporting member. The reporting member makes or presents a report. When the Board of County Commissioners hears the report, either read or orally rendered, it receives the report. The Clerk will include the report in the minutes of the Board of County Commissioners.

3. **DISPOSITION OF REPORTS:** After the reading of the report, the reporting member moves the adoption of any resolutions included in it, which should be grouped or repeated at the end of the report.

K. **COMMISSIONER SUBSTITUTION POLICY:** In order for a Commissioner to attend individual committee meetings in substitution for a fellow Commissioner who will be absent from a committee meeting the following process shall be followed:

1. If any Commissioner will be absent from an assigned committee meeting, he or she shall request a fellow Commissioner from the same district to attend the meeting in their absence. If said Commissioner agrees to attend the meeting, the Commissioner who plans to be absent must attempt to notify the chairman of the affected committee of the substitution at least twenty four (24) hours in advance of the meeting, unless the absence is due to an emergency.
2. It is the responsibility of the Commissioner who plans to be absent to provide any information in his or her possession to assist the substitute Commissioner in preparation for the meeting. The Commissioner who plans to be absent should also ensure that the chairman of the affected committee has the contact information of the substitute Commissioner. This will permit the chairman to arrange for the delivery of any materials relevant to the meeting to the substitute Commissioner and allow ample time for the substitute Commissioner to obtain and review said materials in order to effectively participate in the meeting.
3. Once a committee meeting has begun, no Commissioner may take the place of another Commissioner who was present at the beginning of the meeting.
4. The Commissioner who actually attends the meeting shall be compensated for that meeting according to the current effective pay structure of the Board of County Commissioners at the time of the meeting. A Commissioner shall not receive pay for any meeting from which he or she was absent.
5. If the procedure outlined herein is not followed, no Commissioner shall be permitted to fill the vacant seat of an absent Commissioner at any committee meeting unless a majority vote of the committee members is reached to allow the Commissioner to take the place of the absent Commissioner.

L. **COMMISSIONER ABSENCES FROM COMMITTEE MEETINGS:**

1. If a Commissioner fails to attend, or is unable to attend, an assigned committee meeting for an extended period of time (at least three (3) consecutive months) due to an extended illness, conflicting employment, or dereliction of duty, said Commissioner may be replaced on the committee in question by another Commissioner from the same district.
2. The chairman of the committee in question shall notify the Board of County Commissioners of the violation of this rule during his or her monthly committee

report and the full Board of County Commissioners may appoint a willing replacement Commissioner from the same district by majority vote.

3. If a replacement is made on a committee pursuant to this rule, the replacement shall remain in effect for the remainder of the normal cycle for committee appointments in effect at the time.

RULE 11

THE CHAIRMAN

- A. **ELECTION:** Annually, at its regular September meeting the Board shall elect a Chairman and Chair Pro Tempore (Vice Chairman). The Chairman may be one of the members of the Board or the County Mayor. Upon his election and acceptance of the position of Chairman, the County Mayor shall relinquish the County Mayor's veto power, for so long as the County Mayor remains Chairman of the Board.
- B. **VOTING BY THE CHAIRMAN:** The Chairman may vote only when authorized by law.
- C. **CALL TO ORDER:** The Board shall be called to order by the Chairman. In the absence of the Chairman, the Vice Chairman shall preside. In the absence of the Vice Chairman, the Board shall be called to order by the County Clerk, and shall elect one if its members to preside over deliberations.
- D. **SPEAKING:** Should the Chairman desire to speak upon any subject either in the negative or the affirmative, the Chairman may do so, provided he/she vacates the Chair, whereupon the Vice Chairman shall preside until the matter under consideration is disposed of by the Board. However, the Chairman may answer questions, provide information, and give explanations from the chair, the Board not objecting.
- E. **PRESERVE ORDER:** The Chairman shall preserve order and decorum. The Chairman may speak to points of order in preference to other members, rising from the Chair's seat for that purpose. The Chairman shall decide questions of order, subject to an appeal to the Board of any members.
- F. **ORDER OF RECOGNITION:** Before a member is allowed to speak twice on the same subject, the Chairman shall inquire if there is another member who has not spoken on the pending subject and who wishes to speak.
- G. **MOTIONS:** Once a motion has been made and duly seconded, the Chairman shall state the motion before debate on the motion may begin.
- H. **CLARIFICATION:** The Chairman shall clearly state a pending question to the Board before the vote on the question is taken. A member may ask for clarification of the question up until the result of the vote is announced.

RULE 12

THE CLERK

- A. MINUTES: The Clerk shall reduce the minutes of each Board meeting to writing and attach a copy of each resolution considered and the vote thereon. The minutes shall be prepared after each meeting, and before the next scheduled meeting, and shall be placed in a well-bound book for public inspection. A copy of the minutes of the last meeting shall be forwarded to each board member with the prepared agenda or meeting notice. If the Board utilizes electronic voting, the vote of each member shall be indicated in the minutes.
- B. ROLL CALL: In all instances involving the appropriation of public funds, the Clerk shall call the roll for "yes" or "no" votes, or the approved electronic voting equipment shall be used to record and publicly display each member's vote. In all such instances the Clerk shall make such roll call and the vote of each member a part of the record of the meeting and include it in the official minutes.
- C. CHANGE OF VOTE: It shall be the duty of the Clerk, at the end of each roll call, to inquire of those who passed or were absent when the roll was called to determine if any member desires to vote or if any member who has voted desires to change his vote. Subsequently, the Clerk shall provide the results to the Chair, who will announce the results. If electronic voting equipment is utilized for any vote, members must vote, if so desired, before the closing of the voting period by the Chairman.

RULE 13

COUNTY ATTORNEY AND PARLIAMENTARIAN

- A. COUNTY ATTORNEY: The County Attorney shall attend all meetings of the Board and prepare resolutions for action by the Board and respond to questions of the Board as well as perform such other duties as the Board or County Mayor require.
- B. PARLIAMENTARIAN: The Board may elect a Parliamentarian who shall attend all meetings and advise the Board on parliamentary questions and shall be paid the same sum as members of the Board. Board members shall be ineligible to serve as Parliamentarian. In the Parliamentarian's absence, or if one is not chosen, the County Attorney shall advise the Board on parliamentary procedure.

RULE 14

SUSPENDING THE RULES

Any rule may be suspended by a two-thirds majority vote of the members of the Board of County Commissioners as long as compliant with any applicable state law and/or private act.

RULE 15

ROBERT'S RULES OF ORDER

All matters not covered herein shall be governed by Robert's Rules of Order as contained in the latest copyrighted edition.

RULE 16

CONFLICTS OF INTEREST

- A. **MEMBERS ELECTED TO BOARD AFTER EMPLOYMENT:** Any member who is an employee of the county and whose employment predates the member's initial election or appointment to the Board of County Commissioners may vote on matters in which the member has a conflict of interest if the member informs the Board immediately prior to the vote as follows: "Because I am an employee of Carter County, I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents." The vote of any such member having a conflict of interest who fails to inform the Board of such conflict shall be void if challenged during the meeting at which the vote was cast and prior to the transaction of any further business by the Board.
- B. **MEMBERS EMPLOYED BY COUNTY AFTER ELECTION TO BOARD:** Any member who is also an employee of the county, and whose employment began on or after the date on which the member was initially elected or appointed to serve on the governing body of the county, shall not vote on matters in which the member has a conflict of interest.

RULE 17

CONFLICT WITH LAW

In the event any of the foregoing rules are determined to be in conflict with state statutory provisions and/or a private act of Carter County, that part in conflict shall be null and void, but the remaining unaffected provisions shall remain in full force and effect.

RULE 18

AMENDMENT OF RULES

These rules may be altered, amended, or repealed by the Board of County Commissioners only after the suggested change or modification is presented in writing at a regular meeting of the Board for consideration, at which time it shall be voted on and a two-thirds majority is required for approval of such change or modification. Clerical defects, spelling, punctuation and other minor alternations may be made if identified and a proposal is adopted by a majority of the Board. New rules, not affecting a current rule, may be added by a majority vote of the full Board. Rule additions, deletions or modifications may be acted upon only at regular meetings. Nothing

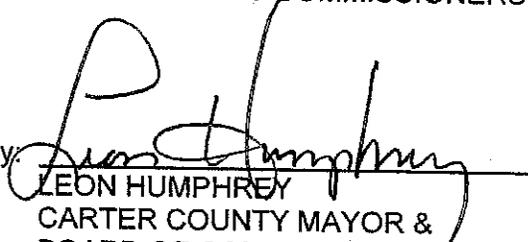
herein shall be construed to in any way affect the right of the Board to suspend any of these rules upon a 2/3 majority vote, as long as the action taken is in compliance with any applicable state statutory provisions and/or private act of Carter County.

Adopted this 21st day of March, 2016 by a 2/3 majority vote.

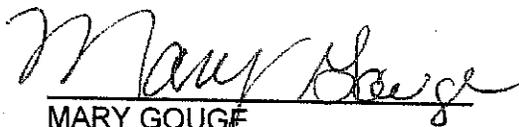
CARTER COUNTY, TENNESSEE
BOARD OF COUNTY COMMISSIONERS

APPROVED:

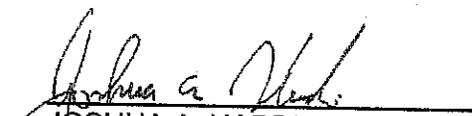
By


LEON HUMPHREY
CARTER COUNTY MAYOR &
BOARD OF COUNTY COMMISSIONERS CHAIRMAN

ATTEST:


MARY GOUGE
CARTER COUNTY CLERK

APPROVED AS TO FORM:


JOSHUA A. HARDIN
CARTER COUNTY ATTORNEY

AGENDA
CARTER COUNTY, TENNESSEE
Board of County Commissioners
REGULAR SESSION
Monday, March 21, 2016 6:00 PM

1. Call to Order
2. Courthouse-Emergency Egress Plan
3. Roll Call-County Clerk
4. Approval of Agenda
5. Opening Prayer
6. Pledge of Allegiance
7. Recognition of Elected and Appointed Officials/Guests
8. Public Comments
9. Acceptance of Minutes from Previous Meeting
10. Notaries/Bonds
11. Presentation by Nina Ambrose-Director UT Extension Office
12. 8th District Commission Interviews & Appointment
13. Appointment of Judicial Commissioner
14. Contract Amendment-State of Tennessee, Department of Corrections and Carter County TN
15. Carter County Board of Commissioners-Rules of Procedure
16. Memorandum of Understanding Between Carter County & State of Tennessee, Division of Property Assessments
17. 2021 Reappraisal Plan
18. Resolutions
 - A. Authorizing A Continuous Five Year Reappraisal Cycle
19. Committee Reports/Recommendations
20. Attorney Client Session regarding PIC/CCT Litigation
21. County Attorney Report
22. Commission Comments
23. Adjourn



CONTRACT AMENDMENT COVER SHEET

Agency Tracking # 32904-20214	Edison ID 33877	Contract #	Amendment # 2		
Contractor Legal Entity Name Carter County, Tennessee			Edison Vendor ID 000000018		
Amendment Purpose & Effect(s) Increase Maximum Liability					
Amendment Changes Contract End Date: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		End Date: June 30, 2017			
TOTAL Contract Amount <u>INCREASE</u> or <u>DECREASE</u> per this Amendment (zero if N/A):			\$ 2,150,000.00		
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2013	275,100.00				275,100.00
2014	275,100.00				275,100.00
2015	1,096,200.00				1,096,200.00
2016	1,917,500.00				1,917,500.00
2017	1,949,400.00				1,949,400.00
TOTAL:	\$6,064,300.00				\$6,064,300.00
American Recovery and Reinvestment Act (ARRA) Funding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			CPO USE		
Speed Chart (optional)		Account Code (optional)			

**AMENDMENT TWO
OF CONTRACT 32904-20214**

This Amendment is made and entered by and between the State of Tennessee, Department of Correction, hereinafter referred to as the "State" and Carter County, Tennessee, hereinafter referred to as the "Contractor." For good and valuable consideration, the sufficiency of which is hereby acknowledged, it is mutually understood and agreed by and between said, undersigned contracting parties that the subject contract is hereby amended as follows:

1. Contract Section C.1. is deleted in its entirety and replaces with the following.

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Contract exceed six million sixty four thousand three hundred dollars (\$6,064,300.00). The payment rates in section C.3 shall constitute the entire compensation due the Contractor for all service and Contractor obligations hereunder regardless of the difficulty, materials or equipment required. The payment rates include, but are not limited to, all applicable taxes, fees, overheads, and all other direct and indirect costs incurred or to be incurred by the Contractor.

The Contractor is not entitled to be paid the maximum liability for any period under the Contract or any extensions of the Contract for work not requested by the State. The maximum liability represents available funds for payment to the Contractor and does not guarantee payment of any such funds to the Contractor under this Contract unless the State requests work and the Contractor performs said work. In which case, the Contractor shall be paid in accordance with the payment rates detailed in section C.3. The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective April 1, 2016. All other terms and conditions of this Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

CARTER COUNTY, TENNESSEE:

SIGNATURE

DATE

PRINTED NAME AND TITLE OF SIGNATORY (above)

DEPARTMENT OF CORRECTION:

DERRICK D. SCHOFIELD, COMMISSIONER

DATE

MEMORANDUM OF UNDERSTANDING

Between

Carter County and the Division of Property Assessments

DATE: February 4, 2016

TO: Ronnie B Taylor, Assessor of Property

Leon Humphrey, County Mayor (or Executive)

RE: Carter County 2021 Year Reappraisal Program

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

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

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

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

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

I. County Responsibility

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

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

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

necessary action will be taken to correct any changes indicated by the market since the last reappraisal program.

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

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

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

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

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

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

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

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

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

V. Failure to Comply

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

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

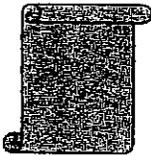
Leon Humphrey
County Mayor (or Executive) Leon Humphrey 3/22/2016
Signature Date

Ronnie B Taylor
County Assessor of Property Ronnie B Taylor 3/22/16
Signature Date

Rhonda Duncan AAS
Area Appraisal Supervisor _____ / /
Div. of Property Assessments Signature Date

Jess Conway AAS
Area Appraisal Manager _____ / /
Div. of Property Assessments Signature Date

Greg Moody, Asst. Dir. _____ / /
Div. of Property Assessments Signature Date



CARTER COUNTY REAPPRAISAL PLAN

ORIGINAL COPY

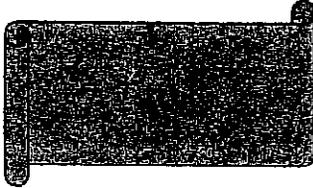
**2021 - YEAR
REAPPRAISAL PLAN**

CARTER COUNTY

SUBMISSION DATE February 4, 2016

ASSESSOR OF PROPERTY

Ronnie B Taylor



CARTER COUNTY REAPPRAISAL PLAN

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SECTION II

Revaluation

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ATTACHMENTS

(To Be Submitted With Completed Plan)

- County Summary Sheet
- County Index Map(s) Showing Inspection Cycle
- Memorandum of Understanding
- Reappraisal Plan Checklist
- Resolution of Legislative Body
- T.C.A. – Part 16 – Periodic Reappraisal and Equalization
- Evaluation of Assessor's plan

CARTER COUNTY REAPPRAISAL PLAN

SECTION I

FOUR -YEAR VISUAL INSPECTION CYCLE

COUNTY Carter

REVALUATION YEAR 2021

CYCLE BEGINNING DATE July 1, 2016

ASSESSOR Ronnie B Taylor

COUNTY SUMMARY

(Attach Parcel Distribution Report Summary Sheet)

		SEE FOOTNOTES	(3) CURRENT #
TOTAL PARCELS	URBAN 1"=50' & 100' MAPS	16,114 *	(Except C//Other) 15,332
(Projected) * (1)	RURAL 1"=400' MAPS	15,169*	(Except C//Other) 14,433
	COMMERCIAL/INDUSTRIAL	1731*	(Total) 1647
	ALL OTHER (exempts only)	1429@	(Total) 1360
TOTAL PARCELS			
(County Wide Projected through Revaluation Year)		34,443* @	32,772
	(4) MINERALS (not in par. counts)	3@	
TOTAL MAPS * (2)	1" = 50'	0	
	1" = 100'	219	
	1" = 400'	93	
	Other Scale (_____)		
ESTIMATED TOTAL TRANSFERS PER YEAR		800	
ESTIMATED NUMBER OF SPLIT TRANSFERS		250	

SCHEDULED MAP MAINTENANCE

Daily _____ 10 Monthly _____ Annual _____
 Other (Specify) _____

- (1) * These figures are projected @ 1.00% per year compounded.
- (2) * The total map count includes only those maps with a parcel count
- (3) # These are the actual figures from the parcel Distribution report (in red)
- (4) @ Minerals (3) are not included in "ALL OTHER AND TOTAL PARCELS COUNTS "

CARTER COUNTY REAPPRAISAL PLAN

**DAILY PRODUCTION REQUIREMENTS FOR INSPECTION
(Number of Parcels Reviewed Per Person Per Day)**

URBAN	<u>50</u>
RURAL	<u>25</u>
COMM./INDUSTRIAL	<u>10</u>
OTHER PARCELS	<u>10</u>

TOTAL NUMBER OF PARCELS PER INSPECTION YEAR * (see note 1)

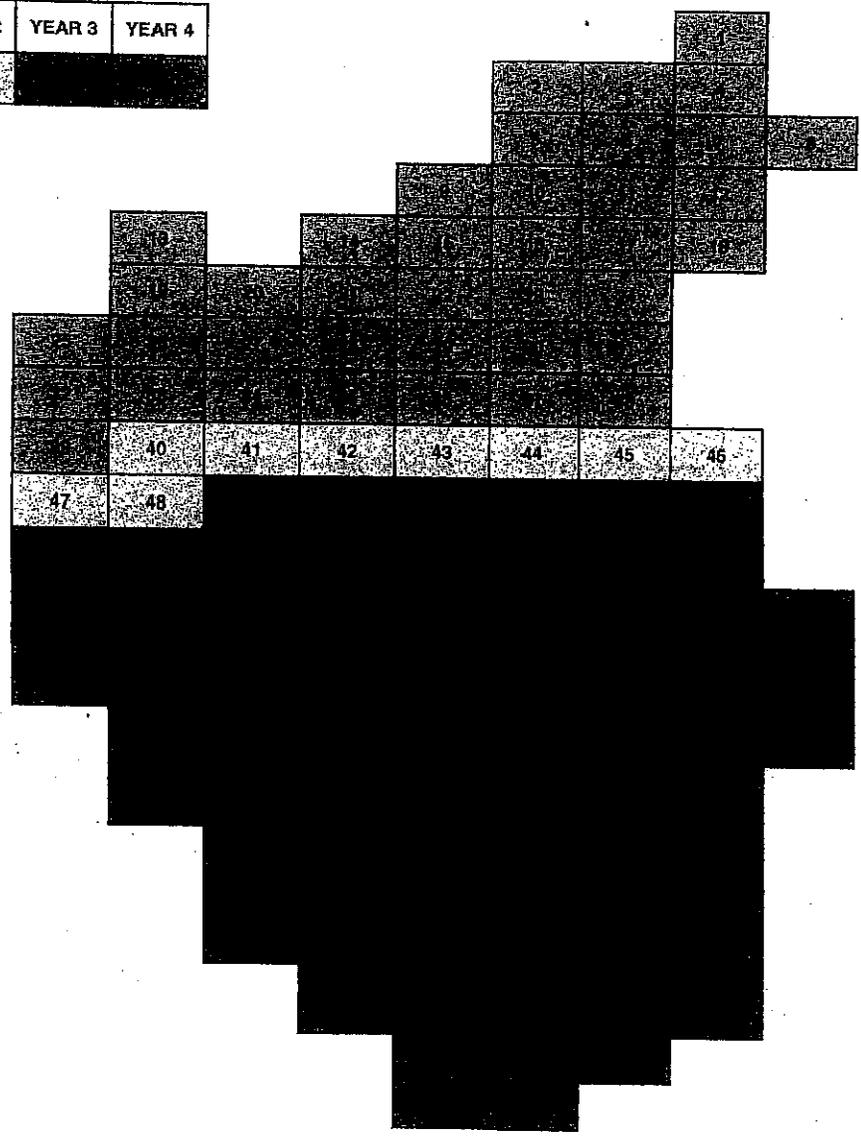
<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>
1 st QTR <u>2144</u>	1 st QTR <u>2316</u>	1 st QTR <u>2114</u>	1 st QTR <u>2025</u>
2 nd QTR <u>2205</u>	2 nd QTR <u>2203</u>	2 nd QTR <u>2332</u>	2 nd QTR <u>2049</u>
3 rd QTR <u>2201</u>	3 rd QTR <u>2172</u>	3 rd QTR <u>2073</u>	3 rd QTR <u>2145</u>
4 th QTR <u>1901</u>	4 th QTR <u>1483</u>	4 th QTR <u>1778</u>	4 th QTR <u>1631</u>
ESTIMATED NUMBER OF INSPECTION PERSONNEL REQUIRED			<u>4.00</u>
ESTIMATED NUMBER OF CLERICAL PERSONNEL REQUIRED			<u>2.00</u>
SCHEDULED REPORTING PERIOD			
QUARTERLY <u> X </u>			

ATTACH COUNTY WIDE INDEX MAP SHOWING INSPECTION CYCLE AREAS BY YEAR

(1) * These are **actual totals** from the distribution report and differ from the projected # on page three of this plan. Any increase as a result in new splits will be addressed each year during normal yearly maintenance and visual inspection.

CARTER COUNTY REAPPRAISAL 2021

INSPECTION YEAR OF CYCLE			
YEAR 1	YEAR 2	YEAR 3	YEAR 4
815	B174		



CARTER COUNTY REAPPRAISAL PLAN

FIRST INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED: *

URBAN 3308 RURAL 4536 COMM/IND 308 OTHER 299 TOTAL 8451

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 39.1% RURAL 53.7% COMM/IND 3.7% OTHER 3.5% TOTAL 100 %

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets) SEE PAGE 5A

1" = 400' Maps (RURAL) SEE PAGE 5A - 5F

1" = 100' Maps (URBAN) SEE PAGE 5A - 5F

1" = 50' Maps NONE

Other NONE

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25.7%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5.00 % RURAL 5.00 % COMM/IND 5.00 % OTHER 5.00 % TOTAL 5.00 %

* **Actual #** from the distribution report.

FIRST INSPECTION YEAR OF CYCLE
QUARTERLY BREAKDOWN

FIRST QUARTER

July – Sept.

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400' Maps 6, 7, 10, 11, 16, 17, 19, 20, 22, 23

1"=100' Maps 6C, 11B, 11H, 16D, 16E, 16K, 16N, 17A, 22N, 23B, 23G, 23H, 23I, 23K, 23N

Total Parcels 2144

SECOND QUARTER

Oct. – Dec.

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 25, 26, 27, 28, 29, 30

1"=100' Maps 27M, 27-O, 28K, 28L, 28M, 28N, 28-O, 29C, 29G, 29H, 29I, 29J, 29-O

Total Parcels 2205

THIRD QUARTER

Jan. – March

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 32, 33, 34

1"=100' Maps 32E, 32L, 33D, 33I, 33J, 33K, 33L, 33M, 34B, 34G, 34H, 34I, 34J, 34M, 34N, 34-O, 34P

Total Parcels 2201

FOURTH QUARTER

April – June

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 35, 36, 37, 38, 39

1"=100 Maps 35C, 35D, 35F, 35G, 35J, 35K, 35-O, 35P, 36D, 36K, 38P

Total Parcels 1901

5B

**CARTER COUNTY REAPPRAISAL PLAN
FIRST INSPECTION YEAR OF CYCLE**

QUARTER ONE

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		0	181	0	12	0
		1	0	0	0	0
		0	17	0	1	0
		0	58	0	2	3
		0	276	3	14	0
		4	0	0	0	0
		26	0	0	0	0
		0	323	7	13	0
		55	0	0	1	0
		3	0	0	0	0
		21	0	0	0	0
		30	0	2	0	0
		0	97	0	4	0
		20	0	0	0	0
		0	120	3	4	0
		0	41	1	4	0
		0	109	4	11	0
		8	0	0	0	0
		0	379	4	9	0
		109	0	0	10	0
		12	0	0	0	0
		30	0	0	0	0
		57	0	2	4	0
		32	0	0	1	0
		19	0	0	0	0
TOTALS	2144	427	1601	26	90	3

* Three Minerals on Map 10 isn't included in parcel count.

CARTER COUNTY REAPPRAISAL PLAN

FIRST INSPECTION YEAR OF CYCLE

Quarter Two

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		0	29	0	0	0
		0	208	2	3	0
		0	435	10	10	0
		15	0	0	0	0
		36	0	0	4	0
		0	167	13	4	0
		53	0	0	0	0
		65	0	1	1	0
		84	0	7	0	0
		67	0	0	14	0
		63	0	0	0	0
		0	316	7	10	0
		64	0	1	0	0
		61	0	4	1	0
		50	0	0	5	0
		107	0	1	0	0
		116	0	4	0	0
		6	0	0	0	0
		0	160	0	1	0
TOTALS	2205	787	1315	50	53	0

CARTER COUNTY REAPPRAISAL PLAN

FIRST YEAR OF INSPECTION CYCLE



CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		0	27	14	5	0
		56	0	5	5	0
		34	0	0	1	0
		0	394	20	23	0
		22	0	1	0	0
		65	0	1	2	0
		34	0	0	0	0
		15	0	0	0	0
		24	0	0	0	0
		10	0	0	1	0
		0	442	38	18	0
		172	0	13	3	0
		99	0	10	6	0
		57	0	0	0	0
		116	0	4	1	0
		89	0	8	2	0
		48	0	0	1	0
		121	0	6	6	0
		84	0	15	7	0
		69	0	4	3	0
TOTALS	2201	1115	863	139	84	0

CARTER COUNTY REAPPRAISAL PLAN

FIRST INSPECTION YEAR OF CYCLE

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		0	212	40	35	0
		232	0	12	10	0
		55	0	13	4	0
		113	0	10	2	0
		19	0	5	0	0
		68	0	2	0	0
		199	0	1	1	0
		128	0	4	2	0
		90	0	0	5	0
		0	366	4	10	0
		18	0	0	0	0
		10	0	0	0	0
		0	31	0	1	0
		0	47	2	1	0
		47	0	0	0	0
		0	101	0	1	0
TOTALS	1901	979	757	93	72	0

CARTER COUNTY REAPPRAISAL PLAN

SECOND INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED. *

URBAN 5810 RURAL 1218 COMM/IND 788 OTHER 358 TOTAL 8174

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 71.1% RURAL 14.9% COMM/IND 9.6% OTHER 4.4% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets) SEE PAGE 6A

1" = 400' Maps SEE PAGE 6A -6F
(RURAL)

1"=100' Maps SEE PAGE 6A -6F
(URBAN)

1" = 50' Maps NONE

Other NONE

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25.0%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5.00 % RURAL 5.00 % COMM/IND 5.00 % OTHER 5.00 % TOTAL 5.00 %

* **Actual #** from the
distribution report.

CARTER COUNTY REAPPRAISAL 2021

									1							
								2	3	4						
								5	6	7	8					
								9	10	11	12	8				
								13	14	15	16	17	18			
								19	20	21	22	23	24			
								25	26	27	28	29	30	31		
								32	33	34	35	36	37	38		
								39		41						
									49	50	51	52	53	54		
								55	56	57	58	59	60	61	62	
								63	64	65	66	67	68	69	70	71
								72	73	74	75	76	77	78	79	80
								81	82	83	84	85	86	87	88	
								89	90	91	92	93	94	95		
									96	97	98	99	100	101		
									102	103	104	105	106	107		
										108	109	110	111	112		
											113	114	115			
												116	117			

CARTER COUNTY REAPPRAISAL 2021

SECOND INSPECTION YEAR OF CYCLE			
QTR 1	QTR 2	QTR 3	QTR 4
	2203		

SECOND INSPECTION YEAR OF CYCLE
QUARTERLY BREAKDOWN

FIRST QUARTER

July – Sept.

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400' Maps 40

1"=100' Maps 40C, 40E, 40L, 40M, 40N, 40P, 41A, 41B, 41C, 41D, 41E, 41F

Total Parcels 2316

SECOND QUARTER

Oct. – Dec.

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps

1"=100' Maps 41G, 41H, 41I, 41J, 41K, 41L, 41M, 41N

Total Parcels 2203

THIRD QUARTER

Jan. – March

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 42, 43, 44, 45, 47

1"=100' Maps 41-O, 41P, 42A, 42E, 42H, 42I, 42M, 42N, 43H, 43I, 44D, 45A, 45I, 45M,

45M, 45N, 47C, 47D, 47E, 47F

Total Parcels 2172

FOURTH QUARTER

April – June

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 48

1"=100 Maps 47K, 47L, 47M, 47N, 47-O, 48A, 48B, 48C, 48D, 48E, 48F, 48G, 48H, 48I, 48J, 48K, 48P

Total Parcels 1483

CARTER COUNTY REAPPRAISAL PLAN

SECOND YEAR OF INSPECTION CYCLE

QUARTER ONE

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		0	166	7	4	0
		44	0	1	0	0
		1	0	43	10	0
		286	0	36	19	0
		162	0	1	0	0
		54	0	39	6	0
		9	0	0	0	0
		35	0	32	9	0
		334	0	104	26	0
		177	0	76	19	0
		128	0	3	6	0
		71	0	1	11	0
		189	0	150	57	0
TOTALS	2316	1490	166	493	167	0

CARTER COUNTY REAPPRAISAL PLAN

SECOND YEAR OF INSPECTION CYCLE

CITY OF COLUMBUS

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		285	0	54	22	0
		191	0	38	8	0
		263	0	26	7	0
		371	0	5	13	0
		351	0	25	20	0
		207	0	9	15	0
		116	0	11	2	0
		153	0	4	7	0
TOTALS	2203	1937	0	172	94	0

CARTER COUNTY REAPPRAISAL PLAN

SECOND YEAR OF INSPECTION YEAR

[REDACTED]

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		190	0	2	9	0
		135	0	0	2	0
		0	457	7	14	0
		40	0	1	1	0
		10	0	0	0	0
		105	0	0	2	0
		162	0	1	1	0
		19	0	2	0	0
		13	0	0	0	0
		0	160	1	10	0
		13	0	0	0	0
		11	0	0	0	0
		0	27	0	1	0
		48	0	0	0	0
		0	126	3	7	0
		28	0	0	0	0
		46	0	0	0	0
		47	0	0	0	0
		13	0	0	0	0
		0	73	3	1	0
		72	0	0	0	0
		32	0	0	1	0
		120	0	6	4	0
		139	0	3	4	0
TOTALS	2172	1243	843	29	57	0

CARTER COUNTY REAPPRAISAL PLAN

SECOND YEAR OF INSPECTION CYCLE

[REDACTED]

<i>CMAP</i>	<i>TOTPCL</i>	<i>Urban</i>	<i>Rural</i>	<i>TOTCI</i>	<i>EXE</i>	<i>MIN</i>
		103	0	5	1	0
		4	0	0	1	0
		22	0	1	0	0
		55	0	3	1	0
		3	0	3	0	0
		0	209	10	12	0
		72	0	4	4	0
		44	0	7	3	0
		145	0	39	2	0
		84	0	0	0	0
		60	0	0	2	0
		103	0	2	5	0
		1	0	4	2	0
		126	0	10	1	0
		151	0	3	2	0
		33	0	1	3	0
		99	0	0	0	0
		35	0	2	1	0
TOTALS	1483	1140	209	94	40	0

CARTER COUNTY REAPPRAISAL PLAN

THIRD INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED: *

URBAN 4182 RURAL 3529 COMM/IND 317 OTHER 269 TOTAL 8297

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 50.4% RURAL 42.6% COMM/IND 3.8% OTHER 3.2% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets) SEE PAGE 7A

1" = 400' Maps SEE PAGE 7A - 7F
(RURAL)

1" = 100' Maps SEE PAGE 7A - 7F
(URBAN)

1" = 50' Maps NONE

Other NONE

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 25.3%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5.00% RURAL 5.00% COMM/IND 5.00% OTHER 5.00% TOTAL 5.00%

								1	
						2	3	4	
						5	6	7	8
					9	10	11	12	8
	13		14	15	16	17	18		
	19	20	21	22	23	24			
25	26	27	28	29	30	31			
32	33	34	35	36	37	38			
39	40	41	42	43	44	45	46		
47							53	54	
55	56								
			66	67	68	69	70	71	
72	73	74	75	76	77	78	79	80	
	81	82	83	84	85	86	87	88	
	89	90	91	92	93	94	95		
		96	97	98	99	100	101		
		102	103	104	105	106	107		
			108	109	110	111	112		
				113	114	115			
				116	117				

CARTER COUNTY REAPPRAISAL 2021

THIRD INSPECTION YEAR OF CYCLE

QTR 1	QTR 2	QTR 3	QTR 4
	2332		

7A

THIRD INSPECTION YEAR OF CYCLE
QUARTERLY BREAKDOWN

FIRST QUARTER

July – Sept.

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400' Maps 49, 50, 52

1"=100' Maps 49A, 49B, 49D, 49E, 49F, 49K, 49L, 49M, 49N, 49P, 50B, 50C, 50E, 50F, 50I, 50K, 50P

Total Parcels 2114

SECOND QUARTER

Oct. – Dec.

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 53, 54, 55, 56

1"=100' Maps 53C, 53D, 54I, 55B, 55C, 55D, 55E, 55F, 55G, 55J, 55K, 55L, 55M, 55N, 55-O

Total Parcels 2332

THIRD QUARTER

Jan. – March

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 57, 58, 59, 61

1"=100' Maps 56A, 56B, 56C, 56D, 56F, 56G, 56H, 56J, 56K, 56P, 57I, 57N, 57P, 58A, 58B, 58G, 58H, 58N, 58-O, 59B

Total Parcels 2073

FOURTH QUARTER

April – June

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 62, 63, 64, 65

1"=100 Maps 62G, 62H, 63B, 63C, 63D, 63F, 63G, 63I, 63M, 64G, 64J, 65C

Total Parcels 1778

7B

CARTER COUNTY REAPPRAISAL PLAN

THIRD YEAR OF INSPECTION CYCLE

QUARTER ONE

<i>CMAP</i>	<i>TOTPCL</i>	<i>Urban</i>	<i>Rural</i>	<i>TOTCI</i>	<i>EXE</i>	<i>MIN</i>
		0	308	9	15	0
		60	0	1	4	0
		38	0	2	4	0
		24	0	10	1	0
		101	0	15	5	0
		104	0	0	0	0
		100	0	1	0	0
		187	0	9	3	0
		109	0	9	4	0
		22	0	0	0	0
		5	0	0	0	0
		0	453	12	14	0
		53	0	0	0	0
		5	0	0	0	0
		20	0	1	1	0
		24	0	0	0	0
		4	0	0	0	0
		45	0	2	1	0
		118	0	15	7	0
		0	178	7	4	0
TOTALS	2114	1019	939	93	63	0

CARTER COUNTY REAPPRAISAL PLAN

THIRD YEAR OF INSPECTION CYCLE

QUARTER TWO

<i>CMAP</i>	<i>TOTPCL</i>	<i>Urban</i>	<i>Rural</i>	<i>TOTCI</i>	<i>EXE</i>	<i>MIN</i>
		0	251	7	16	0
		48	0	0	0	0
		40	0	0	0	0
		0	37	0	4	0
		34	0	0	0	0
		0	55	9	10	0
		5	0	2	0	0
		94	0	8	2	0
		84	0	5	1	0
		62	0	10	2	0
		132	0	3	4	0
		97	0	2	2	0
		213	0	10	2	0
		130	0	5	2	0
		42	0	10	8	0
		44	0	0	2	0
		251	0	16	2	0
		77	0	13	2	0
		0	452	13	12	0
TOTALS	2332	1353	795	113	71	0

CARTER COUNTY REAPPRAISAL PLAN

THIRD YEAR OF INSPECTION CYCLE

QUARTER THREE

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		19	0	0	0	0
		104	0	0	1	0
		71	0	2	0	0
		41	0	0	0	0
		19	0	0	0	0
		40	0	0	0	0
		16	0	1	1	0
		90	0	0	0	0
		13	0	0	0	0
		58	0	0	0	0
		0	558	7	20	0
		43	0	0	0	0
		40	0	0	0	0
		9	0	0	0	0
		0	90	4	3	0
		110	0	4	13	0
		63	0	0	6	0
		15	0	2	0	0
		194	0	11	8	0
		43	0	3	2	0
		2	0	0	0	0
		0	211	3	25	0
		48	0	0	1	0
		0	59	0	0	0
TOTALS	2073	1038	918	37	80	0

CARTER COUNTY REAPPRAISAL PLAN

THIRD YEAR OF INSPECTION CYCLE

		QUARTER FOUR				
<i>CMAP</i>	<i>TOTPCL</i>	<i>Urban</i>	<i>Rural</i>	<i>TOTCI</i>	<i>EXE</i>	<i>MIN</i>
		0	99	1	4	0
		48	0	0	0	0
		44	0	0	3	0
		0	242	26	13	0
		127	0	15	7	0
		103	0	3	4	0
		69	0	3	3	0
		58	0	0	1	0
		97	0	16	2	0
		45	0	0	0	0
		110	0	0	0	0
		0	288	7	5	0
		6	0	0	0	0
		4	0	0	1	0
		0	248	1	12	0
		61	0	2	0	0
TOTALS	1778	772	877	74	55	0

CARTER COUNTY REAPPRAISAL PLAN

FOURTH INSPECTION YEAR OF CYCLE

NUMBER OF PARCELS TO BE INSPECTED: *

URBAN 2032 RURAL 5150 COMM/IND 234 OTHER 434 TOTAL 7850

PERCENT OF PARCELS TO BE INSPECTED:

URBAN 25.9% RURAL 65.6% COMM/IND 3.0% OTHER 5.5% TOTAL 100%

GEOGRAPHIC AREA TO BE INSPECTED (Specific Map Sheets) SEE PAGE 8A

1" = 400' Maps SEE PAGE 8A - 8F
(RURAL)

1" = 100' Maps SEE PAGE 8A - 8F
(URBAN)

1" = 50' Maps

Other

PERCENTAGE OF TOTAL PARCEL COUNT TO BE INSPECTED THIS YEAR: 24.0%

QUALITY ASSURANCE BY SENIOR STAFF MEMBER OR ASSESSOR

Percentage of Inspected Parcels to be Reviewed:

URBAN 5.00 % RURAL 5.00 % COMM/IND 5.00 % OTHER 5.00 % TOTAL 5.00 %

								1
					2	3	4	
				5	6	7	8	
			9	10	11	12		
	13		14	15	16	17	18	
	19	20	21	22	23	24		
25	26	27	28	29	30	31		
32	33	34	35	36	37	38		
39	40	41	42	43	44	45	46	
47	48	49	50	51	52	53	54	
55	56	57	58	59	60	61	62	
63	64	65						
		74	75	76	77	78	79	80
	81	82	83	84	85	86	87	88
	89	90	91					

CARTER COUNTY REAPPRAISAL 2021

FOURTH INSPECTION YEAR OF CYCLE

QTR 1	QTR 2	QTR 3	QTR 4
	2049		

FOURTH INSPECTION YEAR OF CYCLE
QUARTERLY BREAKDOWN

FIRST QUARTER

July - Sept.

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400' Maps 66, 67, 68, 69, 70, 71, 72, 73

1"=100' Maps 66B, 66C, 66D, 66F, 66G, 66K, 66J, 66-O, 66P, 72D, 72E

Total Parcels 2025

SECOND QUARTER

Oct. - Dec.

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91

1"=100' Maps 73A, 73B, 73C, 73G, 74B, 74D, 75A, 75B, 75H, 76B, 89L, 90A

Total Parcels 2049

THIRD QUARTER

Jan. - March

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103

1"=100' Maps 93M, 93N, 94M, 98N, 99C, 99D, 100G, 100L

Total Parcels 2145

FOURTH QUARTER

April - June

AREA TO BE INSPECTED (Specific Map Sheets)

1"=400 Maps 104, 105, 106, 107, 109, 110, 111, 113, 114, 115

1"=100 Maps 104B, 104C, 105E, 109K, 109N, 110-O, 111C, 114A, 114C, 114D, 114H, 115A

Total Parcels 1631

8B

CARTER COUNTY REAPPRAISAL PLAN

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		0	102	12	7	0
		39	0	0	1	0
		270	0	39	31	0
		314	0	29	3	0
		46	0	0	3	0
		81	0	6	7	0
		96	0	4	4	0
		18	0	1	3	0
		34	0	0	0	0
		45	0	0	1	0
		0	24	1	8	0
		0	32	0	1	0
		0	111	0	2	0
		0	181	1	7	0
		6	0	0	0	0
		0	105	12	5	0
		71	0	0	0	0
		51	0	0	0	0
		0	200	4	7	0
TOTALS	2025	1071	755	109	90	0

CARTER COUNTY REAPPRAISAL PLAN

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		70	0	0	4	0
		44	0	0	2	0
		62	0	0	0	0
		5	0	0	0	0
		0	219	3	10	0
		26	0	0	0	0
		16	0	0	1	0
		0	145	4	3	0
		38	0	1	2	0
		22	0	1	0	0
		3	0	0	0	0
		0	57	1	8	0
		11	0	0	0	0
		0	15	0	1	0
		0	37	0	3	0
		0	81	1	1	0
		0	109	1	4	0
		0	33	0	0	0
		0	76	0	5	0
		0	305	6	18	0
		0	102	4	5	0
		0	8	0	1	0
		0	10	0	4	0
		0	6	0	1	0
		0	5	0	0	0
		38	0	0	0	0
		0	238	1	14	0
		5	0	0	0	0
		0	141	2	10	0
TOTALS	2049	340	1587	25	97	0

CARTER COUNTY REAPPRAISAL PLAN



CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		0	105	3	5	0
		0	196	9	32	0
		54	0	23	9	0
		30	0	4	20	0
		0	178	0	11	0
		25	0	0	0	0
		0	95	1	22	0
		0	159	0	10	0
		0	93	1	3	0
		0	37	0	7	0
		19	0	0	0	0
		0	240	4	12	0
		18	0	0	1	0
		107	0	18	7	0
		0	292	29	25	0
		21	0	0	0	0
		7	0	0	1	0
		0	91	0	14	0
		0	25	0	3	0
		0	78	0	1	0
TOTALS	2145	281	1589	92	183	0

CARTER COUNTY REAPPRAISAL PLAN

FOURTH YEAR OF INSPECTION CYCLE

[REDACTED]

CMAP	TOTPCL	Urban	Rural	TOTCI	EXE	MIN
		0	11	0	0	0
		3	0	0	1	0
		23	0	0	0	0
		0	176	1	14	0
		34	0	0	0	0
		0	275	3	9	0
		0	32	2	1	0
		0	152	1	11	0
		68	0	0	0	0
		16	0	0	0	0
		0	338	1	18	0
		17	0	0	0	0
		0	24	0	3	0
		38	0	0	0	0
		0	24	0	2	0
		0	185	0	5	0
		15	0	0	0	0
		62	0	0	0	0
		13	0	0	0	0
		40	0	0	0	0
		0	2	0	0	0
		11	0	0	0	0
TOTALS	1631	340	1219	8	64	0

CARTER COUNTY REAPPRAISAL PLAN

NARRATIVE INFORMATION -- VISUAL INSPECTION

(Attach Additional Sheets If Needed.)

- A. Personnel Needs: Five field reviewers, one mapper, one clerical, one keypunch operator and one project coordinator should be considered a minimum number of staff for yearly assessment duties.
- B. Office and Equipment Needs: Current office space, telephone service, and file cabinets for document storage are adequate for Assessor's personnel and for those times when Division of Property Assessment personnel will be working in the county during inspection cycles. Keypunch will be performed by Assessor of Property's staff so that no extra computers will be necessary until possibly the revaluation year.
- C. Training planned and needed for Staff: The Assessor of Property's staff should attend any available appropriate IAAO and DPA courses or seminars and any necessary on the job training should be provided as needed.
- D. Geographic Areas of Responsibility Assigned to Inspection Personnel: The Assessor of Property's two field reviewers will perform ongoing visual inspection prior to the reappraisal, picking up all new construction, physical property changes, sales verification, and correction of any omitted or incorrect property characteristics. Areas of responsibility will be assigned by the Assessor of Property or whomever they designate to assign those duties.
- E. Production Rates: Daily production rates will be listed on page 4. Daily totals may vary at times due to the amount of new construction and maintenance, as well as weather allowances, experience, and pace of current or future reviewers.
- F. Map Maintenance Schedule and Explanations: Map maintenance, including splits will be performed on a daily basis and verified sales information updated within a ninety day time frame. Sales forms will be completed for all WM and WN sales as well as all farm, commercials and industrial transactions, whether Q or D. All sales verification will be done as recommended by guidelines outlined in the sales and verification procedures approved by the State Board of Equalization.

CARTER COUNTY REAPPRAISAL PLAN

- G. Quality Assurance Efforts Planned: All updated information will be correlated for accuracy and a minimum of 5 % of each quarters field review will be sampled for accuracy and completeness by the Assessor or whomever they designate to perform quality assurance. The Division will periodically monitor samples of all field work, mapping, sales procedures and verification, and any other administrative functions deemed appropriate on a quarterly basis throughout each year of the cycle leading up to revaluation.

CARTER COUNTY REAPPRAISAL PLAN

SECTION II

REVALUATION YEAR OF CYCLE

	<u>2021</u>		* (ACTUAL #)
TOTAL PARCELS (Projected) (1)			
URBAN (1" = 100' Maps)	<u>16,114</u>	(Except Comm/Ind)	(15,332)
RURAL (1" = 400' Maps)	<u>15,169</u>	(Except Comm/Ind)	(14,433)
Commercial/Industrial	<u>1731</u>	(All Maps)	(1647)
OTHER (exempts)	<u>1429</u>		(1360)
TOTAL	<u>34,443</u>		(32,772)
MINERALS	3		

* **Actual #** is from parcel distribution report.

(1) Projected total parcel #'s are calculated @ 1.00% per year compounded. Minerals are not included in the OTHER or TOTAL parcel counts *on page 3 or on this page* as they are not included in the IMPACT parcel distribution total parcel number count.

Reaplan.doc revised 7/99

CARTER COUNTY REAPPRAISAL PLAN

NARRATIVE INFORMATION – REVALUATION YEAR

(Attach Additional Sheets If Needed)

- A. Personnel Needs: An additional part time clerk will be needed for keypunch, filing, and correlation during the revaluation year. Current staff is adequate for current projected needs.
- B. Office Space and Equipment Needs (Space for State Personnel Providing Assistance): Adequate office space for available Division of Property Assessment employees with telephone services and file cabinets for document storage along with a set of 100' and 400' maps is required. Office space must contain adequate desks, chairs, and tables and be clean, private, and within easy access to the Assessor of Property and Register of Deeds offices. Any assistance provided by D.P.A. personnel will be determined by available financial and personnel resources in any given time period.
- C. Use of Aerial Photographs: Aerial photographs or GIS ortho is recommended, if available, for adjusting tree lines and assisting in updating and correcting soil class information.
- D. Assistance Request of Division of Property Assessments: Calculation of all land schedules and tables, calculation of all improvement and OBV rates and depreciation tables, and assistance in the valuation of commercial, industrial, leasehold, any special purpose properties, minerals, rural land and use value schedules. All assistance provided by D.P.A. personnel will be determined by available financial and personnel resources available in any given time period.
- E. Development of Sales File: Sales verification will be maintained in accordance with guidelines approved by the State Board of Equalization.
- F. Neighborhood Codes: Area or neighborhoods codes will be reviewed as visual inspection proceeds each year. Appropriate changes will be analyzed and changed as necessary during the revaluation year with assistance from and approval by, the D.P.A. Area codes on new splits or developments will be worked as transfers are worked.
- G. Improvement Valuation
1. Base Cost Development: Assistance from the Division of Property Assessments.
 2. Analysis: Assistance from the Division of Property Assessments.

CARTER COUNTY REAPPRAISAL PLAN

3. **OBV Structure Valuation:** Assistance from the Division of Property Assessments in formulation of tables to be used in the valuation of OBV's, as needed.

4. **Collection & Use of Income & Expense Information:** The Assessor of Property's office will be responsible for mailing questionnaires and the Division of Property Assessment staff will assist in the analysis of the information.

5. **Quality Assurance Efforts:** A random sample of field work will be reviewed by the Assessor of Property or whoever the Assessor designates to do so. Error reports from the Divisions computer system will be worked throughout the project to maintain quality and consistency. Personnel from the Division of Property Assessments will monitor all work performed during the revaluation by the Assessor and their personnel and/or by whomever may be contracted by the County to perform that work which includes, but will not be limited to, the field review, sales procedures, and the evaluation of all land and improvements as well as any other revaluation or administrative functions performed during the revaluation as deemed to be necessary so as to maintain accuracy, consistency and equality throughout the revaluation cycle.

H. Land Valuation

1. **Rural Land & Use Value:** The Division of Property Assessments will calculate the rural land and use value schedules and will assist in the valuation of those large tracts which may need more technical assistance. The amount of assistance will vary depending on available Division personnel and financial resources as well as the extent and complication of the work to be done.

2. **Residential/Small Tract:** The Division of Property Assessments will assist county personnel in the establishing of charts and schedules which may be necessary so as to provide accurate, consistent, and fair valuation of residential/small tract properties. The number of Division personnel involved will be dependent upon personnel and financial resources available as well as the need established by the Division of Property Assessments prior to and during the revaluation.

3. **Commercial & Industrial:** The Division of Property Assessments will assist county personnel in valuing the land of certain commercial/industrial properties to the extent deemed necessary by Division management.

4. **Quality Control:** A random sample will be reviewed by the Assessor of Property or that person(s) assigned by the Assessor and will also be monitored periodically during the revaluation by

CARTER COUNTY REAPPRAISAL PLAN

Division personnel assigned by the regional supervisor of the Division of Property Assessments so as to ensure accuracy, consistency and equality.

- I. Mineral and/or Leaseholds: The Division of Property Assessments will assist in identifying and valuing all mineral and leasehold properties.
- J. Valuation Analysis
 1. Detailed Analysis: Detailed sales and valuation analysis will be performed by the Division of Property Assessments throughout the project. The Assessor of Property's office will assist depending on available expertise.
 2. Final Value Correlation: The Division of Property Assessments will assist the Assessor of Property's office in final value correlation.
- K. Updating of Ownership Information: The Assessor of Property's office will be responsible for the updating of all ownership information on a daily basis.
- L. New Construction: The Assessor of Property's field staff will be responsible for the measure and list of all new construction which should be kept current throughout the project.
- M. Final Value Meeting: The Area Supervisor and those personnel deemed necessary of the Division of Property Assessments, the Assessor of Property, and any pertinent Assessor's staff directly involved in the revaluation will meet to assess job performance, discuss final statistics and any necessary rate or schedule changes, final values of all classes of property, and to discuss any current concerns or potential problems which need to be immediately addressed so as to ensure a quality and consistent product has been completed. On occasion such meetings may be required to occur periodically throughout the revaluation if deemed necessary by Division management to evaluate ongoing progress and assure any special needs or problems are addressed.
- N. Hearings (Formal and Informal): Informal hearing procedures will be established by the Area Supervisor and the Assessor of Property based on potential personnel needs and whatever methods or areas of concern make those procedures appropriate. Formal County Board of Equalization hearings will be performed by the local county board beginning in June and will proceed as directed by statutes.

CARTER COUNTY REAPPRAISAL PLAN

O. Computer Appraisal System:

1. Do you currently use the State of Tennessee Integrated Multi Processing of Administrative & Cama Technology (IMPACT)? Yes X No _____ If No, name of system currently in use.

2. Do you plan to change to another computer system during the reappraisal cycle covered in this plan? Yes _____ No X

If **yes**, detailed information must be included that defines the computer system and explains the county's plan of implementation.

CARTER COUNTY REAPPRAISAL PLAN

REVALUATION PHASE DELINEATION CHART DESCRIPTIONS

A. ADMINISTRATION

1. Planning/Organizing - The time an administrator spends in establishing goals, policies and procedures and organizing the work activities for a timely completion of each reappraisal phase.
2. Directing/Controlling - The time an administrator spends in guiding and supervising personnel responsible for the accomplishment of the clerical and appraisal activities necessary to complete each phase.

B. CLERICAL

1. File Cleanup - Time required in the correction of file reports such as incorrect land codes, improvement types, property types, etc.
2. Acreage Correlation - Time required to compare acreage amounts on the property record card with the tax maps and to correct any discrepancies.
3. Inspection Corrections - Time required to correct all properties reviewed during the inspection cycle.
4. Data Entry - Time required to key changes and corrections.
5. Processing/Screening - Time required to process and examine all data prior to data entry and to edit completed data upon return from data processing
6. Acreage Grid - Time required to calculate the acreage of each land grade on tracts that may be eligible for greenbelt.
7. Other - Time required performing other clerical duties necessary to the successful completion of the reappraisal program.

C. PRELIMINARY ANALYSIS OF FILE

1. Neighborhood Codes - Time required to review the current area code assignments and determine the need for any changes or corrections.
2. Improvement Types - Time required to review the current improvement types used and to determine any needed changes, corrections or additions.
3. OBV Structures - Time required to review the current status of the OBV structures and to determine any needed changes, corrections or additions.
4. Small Tracts - Time required to review the current small tract listings for accuracy and consistency, and to review the methods used to establish values and to determine any needed changes or corrections.

CARTER COUNTY REAPPRAISAL PLAN

5. Rural Land - Time required to review the current rural land listings for accuracy and consistency and to review the methods used to establish values and to determine any needed changes or corrections.
6. Income and Expense - Time required to review the commercial properties and to determine the methods and forms to be used in the collection of income and expense information.
7. Sales File Cleanup - Time required reviewing the status of the sales file using sales reports and deed inventories. The sales file should be up-to-date and listed correctly.
8. Override Properties - Time required reviewing the listing of properties that have an override code. Delete all override codes making any needed changes or corrections.

D. LAND VALUATION

1. Urban - Time required to analyze vacant and improved sales to determine appropriate units of comparison, to establish base lot values, front foot and square foot values as well as units buildable. Urban parcels are located on 1" - 100' or larger scaled maps.
2. Commercial/Industrial - Time required analyzing vacant and improved sales and to determine appropriate units of comparison as well as establish base front foot, square foot and acreage values.
3. Rural - Time required to analyze vacant and improved sales of 15 acres or greater and to determine a preliminary rural land schedule. Rural land listings should be changed or corrected as needed.
4. Small Tracts - Time required to analyze vacant and improved sales of parcels less than 15 acres on rural maps and to establish a small tract pricing guide. Small tract listings should be changed or corrected as needed.

E. IMPROVEMENT VALUATION

1. Base Cost - Time required developing tentative market base costs for all 01 improvement types, utilizing sales of particular properties or in absence of sales an approved cost index service.
2. Factors - Time required determining the use, if any, of base cost factors or land factors.
3. Effective Ages - Time required to review the condition factors (effective ages) of all improvements and to adjust those improvements due to the change in the base year for depreciation calculations.

CARTER COUNTY REAPPRAISAL PLAN

4. OBV Structures - Time required to develop and/or to update extra features and special buildings rates and depreciation tables.

F. SPECIAL PROPERTIES VALUATION

1. Commercial/Industrial - Time required appraising special purpose properties such as large industrials, golf courses or recreational facilities.
2. Minerals - Time required to collect data and to appraise mineral interests.
3. Leaseholds - Time required analyzing the leases on fee exempt properties and to value leasehold interests.
4. Exempt Properties - Time required to review and to compare the approved exemption applications with a current exempt properties listing, and to determine any changes that may alter the exemptions status of the properties.
5. Other - Time required valuing other unique or complex properties that need additional resources for appraisal.

G. ASSESSOR FILE MAINTENANCE

1. New Construction - Time required to measure and list all new construction completed prior to the reappraisal date.
2. Mapping Splits - Time required for map maintenance during year prior to reappraisal.
3. Treelines/Land Grades - Time required to update tree lines and land grade changes on the tax maps and to correct the resulting land grade listing for the property.
4. Sales File - Time required to maintain an up-to-date-sales file during the year prior to the reappraisal date.

H. FINAL VALUATION REVIEW

1. Urban - Final determination of values for residential properties located on 1" = 100' or larger scaled maps.
2. Rural - Final determination of values for residential/farm properties located on 1" = 400' maps.
3. Use Schedule - Final review of the use schedule calculations and the greenbelt parcels listing.
4. Commercial/Industrial - Final determination of values on commercial and industrial properties on all maps.
5. Final Value Meeting - Meeting with the State Division of Property Assessments to review all phases of the completed reappraisal program for accuracy and completion. Appraisal change reports and all analysis reports should be reviewed to determine needed changes or corrections.

CARTER COUNTY REAPPRAISAL PLAN

6. Final Analysis - Interpreting final sales analysis prior to printing assessment change notices and property record cards. Compiling pertinent appraisal tables, schedules, manuals and maps for future reference.

I. INFORMAL HEARINGS

1. Urban - Estimate the number of parcels that will be reviewed during the Assessor's informal hearings.

2. Rural - Estimate the number of parcels that will be reviewed during the Assessor's informal hearings.

3. Commercial/Industrial and Special Properties - Estimate the number of parcels that will be reviewed during the Assessor's hearings.

4. Clerical - Maintaining files and appointment logs and processing appraisal changes including data entry.

5. Field Checks - Field reviews due to informal hearings.

J. FORMAL HEARINGS

1. County Board of Equalization - Appraisal and clerical personnel required to assist the County Board of Equalization during the reappraisal year.

COUNTY: CARTER
2021 REAPPRAISAL

ASSESSOR'S
REVALUATION PHASE DELINEATION CHART

PHASE (Reappraisal Activity)	UNITS M OR P	DAILY PROD RT	BEGINNING DATE	COMPLETION DATE	TOTAL MAN-MO	PERSONNEL (MAN-MO-TIME)
A: ADMINISTRATION						
PLAN/ORGANIZING	34,443	250	20-Jan-20	30-Jun-21	7.7	0.44
DIRECTING/CONTROLLING	34,443	195	20-Jan-20	30-Jun-21	9.8	0.56
B: CLERICAL						
FILE CLEANUP	1	1	06-Jan-20	30-Apr-20	0.1	0.01
ACREAGE CORELATION	0	1	02-Jun-20	13-Feb-21	0.0	0.00
INSP CYCLE CORRECTIONS	1	1	06-Jan-20	30-Apr-20	0.1	0.01
DATA ENTRY 100%	34,443	245	02-Jun-20	27-Mar-21	7.8	0.79
PROCESSING/SCREENING	34,443	215	02-Jun-20	27-Mar-21	8.9	0.90
ACREAGE GRID	0	1	02-Jun-20	27-Mar-21	0.0	0.00
GREENBELT APPLICATIONS	1	1	02-Jun-20	01-Mar-21	0.1	0.01
OTHER	1	1	02-Jun-20	27-Mar-21	0.1	0.01
C: PRELIMINARY ANALYSIS						
AREA CODES	1	1	06-Jan-20	30-Apr-20	0.1	0.01
IMPROVEMENT TYPE	1	1	06-Jan-20	30-Apr-20	0.1	0.01
EXTRA FEATURES	1	1	06-Jan-20	30-Apr-20	0.1	0.01
RES LAND	1	1	06-Jan-20	30-Apr-20	0.1	0.01
RURAL LAND	1	1	06-Jan-20	30-Apr-20	0.1	0.01
INCOME/EXPENSES	0	0	06-Jan-20	20-Feb-21	0.0	0.00
SALES FILE CLEANUP	0	1	06-Jan-20	20-Feb-21	0.0	0.00
OVERRIDE PROPERTIES	2	2	02-Jun-20	31-Dec-20	0.1	0.01
D: LAND VALUATION						
URBAN LAND	16,114	2500	02-Jun-20	20-Feb-21	0.4	0.04
COMM/IND LAND	1,731	800	02-Jun-20	20-Feb-21	0.1	0.01
RURAL LAND	15,169	3000	02-Jun-20	20-Feb-21	0.3	0.03
SMALL TRACTS	16,114	2500	02-Jun-20	20-Feb-21	0.4	0.04
E: IMP VALUATION						
BASE RATES	0	0	07-Apr-20	30-Apr-20	0.0	0.00
FACTORS	0	0	07-Apr-20	30-Apr-20	0.0	0.00
EFFECTIVE AGES	34443	1000	02-Jun-20	20-Feb-21	1.9	0.22
XFSB (EXTRA FEATURES)	34443	500	02-Jun-20	20-Feb-21	3.8	0.44
F: SPECIAL PROPERTIES						
COMM/IND	0	0	02-Jun-20	20-Feb-21	0.0	0.00
MINERALS	11	3	02-Jun-20	20-Feb-21	0.0	0.00
LEASEHOLDS	1	1	02-Jun-20	20-Feb-21	0.1	0.01
EXEMPT PARCELS	1429	400	02-Jun-20	20-Feb-21	0.2	0.02
OTHER	0	0	02-Jun-20	20-Feb-21	0.0	0.00
G: ASSESSOR FILE MAINT						
NEW CONSTRUCTION	100	50	01-Jul-20	20-Feb-21	0.1	0.01
MAPPING SPLITS	150	50	01-Jul-20	08-Feb-21	0.2	0.02
TREELINES/LAND GRADES	1	1	01-Jul-20	20-Feb-21	0.1	0.00
SALES FILE CLEANUP	1	1	01-Jul-20	08-Feb-21	0.1	0.01
H: FINAL VALUE REVIEW						
URBAN	4,028	2500	02-Jun-20	20-Feb-21	0.1	0.01
RURAL	3,792	2500	02-Jun-20	20-Feb-21	0.1	0.01
USE SCHEDULE	0	0	12-Mar-21	13-Mar-21	0.0	0.00
COMM/IND	432	30	02-Jun-20	20-Feb-21	0.8	0.09
FINAL VALUE MEETING	0	0	14-Mar-21	15-Mar-21	0.0	0.00
FINAL ANALYSIS	0	0	05-Oct-20	06-Mar-21	0.0	0.00
I: INFORMAL HEARINGS						
URBAN (EST) 5%	201	190	27-Apr-21	08-May-21	0.1	0.16
RURAL (EST) 5%	189	150	27-Apr-21	08-May-21	0.1	0.19
COMM/IND (EST) 5%	237	8	27-Apr-21	08-May-21	1.7	4.49
CLERICAL (SUM OF ABOVE)	627	150	27-Apr-21	22-May-21	0.2	0.28
FIELD CHKS (15% OF HEAR)	94	45	27-Apr-21	21-May-21	0.1	0.15
J: FORMAL HEARINGS						
CO BD OF EQ (25% OF INF)	156	75	01-Jun-21	19-Jun-21	0.1	0.19
TOTAL ADMINISTRATIVE PERSONNEL REQUIRED			(Sum of Phase "A")			1.00
TOTAL CLERICAL PERSONNEL REQUIRED			(Sum of Phase "B")			2.01
TOTAL APPRAISAL PERSONNEL REQUIRED			(Sum of Phases "C" thru "J")			6.01

RED - ASSESSOR'S RESPONSIBILITY
PDC-ASR-2021-Carter

COUNTY: CARTER
2021 REAPPRAISAL

DIVISION OF PROPERTY ASSESSMENTS
REVALUATION PHASE DELINEATION CHART

PHASE (Reappraisal Activity)	UNITS M OR P	DAILY PROD RT	BEGINNING DATE	COMPLETION DATE	TOTAL MAN-MO	PERSONNEL (MAN-MO-TIME)
A: ADMINISTRATION						
PLAN/ORGANIZING	34,443	225	06-Jan-20	30-Jun-21	8.5	0.47
DIRECTING/CONTROLLING	34,443	200	06-Jan-20	30-Jun-21	9.6	0.53
B: CLERICAL						
FILE CLEANUP	0	0	06-Jan-20	30-Apr-20	0.0	0.00
ACREAGE CORELATION	0	0	02-Jun-20	13-Feb-21	0.0	0.00
INSP CYCLE CORRECTIONS	0	0	06-Jan-20	30-Apr-20	0.0	0.00
DATA ENTRY	0	0	02-Jun-20	27-Mar-21	0.0	0.00
PROCESSING/SCREENING	0	0	02-Jun-20	27-Mar-21	0.0	0.00
ACREAGE GRID	0	0	02-Jun-20	27-Mar-21	0.0	0.00
OTHER	0	0	02-Jun-20	27-Mar-21	0.0	0.00
C: PRELIMINARY ANALYSIS						
AREA CODES	0	1	06-Jan-20	30-Apr-20	0.0	0.00
IMPROVEMENT TYPE	0	1	06-Jan-20	30-Apr-20	0.0	0.00
EXTRA FEATURES	0	1	06-Jan-20	30-Apr-20	0.0	0.00
SMALL TRACTS	0	1	06-Jan-20	30-Apr-20	0.0	0.00
RURAL LAND	0	1	06-Jan-20	30-Apr-20	0.0	0.00
INCOME/EXPENSES	0	1	06-Jan-20	20-Feb-21	0.0	0.00
SALES FILE CLEANUP	0	1	06-Jan-20	20-Feb-21	0.0	0.00
OVERRIDE PROPERTIES	0	1	02-Jun-20	31-Dec-20	0.0	0.00
D: LAND VALUATION ASSISTANCE						
URBAN LAND	0	1	04-May-20	20-Feb-21	0.0	0.00
COMM/IND LAND	1	1	04-May-20	20-Feb-21	0.1	0.01
RURAL LAND	1	1	04-May-20	20-Feb-21	0.1	0.01
SMALL TRACTS	0	1	04-May-20	20-Feb-21	0.0	0.00
E: IMP VALUATION ASSISTANCE						
BASE RATES	60	20	07-Apr-20	30-Apr-20	0.2	0.22
FACTORS	9	3	07-Apr-20	30-Apr-20	0.2	0.22
EFFECTIVE AGES	1	1	04-May-20	20-Feb-21	0.1	0.01
XFSB (EXTRA FEATURES)	1	1	04-May-20	20-Feb-21	0.1	0.01
F: SPECIAL PROPERTIES ASSISTANCE						
COMM/IND	0	1	04-May-20	20-Feb-21	0.0	0.00
MINERALS	3	3	04-May-20	20-Feb-21	0.1	0.01
LEASEHOLDS	1	1	04-May-20	20-Feb-21	0.1	0.01
EXEMPT PARCELS	0	0	04-May-20	20-Feb-21	0.0	0.00
OTHER	10	3	05-Jan-00	20-Feb-21	0.2	0.00
G: ASSESSOR FILE MAINT						
NEW CONSTRUCTION	0	0	01-Jul-20	20-Feb-21	0.0	0.00
MAPPING SPLITS	0	0	05-Jan-20	08-Feb-21	0.0	0.00
TREELINES/LAND GRADES	0	0	01-Jul-20	20-Feb-21	0.0	0.00
SALES FILE	0	0	01-Jul-20	08-Feb-21	0.0	0.00
H: FINAL VALUE REVIEW ASSISTANCE						
URBAN	0	1	02-Jun-20	20-Feb-21	0.0	0.00
RURAL	0	1	02-Jun-20	20-Feb-21	0.0	0.00
USE SCHEDULE	0	1	12-Mar-21	13-Mar-21	0.0	0.00
COMM/IND	0	1	02-Jun-20	20-Feb-21	0.0	0.00
FINAL VALUE MEETING	0	1	13-Mar-21	14-Mar-21	0.0	0.00
FINAL ANALYSIS	1	1	06-Oct-20	06-Mar-21	0.1	0.01
I: INFORMAL HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE)						
URBAN (EST) 5%	0	1	27-Apr-21	08-May-21	0.0	0.00
RURAL (EST) 5%	0	1	27-Apr-21	08-May-21	0.0	0.00
COMM/IND (EST) 5%	0	1	27-Apr-21	08-May-21	0.0	0.00
CLERICAL (SUM OF ABOVE)	0	1	27-Apr-21	22-May-21	0.0	0.00
FIELD CHKS (15% OF HEAR)	0	1	27-Apr-21	21-May-21	0.0	0.00
J: FORMAL HEARINGS (ORGANIZATIONAL & TECHNICAL ASSISTANCE)						
CO BD OF EQ (25% OF INF)	0	0	01-Jun-21	19-Jun-21	0.0	0.00
TOTAL ADMINISTRATIVE PERSONNEL REQUIRED			(Sum of Phase "A")			1.00
TOTAL CLERICAL PERSONNEL REQUIRED			(Sum of Phase "B")			0.00
TOTAL APPRAISAL PERSONNEL REQUIRED			(Sum of Phases "C" thru "J")			0.51

* NOTE:

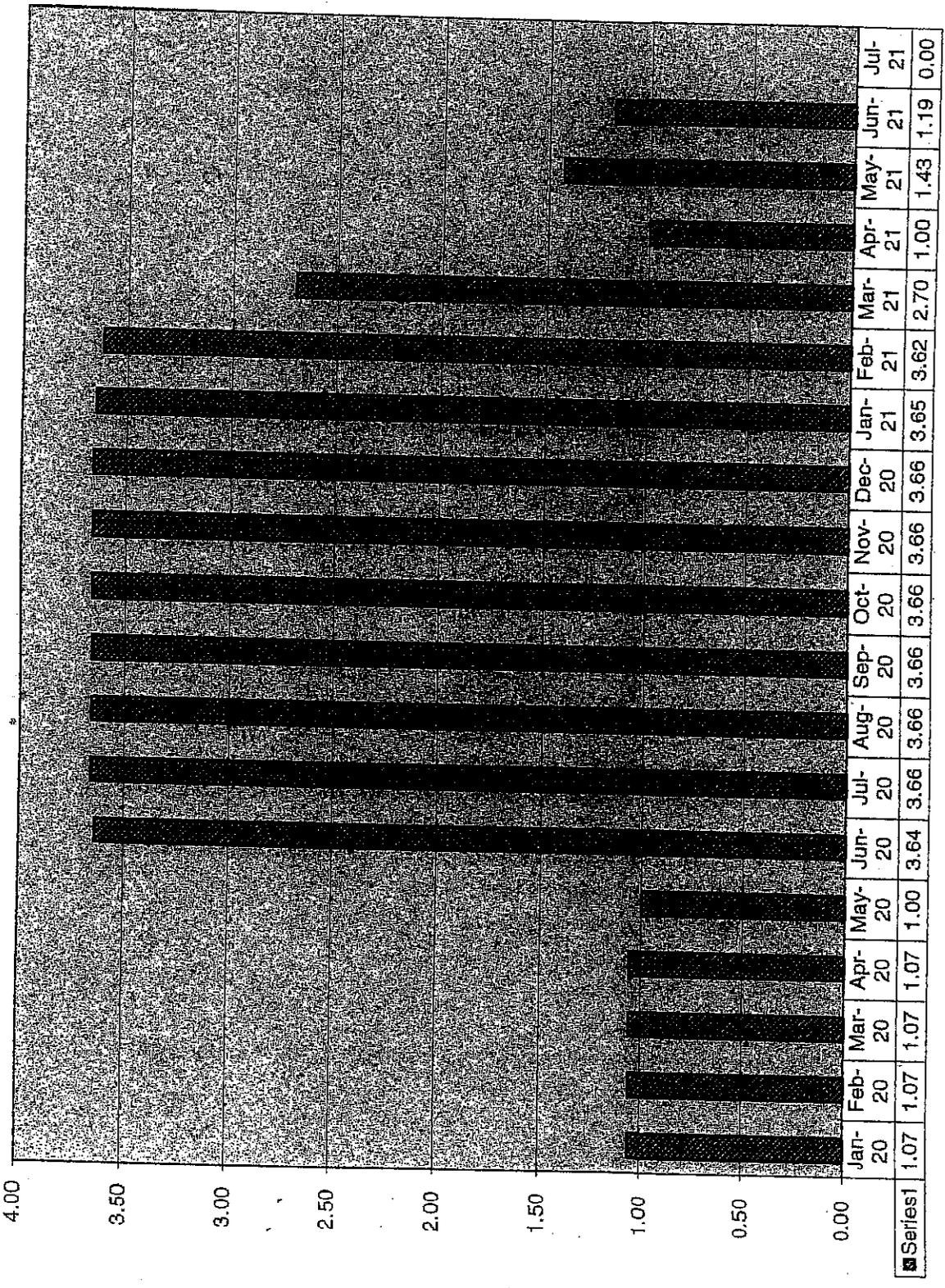
PDC-DPA-2021-Carter

ASSESSOR'S PERSONNEL ASSIGNMENT

(Attach additional sheets if necessary)

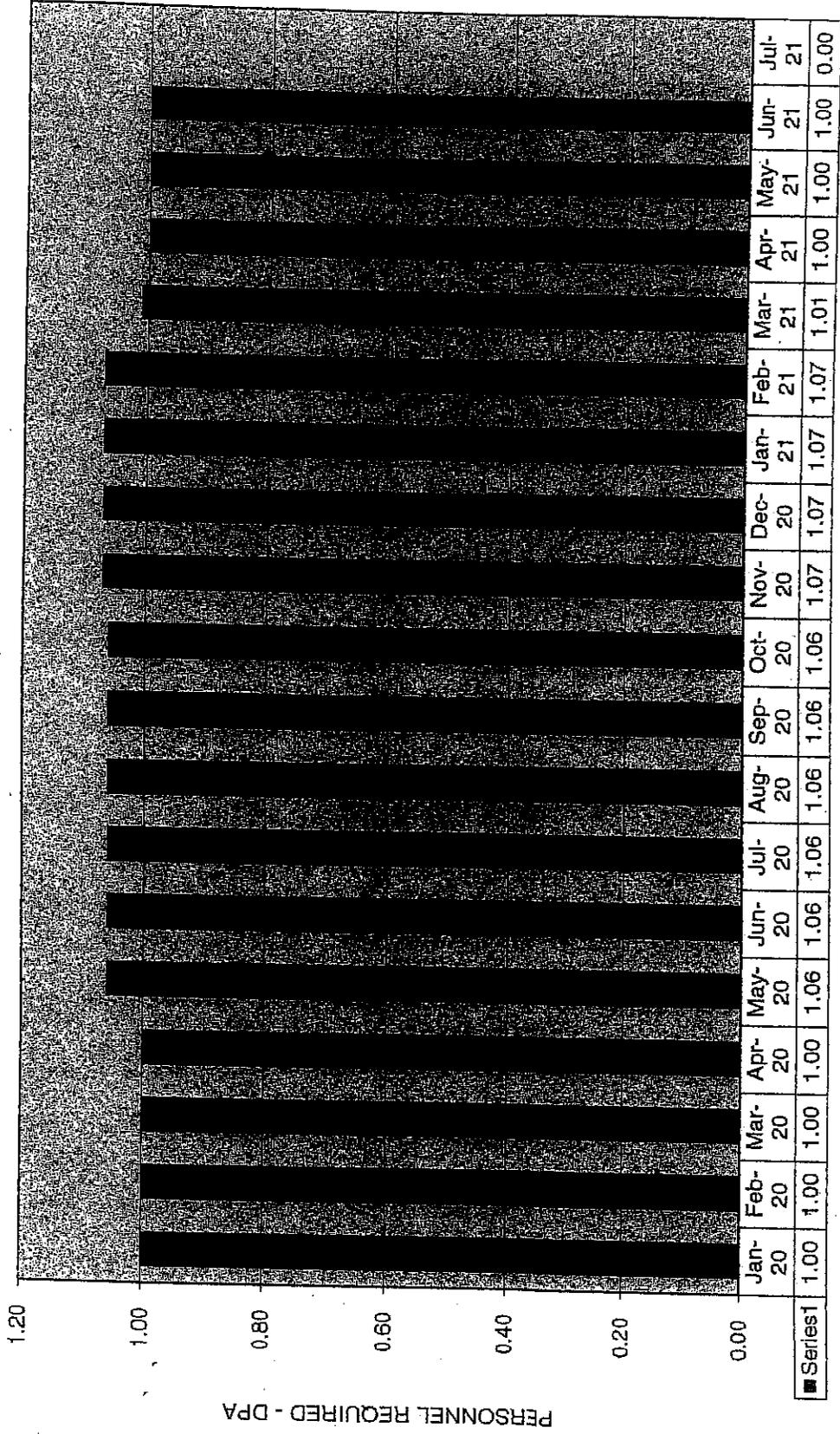
1. Position Assessor Name Ronnie Taylor
Phase Responsibility: Administrator
Appraisal Experience and Training: Seventeen years as reviewer, Eight years as Assessor of Property.
2. Position Field Appraiser Name Jared Arnold
Phase Responsibility: Field Reviewer, Part Time Employee
Appraisal Experience and Training: One Year
3. Position Field Reviewer Name Shane Simerly
Phase Responsibility: Visual Inspection, Sales, Key Puncher
Appraisal Experience and Training: Eighteen Months in assessment field.
4. Position Field Reviewer Name Sam Ellis
Phase Responsibility: Visual Inspection
Appraisal Experience and Training: Seven years in the assessment field with TAL&AF
5. Position Field Reviewer Name Brian Buckner
Phase Responsibility: Visual Inspection
Appraisal Experience and Training: Ten years in the assessment field with TAL&AF
6. Position Clerk Name Pam Worth
Phase Responsibility: Key punch, correlation, filing, and all general clerical duties
Appraisal Experience and Training: Thirty years in the assessment field.
7. Position Clerk Name Sequa Shields
Phase Responsibility: Key punch, correlation, filing, and all general clerical duties
Appraisal Experience and Training: Eighteen years in the assessment field.
8. Position Clerk Name Whitney Davis
Phase Responsibility: Key punch, filing, and general clerical duties
Appraisal Experience and Training: One Year in assessment field
8. Position Mapper Name Cindy Spradlin
Phase Responsibility: Mapping and general clerical duties
Appraisal Experience and Training: Ten Years in assessment field.
9. Position Deputy Assessor Name Sandy Huskins
Phase Responsibility: Personal Property and general clerical duties
Appraisal Experience and Training: Thirty Years in assessment field

**CARTER COUNTY
2021 REAPPRAISAL
ASSESSOR'S**



Series1

**CARTER COUNTY
2021 REAPPRAISAL
DPA**



REAPPRAISAL MONTHS

CARTER COUNTY REAPPRAISAL PLAN

This Plan is hereby submitted for Reappraisal of Carter County as required by TCA 67-5-1601.

Ramiro B. Taylor
(ASSESSOR OF PROPERTY (Signature))

DATE 3-8-16

REVIEWED BY:

Leon Humphrey
COUNTY MAYOR (Signature)

DATE 3/22/16

RESOLUTION BY COUNTY COMMISSION:
(required for 4 or 5 year cycle)

APPROVED (Attach Copy of Resolution)

DISAPPROVED

Leon Humphrey
CHAIRMAN, COUNTY COMMISSION (Signature)

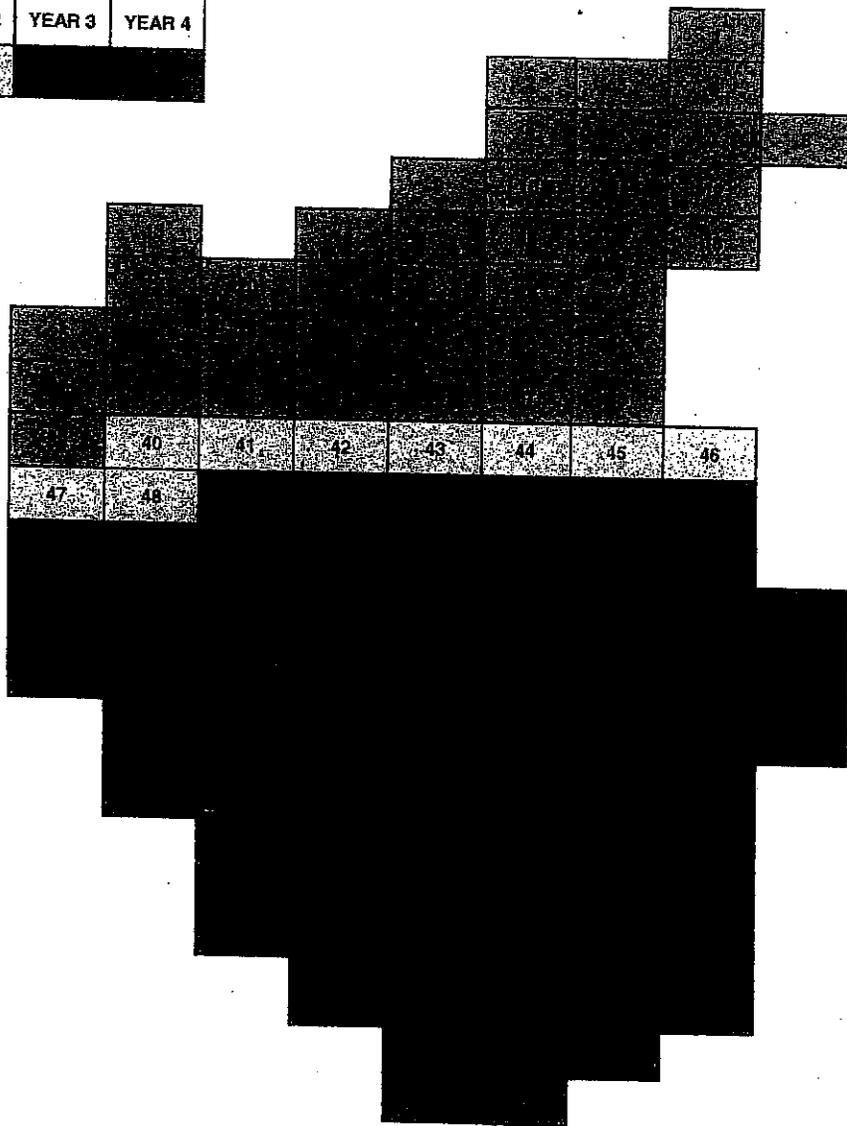
DATE 3/22/16

DATE SUBMITTED TO STATE BOARD OF EQUALIZATION: _____

Urban 1IN = 50FT and 100FT Maps	15325	(Except C/I/Other)
Rural 1IN = 400FT Maps	14439	(Except C/I/Other)
Commercial / Industrial (All Scale)	1650	(Total)
All Other	1361	(Total)
	32775	(Countywide)
1IN = 50FT	0	
1IN = 100FT	219	
1IN = 400FT	93	

CARTER COUNTY REAPPRAISAL 2021

INSPECTION YEAR OF CYCLE			
YEAR 1	YEAR 2	YEAR 3	YEAR 4
	8174		



BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR CARTER COUNTY, TENNESSEE

REGULAR MEETING, MONDAY, MARCH 21, 2016

RESOLUTION NO. 643

"A RESOLUTION AUTHORIZING A CONTINUOUS FIVE (5) YEAR REAPPRAISAL CYCLE."

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners for Carter County, Tennessee, meeting in regular session on this the 21st day of March, 2016, with a lawful quorum of said Board being present and with a majority voting in the affirmative as follows:

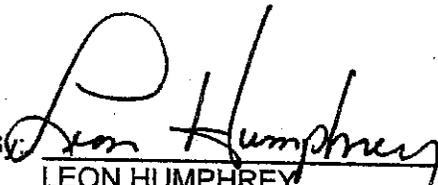
PURSUANT to Tennessee Code Annotated Section 67-5-1601, as amended by Chapter 318 of the 1997 Public Acts, reappraisal shall be accomplished in Carter County by a continuous five (5) year cycle beginning July 1, 2016, comprised of an on-site review of each parcel of real property over a four (4) year period followed by revaluation of all such property for tax year 2021.

BE IT FURTHER RESOLVED that this Resolution shall take effect from and after the date of its approval the welfare of the county demanding.

Adopted this 21st day of March, 2016.

CARTER COUNTY, TENNESSEE
BOARD OF COUNTY COMMISSIONERS

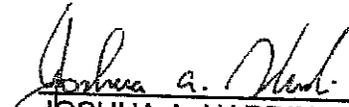
APPROVED:

By: 
LEON HUMPHREY
CARTER COUNTY MAYOR &
BOARD OF COUNTY COMMISSIONERS CHAIRMAN

ATTEST:


MARY GOUGE
CARTER COUNTY CLERK

APPROVED AS TO FORM:



JOSHUA A. HARDIN
CARTER COUNTY ATTORNEY

February 2016 Donations

Animal Shelter Donation- Kelly Murphy	12.50
Animal Shelter Donation- April Guy	100.00
Animal Shelter Donation- Lindsey Davis	10.00
Animal Shelter Donation- Elizabethton High-School	821.96
Animal Shelter Donation- Nicole Hicks	10.00
Animal Shelter Donation- B-10 Crop	184.00
February Total	\$ 1,138.46

**Carter County
Highway Fund 131
Budget Amendment #4
21-Mar-16**

Item #1	44530 Sale of Equipment		\$ 8,694.00	Increase
	68000-714 Highway Equipment			Increase
Recognize sale of Highway Department				

Item #2	62000-444 Salt		\$ 35,588.34	Increase
	63100-425 Gasoline			Decrease
Reallocate within the Highway Department budget.				

Total \$ 44,282.34 \$ 44,282.34

**Carter County
Health Department Fund 117
Budget Amendment #1
21-Mar-16**

Item #1	55110-189 Other Salaries & Wages		\$ 8,181.70	Decrease
	55110-201 Social Security		\$ 534.81	Decrease
	55110-204 State Retirement		\$ 1,234.64	Decrease
	55110-206 Life Insurance		\$ 9.00	Decrease
	55110-207 Medical Insurance		\$ 1,592.41	Decrease
	55110-208 Dental Insurance		\$ 58.60	Decrease
	55110-210 Unemployment Comp		\$ 76.72	Decrease
	55110-212 Employer Medicare		\$ 125.11	Decrease
	55110-452 Utilities		\$ 4,000.00	Decrease
	55110-399 Other Contracted Services	\$ 14,999.20		Increase
	55110-513 Workman's Compensation	\$ 813.79		Increase

Reallocate within Health Department budget to change janitorial service to contracted service.

Total \$ 15,812.99 \$ 15,812.99

Carter County
General Fund 101
Budget Amendment #7
21-Mar-16

Item #1	44170 Misc. Refunds 53900-194 Jury and Witness Expense	\$ 190.46	\$ 190.46	Increase Increase
Recognize refund from Carnegie Hotel for witness travel				
Item #2	46210 Law Enforcement Training Program 54110-140 Salary Supplements	\$ 11,200.00	\$ 11,200.00	Increase Increase
Recognize Additional State Funding for Sheriff's Department Training Salary Supplements				
Item #3	54110-425 Gasoline 54110-718 Motor Vehicles	\$ 19,700.00	\$ 19,700.00	Decrease Increase
Reallocate within Sheriff's budget for purchase of vehicles.				
Item #4	54210-196 In-Service Training 54110-355 Travel	\$ 7,700.00	\$ 7,700.00	Decrease Increase
Reallocate within Sheriff's Department for travel.				
Item #5	49700 Insurance Recovery 54110-338 Maintenance and Repair Services - Vehicles	\$ 14,017.73	\$ 14,017.73	Increase Increase
Recognize Insurance Reimbursement for damage to Sheriff's Department vehicles.				
Item #6	44170 Misc. Refund 54110-435 Office Supplies	\$ 20.00	\$ 20.00	Increase Increase
Recognize refund for medical records requests.				
Item #7	44170 Misc. Refund 54210-716 Law Enforcement Equipment	\$ 4,035.15	\$ 4,035.15	Increase Increase
Recognize City of Elizabethton's reimbursement for fingerprint machine maintenance contract.				
Item #8	44170 Misc. Refund 54210-507 Medical Claims	\$ 2,232.50	\$ 2,232.50	Increase Increase
Recognize inmate medical payment reimbursement.				
Item #9	48610 Donations 64000-599 Other Charges 64000-499 Other Supplies and Materials	\$ 1,057.30	\$ 100.00 \$ 957.30	Increase Decrease Increase
Reallocate for Clean Teens				
Item #10	44170 Misc. Refund 51500-355 Travel	\$ 150.00	\$ 150.00	Increase Increase
Recognize conference registration refund.				
Item #11	44170 Misc. Refund 54490-399 Other Contracted Services	\$ 4,900.00	\$ 4,900.00	Increase Increase
Recognize City of Elizabethton's reimbursement for Everbridge emergency notification system.				
Item #12	44170 Misc. Refund 58130-599 Other Charges	\$ 750.00	\$ 750.00	Increase Increase
Recognize Home Grant class payments.				
Item #13	55120-169 Part-time Personnel 55120-189 Other Salaries and Wages 55120-201 Social Security 55120-204 State Retirement 55120-210 Unemployment Compensation 55120-212 Employer Medicare 55120-399 Other Contracted Services	\$ 3,717.00 \$ 220.50 \$ 244.13 \$ 32.94 \$ 40.00 \$ 57.09	\$ 4,311.66	Increase Increase Increase Increase Increase Increase Decrease
Reallocate Animal Shelter budget to add a part-time employee.				
Total		\$ 58,874.34	\$ 58,874.34	

Carter County
General Purpose School Fund 141
Budget Amendment #9
21-Mar-16

Item # 1	34330 Reserved for Capital Outlay-Referendum		\$ 149,800.00	Decrease
	39000 Unassigned Fund Balance		\$ 50,000.00	Decrease
	76100-304 Architects			
	76100-707 Building Improvements	\$ 17,500.00		Increase
		\$ 182,300.00		Increase

Allocate for Unaka Elementary Roof - Cafeteria area

Item # 2	47143 Education of the Handicapped Act-IDEA		\$ 35,685.38	Increase
	71200-163 Educational Assistants	\$ 11,330.00		Increase
	71200-201 Social Security	\$ 736.23		Increase
	71200-204 State Retirement	\$ 1,664.15		Increase
	71200-206 Life Insurance	\$ 30.00		Increase
	71200-207 Medical Insurance	\$ 5,197.00		Increase
	71200-208 Dental Insurance	\$ 257.00		Increase
	71200-210 Unemployment Comp	\$ 100.00		Increase
	71200-212 Employer Medicare	\$ 160.00		Increase
	71200-336 Maint. & Repair-Equipment	\$ 2,000.00		Increase
	71200-429 Inst. Supplies & Materials	\$ 7,211.00		Increase
	71200-599 Other Charges	\$ 2,000.00		Increase
	71200-725 Special Education Equipment	\$ 5,000.00		Increase

Recognize Special Education High Cost Reimbursement.

Item # 3	71100-116 Teachers		\$ 52,700.00	Decrease
	71100-201 Social Security		\$ 3,300.00	Decrease
	71100-204 State Retirement		\$ 5,100.00	Decrease
	71100-206 Life Insurance		\$ 25.20	Decrease
	71100-207 Medical Insurance		\$ 3,000.00	Decrease
	71100-208 Dental Insurance		\$ 300.00	Decrease
	71100-212 Employer Medicare		\$ 800.00	Decrease
	71200-116 Teachers	\$ 41,700.00		Increase
	71200-163 Educational Assistants	\$ 11,000.00		Increase
	71200-201 Social Security	\$ 3,300.00		Increase
	71200-204 State Retirement	\$ 5,100.00		Increase
	71200-206 Life Insurance	\$ 25.20		Increase
	71200-207 Medical Insurance	\$ 3,000.00		Increase
	71200-208 Dental Insurance	\$ 300.00		Increase
	71200-212 Employer Medicare	\$ 800.00		Increase

Reallocate for Special Education .

Total	\$ 300,710.58	\$ 300,710.58
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Carter County Board of Health

Andrew Stephen May, MD - Chair

923 West G Street
Elizabethton, TN 37643
423-279-2777
asmay@sullivanhealth.org

Leon Humphrey

County Mayor
801 Elk Avenue
Elizabethton, TN 37643
542-1801
mayor@cartercountyttn.gov

Kevin Ward, Ed.D

Director of County Schools
Academy Street
Elizabethton, TN 37643
547-4000
kevinward@k12tn.net

**A Nominee for Representative of the Dental Community will be offered by the Board of Health following their March 18, 2016 meeting.*

David Kirschke, MD (Ex-Officio)

Regional Medical Officer
Northeast Tennessee Regional Health Office
184 Treasure Lane
Johnson City, TN 37604
423-979-3200
David.Kirschke@tn.gov

Larry Proffitt, DPh

1000 West G Street
Elizabethton, TN 37643
542-4622
burgiedrugs1892@live.com

Tim Holdren

156 Toll Branch Road
Johnson City, TN 37601
C: 423-444-2266
W: 423-979-0121 x5007
tholdren@energysystemsgroup.com

Caroline Hurt (Ex-Officio)

County Director
Carter County Health Department
403 East G Street
Elizabethton, TN 37643
543-2521
Caroline.Hurt@tn.gov

Fay Willis, RN

Nursing Supervisor
Carter County Health Department
Elizabethton, TN 37643
543-2521
Glenda.Willis@tn.gov

Jerome Kitchens

City Manager
136 South Sycamore Street
Elizabethton, TN 37643
542-1504
jkitchens@cityofelizabethton.org

Robert Schubert, MD

1975 West Elk Avenue, Suite 2
Elizabethton, TN 37643
C: 423-213-9245
W: 423-297-1162
drs Schubert@mdvip.com

Board of Health Members

Approved by County Commission
March 2012 per T.C.A. 68-2-601
[Four (4)-Year Term]

Updated 3/10/2016 CH

**CONTRACT FOR THE PROMOTION AND DEVELOPMENT
OF TOURISM IN CARTER COUNTY, TENNESSEE**

THIS CONTRACT for the promotion and development of tourism in Carter County, Tennessee is made and entered into by and between CARTER COUNTY, a political subdivision of the State of Tennessee, by and through the approval of its legislative body, (hereinafter referred to as "County") and THE ELIZABETHTON/CARTER COUNTY CHAMBER OF COMMERCE, a non-profit corporation organized and existing under the laws of Tennessee acting by and through its duly authorized board of directors (hereinafter referred to as "Chamber").

WHEREAS, pursuant to the Private Acts of 1984, Chapter 186, the County is authorized to collect a privilege tax upon the privilege of occupancy in any hotel (as defined in said Private Act) within Carter County in an amount not to exceed five percent (5%) of the consideration charged by the operator which shall be collected by the operator and remitted to the County monthly; and

WHEREAS, pursuant to the provisions of said Private Act the County is authorized to retain in the general fund two percent (2%) of the total amount of taxes remitted by hotel operators each year or twelve thousand dollars (\$12,000.00) per annum, whichever is less; and

WHEREAS, pursuant to the provisions of said Private Act all other amounts collected via the privilege tax shall be deposited in a special tourism fund and expended only for tourism development and promotion, and the County shall contract with a suitable not-for-profit or civic organization for the promotion and development of tourism in Carter County who shall utilize said funds for that purpose; and

WHEREAS, the Chamber is a suitable non-profit corporation organized and existing under the laws of the State of Tennessee with which the County may contract for the purpose of promotion and development of tourism in Carter County; and

WHEREAS, the Chamber has agreed to accept the balance of the funds from the special tourism fund of the County collected each month via the hotel privilege tax and to expend said funds for the promotion and development of tourism in Carter County under the terms and conditions as set out in this document.

NOW THEREFORE, in consideration of the foregoing statements the parties hereto desire to formally set forth their agreement as follows:

1. The above recitations are a material part of the parties' agreement and are specifically incorporated herein.
2. For purposes of this Contract, tourism is defined as the planning and conducting of programs of information and publicity designed to attract tourists, visitors and other interested persons from outside the area to the County, and also encouraging and coordinating the efforts of other public and private organizations or groups of citizens to publicize the facilities and attractions of the County for

the same purposes. It also means the acquisition, construction, and remodeling of facilities useful in the attraction and promotion of tourists, conventions, and recreational business.

3. As consideration for this Contract, and for the promotion and development of tourism in Carter County as defined herein, the County agrees to disburse and pay to the Chamber the balance of all funds collected via the hotel privilege tax and deposited into the special tourism fund, after two percent (2%) of the total amount of taxes remitted by hotel operators each year or twelve thousand dollars (\$12,000.00) per annum, whichever is less, has been deducted from said amount and deposited into the general fund of the County. The balance of the funds shall be paid by the County to the Chamber in monthly installments pursuant to the policies and procedures of the Carter County Finance Department in effect at the time of payment, which may be amended from time to time.

4. As consideration for this Contract the Chamber shall actively promote and develop tourism in Carter County, as defined herein, through utilization of the facilities, services and programs it has traditionally provided. Furthermore, the Chamber agrees to explore additional and different methods, programs, opportunities, and partnerships which will promote and develop tourism in Carter County. The Chamber shall appoint a representative to serve on the task force, or any other entity created by the County, with the stated goal of utilization of new and different methods of tourism development in Carter County.

5. The funds submitted from the County shall only be utilized by the Chamber for the promotion and development of tourism as defined herein and for no other purposes. A tourism account shall be maintained by the Chamber and all funds received from the County in a fiscal budget year shall be deposited in said account. If the Chamber does not expend the entire amount of the funds it receives from the County during the year in which they are received, the funds shall be retained in the tourism account in the name of the Chamber as reserve funds and shall only be utilized by the Chamber for the promotion and development of tourism in Carter County as defined herein. The Chamber shall be required to present a proposed budget to the full County Legislative Body each year during its regular October meeting. The Chamber shall also be required to file with the Carter County Clerk, in October of each year, a copy of an annual report of its business affairs and transactions, which includes, but is not limited to, a copy of an annual audit, a description of the program that serves the residents of the County, and the proposed use of the funds provided by the County. Costs of these requirements are hereby explicitly acknowledged by the County to be an integral part of, and included in the definition of, tourism in this Contract. The Chamber expressly covenants and agrees that it will comply with all applicable state and federal laws in relation to the receipt, management, and expenditure of said funds, and furthermore, that it will take all necessary steps and use its best efforts to ensure that no portion of the funds are shared with or provided to any other public or private organization which is operating or reasonably suspected to be operating in violation of any state or federal law. A violation of any of the requirements of this paragraph by the Chamber shall be considered a material breach of this Contract.

6. In the event of an alleged breach of this Contract by the County, the Chamber shall provide written notice of such breach by certified mail, return receipt requested, to the County Mayor and the County shall be given thirty (30) days from the date of receipt in which to cure the breach. In no event shall any extension of time granted or failure to take action by the Chamber be construed as a waiver of the terms, conditions or covenants herein. In the event that litigation is necessary to enforce the terms of this Contract or due to the breach of or failure to perform any term or condition herein, the

prevailing party in said litigation shall be entitled to recover reasonable attorney's fees and court costs from the other party in that action.

7. In the event of an alleged breach of this Contract by the Chamber, the County shall provide written notice of such breach by certified mail, return receipt requested, to the registered agent of the Chamber or to the Chamber Director, and require the appropriate representative of the Chamber to appear before the County Legislative Body at its next regular meeting, or at a specially called meeting, to show cause why the Contract should not be terminated. At such meeting the Board of County Commissioners may elect to either immediately terminate the Contract if the alleged breach has not been cured or allow the Chamber additional time to cure the breach. In no event shall any extension of time granted or failure to take action by the County be construed as a waiver of the terms, conditions or covenants herein. In the event that litigation is necessary to enforce the terms of this Contract or due to the breach of or failure to perform any term or condition herein, the prevailing party in said litigation shall be entitled to recover reasonable attorney's fees and court costs from the other party in that action.

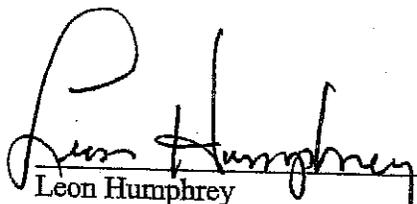
8. The term of this Contract shall be for three (3) years from the date of its final execution by both parties. The Contract shall automatically renew for successive three (3) year terms on the anniversary date of its execution absent written notice of either party's intent to terminate the Contract sent by certified mail, return receipt requested, to the other party delivered to the Carter County Mayor or Chamber Director at least sixty (60) days prior to the expiration of the term in effect at the time.

9. This Contract shall be construed in accordance with and governed for all purposes by the laws of the State of Tennessee. The parties agree that the sole and exclusive venue for any and all disputes relating to or arising from this Contract shall be in the Chancery Court of Carter County, Tennessee.

10. This instrument contains the entire agreement between the parties regarding operations, terms and conditions for the effective term described herein. Any oral representation or modifications concerning this instrument shall be of no force or effect and this Contract may not be amended except by a subsequent modification in writing, signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed, or have caused to be executed, this Contract on the date indicated below.

CARTER COUNTY, TENNESSEE



Leon Humphrey
Mayor & Board of County Commissioners
Chairman

3/9/16
Date

Christa Byrd
Finance Director
Christa Byrd

3-9-2016
Date

Attest:

Approved as to Form:

Mary Gouge
Mary Gouge
County Clerk

Joshua A. Hardin
Joshua A. Hardin
County Attorney

THE ELIZABETHTON/CARTER COUNTY CHAMBER OF COMMERCE

Ken Markland
Ken Markland
President, Board of Directors

3/1/16
Date

Tonya Stevens
Tonya Stevens
Chamber Director

3/1/16
Date

Attest:

Approved as to Form:

Sam J. LaPorte
Secretary

Sam J. LaPorte
Sam J. LaPorte
Board Attorney