

REGULAR MEETING OF
THE HARTSVILLE/TROUSDALE COUNTY COMMISSION
TUESDAY, MAY 26, 2015
7:00 P.M.

AGENDA

1. Open Court
2. Invocation – David Nollner
3. Pledge to the American Flag – Jerry Ford
4. Roll Call – Rita Crowder
5. Approval of Minutes
The minutes of the previous meeting have been distributed. Are there any changes or corrections to the minutes? If there are no corrections, the minutes are approved as distributed.
6. Announcements...
County Website - www.trousdalecountyttn.gov
7. Amendments to Agenda/Approval of Agenda

8. Citizens' Response to Agenda Items

9. COUNTY MAYOR REPORT – Carroll Carman
 1. County Budget
 2. Update on Disaster Grant funded projects – Old Coop Bldg & Radio Tower
 3. Fire Hall Construction
 4. Broadband Update
 5. Peoples State Bank Purchase
 6. Sidewalk Study Grant

10. COMMITTEE ACTIONS AND REPORTS...

- A. Audit Committee – Bill Fergusson
- B. Budget and Finance Committee – Mark Beeler
- C. Charter Review Committee – Jim Falco
- D. Codes & Zoning Enforcement Committee – Wayne Brown
- E. County Buildings Committee – John Oliver
- F. Economic Development Committee – Andy Jellison
- G. Emergency Services Committee – David Nollner
- H. Employee/Personnel Committee – Bill Fergusson
- I. Insurance Committee – Bubba Gregory
- J. Law Enforcement Committee – Bubba Gregory
- K. Local Emergency Planning Committee – Ken Buckmaster/Peggy Taylor
- L. Metro Communications Committee – Mark Beeler
- M. Parks & Recreations Committee – Bubba Gregory
- N. Professional Services Committee – Mayor Carroll Carman
- O. Prison Oversight Committee – Mark Beeler
- P. Purchasing Oversight – Jerry Ford
- Q. Solid Waste Committee – Richard Johnson
- R. Other Committee Reports ...

11 OLD BUSINESS –

12. NEW BUSINESS -

A. Appointments to Committees, Boards, and Commissions

Health Board:

- Dr. Bien Samson – Physician
- Dr. Floyd Reed – Physician
- Dr. Rodney Runyon – Dentist
- Sandra Faulkner – Pharmacist
- Dr. Michael Towns - Veterinarian

B. Resolutions:

- 1. Resolution #2015-24-503 – Authorizing Equipment Lease Agreements for More than One Year
- 2. Resolution #2015-25-504 – Establishing a Vehicle Maintenance Plan for the Hartsville/Trousdale Senior Center
- 3. Resolution #2015-26-505 – A Resolution Authorizing Receiving a Grant From the Downtown Hartsville Revitalization Committee for a Pedestrian Bridge

4. Resolution #2015-27-506 – A Resolution Authorizing an Interlocal Agreement Between the Hartsville/Trousdale County Government and the Hartsville/Trousdale Water and Sewer Utility District
5. Resolution #2015-28-507 – A Resolution Authorizing the Purchase of Land From Lisa Frank, Owner, WTNK

C. Acknowledgements and Reviews:

1. County Debt Obligation
2. Comptroller's Office approval for \$650,000 loan for bank building purchase
3. Review County Debt Policy – Annual Requirement

D. Ordinance

1. First Reading – Ordinance #110-2015-01 - Creation of County Communications Department

E. BUDGET AMENDMENTS:

1. Schools:
 - A. Insurance Recovery - \$36,420.79
 - B. PARCC – Regular Instruction - \$615.91
 - C. Miscellaneous Refunds - \$ 17,936.84
2. Highway Department:
 - A. Year-End Transfers - \$10,250
3. General Services:
 - A. Jail Roof Repair - \$10,500
 - B. Pedestrian Bridge Grant and Fund Balance - \$60,000
 - C. Transfer of Funds to 171 General Capital Projects - \$400,000
4. Urban Services:
 - A. Pedestrian Bridge Approach – Fund Balance - \$20,000
5. General Capital Projects:
 - A. Receive Funds from 101 County General Fund - \$400,000

F. Notaries: Linda Sue Johnson

G Adjournment

APRIL 27, 2015 – HARTSVILLE/TROUSDALE COUNTY COMMISSION MEETING.

BE IT REMEMBERED, That the Honorable Hartsville/Trousdale County Commission met pursuant to adjournment, with the Honorable Mark Beeler, Commission Chairman presiding and the following commissioners present to wit: Wayne Brown, Shane Burton, Gary Claridy, Don Coker, Bill Fergusson, Jerry Ford, Bubba Gregory, Richard Harsh, Andy Jellison, Linda Johnson, Richard Johnson, Johnny Kerr, James McDonald, David Nollner, John Oliver, Michael Satterfield, Steve Whittaker, and Rance Muirhead.

1. Open Court – Deputy Mark Jones
2. Invocation – Rance Muirhead
3. Pledge to the American Flag – Bill Fergusson
4. Roll Call – Rita Crowder
5. Approval of Minutes – With no corrections or additions, the minutes stand approved as presented.
6. Announcements...

County Website – www.trousdalecountytn.gov

Commissioner Mark Beeler introduced EMA Director Mr. Allen Lewis who had several awards to present.

Special guests in attendance were Sen. Terry Lynn Weaver, David Purkey, Dewey Woody, Kenneth Davis, Chris Johnson, Sen. Ferrell Haile, and Jason Arbogast. The following were recipients were awarded with IS-400 (Advanced ICS) Certificates of Completion: Matthew Batey, Kenneth Buckmaster, Christopher Mark Carman, Dwight Jewell, Richard R. Johnson, Ronald Maner, Timmy Moore, Alex Smith, and Kirk Sutherland.

House & Senate Joint Resolution honoring Lucy Oldham, Election Commission

Senators Haile and Weaver presented Mrs. Lucy Oldham with a joint Resolution honoring her service on the Trousdale County Election Commission.

Mr. Kent Moreland was introduced as the new director of the Chamber of Commerce.

7. Amendments to Agenda/Approval of Agenda – Add Ann Blackwell Dies and Susan R. Taylor to 12. D. Notaries. Two resolutions concerning Health Insurance and purchase of the Peoples' State Bank Building to add at the end of the resolutions. Two budget amendments: Sr. Center, Capital Outlay Note for building purchase to be added at the end of budget amendments. Two letter from the comptroller's office to be spread across the minutes.
Motion this court approve this Agenda as amended.
Motion by John Oliver, Second by James McDonald

MOTION CARRIED

8. Citizens' Response to Agenda Items
9. COUNTY MAYOR REPORT – Carroll Carman

1. County Budget – Budget sheets are going out to all dept. heads. Hopefully, we will have a budget to present soon.
 2. Update on Disaster Grant funded projects – Old Co-op Bldg. & Radio Tower – TDAT has approved the grant money for the Co-Op bldg. - \$600,000 - \$650,000. The bid for the radio tower has been let.
 3. Fire Hall Construction – Moving right along with the construction. The building should be Complete by this October.
Lewis Beasley Construction has been awarded the construction contract for the ARC building.
 4. Broadband Update – There have been several meetings concerning bringing broad band to Trousdale County. Mr. Coleman Keene with the Electric Power Board in Chattanooga has been very helpful in helping with ideas on how and where to begin this process. He says we just need to start the process and move forward with it.
 5. Peoples State Bank Purchase – Defer this topic until later on the agenda.
10. COMMITTEE ACTIONS AND REPORTS...
- A. Audit Committee – Bill Fergusson – No action.
 - B. Budget and Finance Committee – Mark Beeler – The committee met and reviewed the County Financial Report. The report shows that the county is in good financial shape at this time. Reviewed and recommended approval of budget amendments on tonight's agenda.
 - C. Charter Review Committee – Jim Falco – No action.
 - D. Codes & Zoning Enforcement Committee – Wayne Brown – No action.
 - E. County buildings committee – John Oliver – Meeting is scheduled for May 7th @ 7:00 p.m. at the Courthouse.
 - F. Economic Development Committee – Andy Jellison - No action.
 - G. Emergency Services Committee – David Nollner – A joint meeting was held with the local emergency planning committee. There is a Resolution on tonight's agenda.
 - H. Employee/Personnel Committee – Bill Fergusson – No action, but will schedule a meeting for sometime in May.
 - I. Insurance Committee – Bubba Gregory – No action.
 - J. Law Enforcement Committee – Bubba Gregory – No action.
 - K. Local Emergency Planning Committee – Ken Buckmaster/Peggy Taylor – A joint meeting was held with the Emergency Services Committee. There is a Resolution on tonight's agenda. The next meeting is scheduled for July 7th.
 - L. Metro Communications Committee – Mark Beeler – will schedule a meeting in May.

- M. Parks & Receptions Committee – Bubba Gregory – The committee April 2nd to discuss Renovations at the park. Three bathrooms need renovating. They are going to add another basketball court, do some repairs on the Rotary Building, and add electricity at the amphitheater. The City Pool will open on Saturday, May 23rd. Another meeting has been scheduled for Thursday, May 14th @ 6:30 p.m. at the Courthouse.
- N. Professional Services Committee – Mayor Carroll Carman – Will schedule a meeting soon.
- O. Prison Oversight Committee – Mark Beeler – No action.
- P. Purchasing Oversight – Jerry Ford – No action.
- Q. Solid Waste Committee – Richard Johnson – No Action.
- R. Other Committee Reports...

11. OLD BUSINESS –

12. NEW BUSINESS –

- A. Appointments to Committees, Boards, and Commissions Planning Commission
Planning Commission – Mr. David Freeman
Motion this court approve this committee appointment.
Motion by David Nollner, Second by Wayne Brown

MOTION CARRIED

- B. Resolutions –

- 1. Resolution #2015-19-498 – A Resolution to Amend Resolution #2005-18-78 Adopting the National Incident Management System (NIMS) for Incident Response
Motion this court approve this Resolution.
Motion by Wayne Brown, Second by Michael Satterfield

MOTION CARRIED

- 2. Resolution #2015-20-499 – A Resolution Authorizing the County Mayor to Apply for TDOT Grant Funds for the Purchase of a Van(s) for the Senior Center
Motion this court approve this Resolution.
Motion by Johnny Kerr, Second by Jerry Ford

MOTION CARRIED

- 3. Resolution #2015-21-500 – A Resolution to Add Cedarbrook Court Road Name to the Official Road Name List
Motion this court approve this Resolution.
Motion by James McDonald, Second by Richard Harsh

MOTION CARRIED

- 4. Resolution #2015-23-502 - A Resolution of the Hartsville/Trousdale County Government Authorizing the issuance of interest bearing general obligation capital outlay notes, series 2015, in an amount not to exceed \$650,000 and providing for the payment of said notes.
Motion this court approve this budget amendment.
Motion this court approve this Resolution.

Motion by Bill Fergusson, Second by John Oliver

MOTION CARRIED

5. Resolution #2015-22-501 - A Resolution Establishing a short plan year for Hartsville/Trousdale County's Section 125 Plan.

Motion this court approve this budget amendment.
Motion by Johnny Kerr, Second by Bubba Gregory

MOTION CARRIED

State of Tennessee Comptroller of the Treasury - A letter of Commendation for review and analysis of School Federal Projects.

No action required from the commission. This letter will be spread upon the official county court minutes.

State of Tennessee Comptroller of the Treasury – A letter giving preliminary approval of the \$7,000,000 loan to finance water and sewer extension, upgrades, improvements, and equipment for the CCA Prison.

No action required from the commission. This letter will be spread upon the official county court minutes.

C. BUDGET AMENDMENTS:

1. Schools:

- A. Regular Instruction Supplies and Materials - \$8,900

- B. Increase Revenue and Expenditures - \$10,000

Motion this court approve both of these amendments.
Motion by Johnny Kerr, Second by Andy Jellison

MOTION CARRIED

2. General Services:

- A. Increase Revenue and Expenditures - \$131,049

Motion this court approve this budget amendment.
Motion by Johnny Kerr, Second by David Nollner

MOTION CARRIED

- B. Fund Balance Transfer of Reserved Funds - \$62,705.56

Motion this court approve this budget amendment.
Motion by Jerry Ford, Second by Shane Burton

MOTION CARRIED

3. Urban Services:

- A. Sheriff's Dept. – Transfer within Accounts - \$1,742.48

Motion this court approve this budget amendment.
Motion James McDonald, Second by Richard Johnson

MOTION CARRIED

- B. Waste Pick-up – Transfer within Accounts - \$21,200

Motion this court approve this budget amendment.
Motion by Johnny Kerr, Second by David Nollner

MOTION CARRIED

4. Solid Waste Disposal:

A. Convenience Center – Transfer within Accounts - \$950
Motion this court approve this budget amendment.
Motion by David Nollner, Second by Andy Jellison

MOTION CARRIED

General Services 101 –

Incorporate additional funds from the Area Agency on Aging to the Sr. Center Budget -
\$5,500

Motion this court approve this budget amendment.
Motion by Johnny Kerr, Second by Richard Harsh

MOTION CARRIED

General Services 101 –

Receive loan proceeds from the TN Municipal Bond Fund for the purchase of the old Bank
Of Hartsville building - \$650,000

Motion this court approve this budget amendment.
Motion by David Nollner, Second John Oliver

MOTION CARRIED

D. Notaries: Ashley Scott, Ann Blackwell Dies, Susan R. Taylor

Motion this court approve these Notary applicants.
Motion by Wayne Brown, Second by Andy Jellison

MOTION CARRIED

I. Adjournment

Motion this court adjourn.
Motion by David Nollner, Second by Linda Sue Johnson

MOTION CARRIED

RESOLUTIONS

RESOLUTION #2015-24-503
A RESOLUTION AUTHORIZING LEASE AGREEMENTS OF MORE THAN ONE
YEAR FOR EQUIPMENT USED IN DAILY OPERATIONS

WHEREAS, it is a necessary part of governmental functions to have various types of office equipment available for use in daily office operations, and

WHEREAS, it is often more financially feasible to lease equipment than to own and maintain such equipment:

NOW, THEREFORE, BE IT RESOLVED by the Hartsville/Trousdale County Commission that the following lease agreements for the General Services Department and the purpose for said agreements are hereby authorized for the 2015-16 budget year:

Progress, Inc.	Data Processing for Register of Deeds Office
Canon, Inc.	Copier service for Administrative Offices, Election Commission, Extension Svc., and Police Dispatch
Xerox Corporation	Copier service for Ambulance Service and Register of Deeds
Swanson Corporation	Commissary data processing for Jail
North Central Telephone	Phone system for General Services Department
Pitney Bowes Corporation	Postage Machine for General Services Department
Datamaxx	Computer user agreement for NCIC/TIGS network for Jail
The Tess Company	Oxygen cylinder for Ambulance Service
AT&T U-Verse	DSL Service for Various Departments
Business Information Systems	Tax accounting system for County Clerk Office, County Website Service
EMS Consultants	Billing System and Support for Ambulance Service
Mid-Tenn Office Equip	Copier service County Mayor's Office, Courthouse
Minex Systems	Online service for siren system
Air-gas	Services/supplies for Public Works Dept.
City Tele-Coin Co.	Inmate phone access service
Kone Elevator	Maintenance Agreement

Approved this the _____ day of _____, 2015

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

RESOLUTION #2015-25-504

**A Resolution Establishing a Vehicle Maintenance Plan for
The Hartsville/Trousdale County Senior Citizens Center**

WHEREAS, the Hartsville/Trousdale County Senior Citizens Center has been advised of the availability of grant funds to provide for the purchase of vans for the Center; and

WHEREAS, the Center is very much in need of transportation availability for its participants both in the form of a handicapped accessible van and a regular van to provide for better outreach and service to our County's senior and handicapped community; and

WHEREAS, TDOT offers grant funding for such vans through the FTA Traditional Section 5310 Project Grant, such funding requiring a 10% match from the grantee; and

WHEREAS, a condition of the grant award is the implementation of a vehicle maintenance plan;

NOW, THEREFORE, BE IT RESOLVED by the Hartsville/Trousdale County Commission meeting in regular session this 26th day of May, 2015, that the attached Vehicle Maintenance Plan is hereby adopted for the Senior Center, and incorporated into this Resolution by reference.

Motion to approve: _____

Second: _____

Approved:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

VEHICLE FLEET MAINTENANCE PLAN

FORMAL APPROVAL OF POLICY

This Plan has been approved by the Board or Governing Body.

Authorized signature

Date of Approval

HARTSVILLE/TROUSDALE COUNTY SENIOR CENTER

270 Marlene Street, Hartsville, TN, 37074

615-374-1102

ginny.hunter@trousdalecountyttn.gov

VEHICLE FLEET MAINTENANCE PLAN

INTRODUCTION

Hartsville/Trousdale County Senior Center in its continuous development and concern for the safety of its staff and community members has developed this maintenance plan. This is a living document that will be updated on an "as needed" basis and reviewed annually for compliance to new rules, regulations, and laws.

This plan is designed to keep all vehicles and related equipment in safe, reliable, and operational condition. It requires management, drivers, and related staff to be well trained and accountable for specific roles.

Specific roles

MANAGEMENT

Ginny Hunter- Director Hartsville/Trousdale County Senior Center will make sure that all staff is properly trained and certified as deemed appropriate to perform preventive maintenance on the vehicles and will document all maintenance related activities.

DRIVERS

The drivers must be certified according to State laws. Driver must know the proper starting, shifting, and braking procedures to extend the life of the vehicle and must be vigilant in reporting his/her observations. No vehicle should be sent into service low on oil, antifreeze, automatic transmission, or power steering fluid. Unsealed batteries and windshield washer fluid must also be checked and filled. Drivers should be alert for unusual noises, bad tires, noisy or poor brakes, and clutch adjustments.

All drivers should be completely familiarized with the vehicles including engine compartment, driver controls, and passenger safety devices. Drivers should be trained to recognize unusual noises and describe basic mechanical problems to the supervisor and/or mechanic.

VEHICLE FLEET MAINTENANCE

GOALS AND OBJECTIVES

Hartsville/Trousdale County Senior Center will use the maintenance plan to obtain the goals listed below:

- 1) To maintain the rolling stock and equipment in a safe working condition to promote cost-effective operation of the fleet.
- 2) Document all service and maintenance work performed in a well-organized, collective manner.

Our objectives to complete the goals listed above include:

- 1) To conduct basic preventative maintenance by performing pre-trip and post-trip inspections.
- 2) Performing preventative maintenance through regular service routines with a licensed service mechanic.
- 3) Use of Non-Ethanol gasoline
- 4) Maintain vehicles and related equipment by following the manufacturer's warranty requirements.

Hartsville/Trousdale County Senior Center has the means to carry out the goals and objectives by:

- 1) Budgeting expenditures into its annual budget for preventative maintenance and unpredicted vehicle repairs.
- 2) Developing standard work procedures for scheduled vehicle maintenance.

GENERAL AGENCY AND VEHICLE FLEET INFORMATION

(Describe the type of vehicles in the fleet, the basic kind of transportation provided by the Agency, basic area that is covered, specific location(s) where the vehicle(s) is parked, and state how many vehicles is ADA complimentary.)

The Hartsville/Trousdale County Senior Center currently has only one vehicle, a 1999 Dodge van. Our Center offers transportation to all of the local Senior community for social and recreational purposes and the basic service area is all of Trousdale County. The vehicle is parked at the Center. We have no vehicles that are ADA complimentary.

PREVENTIVE MAINTENANCE INSPECTIONS & SERVICES

INTRODUCTION

Vehicle and component (e.g., handicapped access equipment) manufacturers manuals are an important part of the vehicle maintenance plan as they define specific maintenance intervals and provide critical information when the maintenance work is actually to be performed.

Preventive maintenance (PM) inspections and Scheduled services should follow the recommended intervals by the manufacturer. If preventive maintenance services are not being done according to the guidelines of the manufacturer, the agency may jeopardize any claim to a warranty.

(See Appendix F: Preventative & Scheduled Maintenance Chart)

Services eligible for warranty payment must be made by the appropriate personnel and filed with the manufacturer. Documentation of such services should remain in the vehicle file.

Hartsville/Trousdale County Senior Center operates a warranty recovery program to ensure that cost of parts and repairs on warranty-covered items are recovered.

Return to manufacturer/vendor

Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is supplied to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor warranty department for repair or replacement. **Hartsville/Trousdale County Senior Center** retains copy of the warranty claim form for tracking purposes. The Agency will also notify TDOT of all warranty returns.

DOCUMENTATION

Preventive maintenance (PM) inspections and Scheduled services should be performed, and documented according to a proper schedule. All documentation including maintenance forms, logs, receipts, inspections, and trip logs should be kept through the life of the vehicle plus 3 years. Whenever a mechanic or tow truck is dispatched to a vehicle in service, documentation should be submitted and placed in the vehicle file. **Ginny Hunter- Director Hartsville/Trousdale County Senior Center** is responsible for maintaining the vehicle documentation.

(See Appendix A: Information for Onsite Mechanic/Tow Sheet)

PM INSPECTIONS

Preventive maintenance (PM) inspections are basic inspections to help provide an opportunity to detect and repair damage or wear conditions before major components need repairs.

These inspections generally cover:

- A list of specific items to be checked
- Record repairs and the routine application of fluids
- Indicate inspection interval (i.e., daily or weekly); and mileage
- Indicate if repair/replacement needed for an item.

(See Appendix B: Daily Inspection Checklist)

IDENTIFIED DEFECTS

Identified defects should be reported to **Ginny Hunter- Director Hartsville/Trousdale County Senior Center**. Defects must be reviewed and repaired based on the categories listed:

- **SAFETY DEFECT**

The vehicle cannot be released until the repairs are completed, except in case of an emergency. Safety cannot be compromised.

- **MECHANICAL DEFECT**

A defect that will worsen and increase cost. The vehicle cannot be released until the repairs are completed, except in case of an emergency.

- **ELECTIVE MECHANICAL DEFECT**

A defect that does not compromise safety will not cause further damage if operated but needs to be corrected prior to the next PM cycle. Repair should be scheduled. Due to transportation costs and disruption to operations, this decision should not be made lightly.

- **ELECTIVE OR COSMETIC DEFECT**

The defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. The vehicle should be scheduled for an off-peak time in the future, as determined by management, or at the next scheduled PM Service.

(See Appendix C: Reporting Defects sheet)

TYPES AND DESCRIPTIONS OF PM INSPECTIONS

The manufacturer's recommended service schedule should be adhered to by either mileage or months. Basic PM Services are 4 levels that are listed below:

(Note: See Manufacturer's Manual for mileage/month intervals)

Level A – Conducted at **5000 miles or 3 month intervals**. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at **50,000 to 100,000 miles**. Includes all items in level A. Check coolant, specific gravity, and ph.

Level C – Conducted at **15,000 miles**. All items in levels A and B, plus change fuel filter, replace air filter, and inspection of braking system.

Level D – Conducted at **150,000 miles**. All items in levels A, B, and C, plus inspection and repack of wheel bearings.

(See Appendix D: PM Service Schedule sheet)

PRE/POST TRIP INSPECTIONS

An important aspect of preventive maintenance is the establishment of strong communication between drivers and management. An easy way to ensure and document this communication link is through the use of the driver's daily vehicle inspection checklist that is either a pre-trip or post-trip inspection.

The driver should identify any defects and report them to **Ginny Hunter- Director Hartsville/Trousdale County Senior Center**. All checklists are to be maintained in the vehicle's permanent file.

The pre- and post-trip inspection forms shall be legibly completed and signed by the vehicle driver. A pre-trip inspection should include as a minimum:

(See Appendix G: Pre-Trip Inspection Report and Appendix H: Post Trip Inspection Report)

- Cleanliness – Properly maintained and free of loose articles.
- Lights and reflectors – High/low beams, tail lights, turn signals,
- 4-way hazard flashers, marker lights, license plate light and reflectors should be cleaned as needed
- Brakes – Both foot and emergency brakes should be capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1-2 inch free-play on a single down stroke. No noises, vibration or steering changes should result from applying the brakes while moving.
- Horn – Gives an adequate and reliable warning signal.
- Windshield, washer, wipers and defroster – Surfaces must be clean and unobstructed, inside and outside. Washer reservoirs are to be filled as needed.
- Mirrors – All rear vision mirrors must be clean, properly adjusted and unobstructed. Outside mirrors must be mounted on both sides.
- Tires – Must be of adequate load capacity when vehicle is fully loaded. Tires shall be inflated to recommended pressures and compatible with each set (i.e., all radials or all bias ply; no mixed sets.) Tire wear surfaces and sidewalls shall be inspected daily for debris, damage, and wear. Tires shall be replaced prior to revealing the “wear bars” between the treads at the contact surface.
- Speedometer – Shall be operational and accurately record speed.
- *Seat Belts – If the vehicle has seat belts, they must be in good operating condition and used by all passengers and drivers. Wheelchair passenger restraints and securement systems shall be fully operational.*
- Doors – Capable of being opened, shut, and locked as required.
- Fluids – All fluid levels must be checked each time the vehicle is fueled and maintained at the manufacturers recommended operating levels. This includes engine coolant, oil, brake fluid, power steering fluid, transmission fluid and washer solvent.
- Wheelchair lifts – Check operating and structural condition by operating through one complete cycle.

- Emergency Equipment – Should be present and operational:
 - Flares
 - Fire Extinguishers
 - First Aid Kits
 - Flashlight W/Batteries
 - Blood Borne Pathogens Clean-Up Kit
 - Reflective Triangle
 - Reflective Vest for Driver
 - Clean-Up Kit for Cleaning & Sanitizing the Vehicle

A post-trip checklist should include as a minimum:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Emergency equipment
- Wheelchair lift

(See Appendix E: Post Trip Checklist)

The inspection shall identify the vehicle and list any defect or deficiency discovered by or reported to the driver which would affect the safety of operation of the vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report shall so indicate. In all instances, the driver shall sign the report. Driver needs to sign the driver vehicle inspection report.

ADA ACCESSIBILITY EQUIPMENT

INTRODUCTION

The American Disability Act (ADA), Title 49, CFR, Section 37.161, Subpart G requires that transportation services maintain the ADA features of their facilities and vehicles in operative condition. These ADA features, include, but are not limited to:

- Lifts and other means of access to vehicles;
- Securement devices;

- Signage or systems to aid communications with persons who have impaired vision or hearing.

Accessibility features must be repaired promptly if they are damaged or out-of-order. When an accessibility feature is out-of-order, **Hartsville/Trousdale County Senior Center** shall take reasonable steps to accommodate persons with disabilities who would otherwise use the feature.

ADA, Title 49, CFR, Section 37, 163 requires the establishment of regular and frequent maintenance checks of the lifts. The vehicle drivers must report, by the most immediate means available, any failure of a lift. The vehicle lift should be repaired as soon as possible.

ADA, Title 49, CFR, Section 37, 173 requires all personnel to be trained to proficiency in the use of ADA equipment, as appropriate to their duties.

PREVENTIVE MAINTENANCE PLAN

A preventive maintenance plan for ADA accessibility features should be in place; including a system of maintenance checks based on manufacturers recommended guidelines within number of cycles or yearly, whichever comes first.

(See Appendix L: Wheelchair Lift Maintenance Policy)

MANAGEMENT OF VEHICLE FLEET

PHYSICAL INVENTORY

Hartsville/Trousdale County Senior Center will conduct a physical inventory check on all vehicles and lifts annually.

VEHICLE HISTORY FILE

Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrications, and repairs performed.

(See Appendix J: Maintenance Log and Appendix K: Mechanic Service Sheet.)

A minimum of the following information will be maintained in the records:

- Identification of the vehicle
 - Serial/VIN Number
 - Year
 - Make
 - Model Type
 - License Plate Number
- Date
- Mileage
- Description of each inspection, maintenance, repair, lubrication performed

- The name of the business/shop performing an inspection, maintenance, lubrication, or repair to the vehicle or lift.

Hartsville/Trousdale County Senior Center will use the businesses or shops listed below for vehicle maintenance. **Hartsville/Trousdale County Senior Center** has confirmed with the businesses and shops listed below that the mechanics are certified and qualified to perform maintenance work on a vehicle.

- 1) **Ronnie's Amoco- 201 McMurry Blvd., Hartsville, TN 37074- 615-374-2416**
- 2) **Woodard Tire- 402 River Street, Hartsville, TN 37074- 615-374-9338**
- 3) **Hartsville Alignment- 217 McMurry Blvd., Hartsville, TN 37074- 615-374-2797**

Hartsville/Trousdale County Senior Center will use the businesses or shops listed below for lift maintenance. **Hartsville/Trousdale County Senior Center** has confirmed with the businesses and shops listed below that the mechanics are certified and qualified to perform maintenance work on a lift.

- 1) **Mobility Works- 1015 S. Water Ave., Gallatin, TN 37066- 615-451-7373**

Appendix A:

INFORMATION FOR ONSITE MECHANIC/TOW

- 1) Today's Date _____ 2) Last 5 digits of VIN _____
3) Time Called : _____ 4) Driver _____
5) Route _____
6) Location of Vehicle: Be specific – street address, cross street, highway marker

- 7) Reported Trouble: Ask specific questions and be as precise as possible.

- 10) Replacement vehicle _____ 11) Call received by: _____

MANAGEMENT REPORT

- 1) Time arrived at Bus: _____ 2) In-Service Repair Bus Exchange Towed
(Circle one)

- 3) Time Repair/Exchange Completed _____

- 4) Nature of Trouble _____

- 5) Remarks _____

Operator's Signature _____

Agency Staff Signature _____

APPENDIX B: DAILY INSPECTION CHECKLIST

VIN _____

Odometer _____

Vehicle Number: _____

Date _____

INTERIOR INSPECTION		EXTERIOR INSPECTION	
1	All Seats and Seat Belts	20	Exterior Body And Components
2	Doors/ Hinges/Latches/locks	21	Tires / Wheels – Lug Nuts, Tire Pressure
3	Flooring/Headliner/Side Panels	22	Access Doors/Emergency Doors
4	Mirrors	23	Fuel Cap And Port
5	Interior Lights	24	Engine Oil /Trans. Fluid Check
6	Exterior Lights <ul style="list-style-type: none"> • Directional • Step/door • Emergency flashers • Clearance • Head lights • Panel lights • Tail lights • Back up lights • Brake lights 	25	Power Steering Fluid Level
7	Warning System/Horn/radio	26	Battery
8	Starter System/Automatic Choke/Backup Alarm	27	Radiator Fluid Level
9	Windshield Wiper/ Washers/ Windshield	28	Belts/Hoses/Wiring
10	Windows/Emergency Windows	29	Under hood/Exhaust System
11	AC/Heater/defroster – front /rear	30	Brakes/Brake Fluid/Brake Pedal
12	GAUGES: Fuel/Oil/Volt/Temp	31	Parking Brake/Emergency Brake
13	Roof Hatch	32	Acceleration/Steering/Tracking
14	Fare Box	33	Suspension - Shocks/Springs
15	Clean	34	Water/Fluid Leaks
16	Required Stickers/posters displayed	35	Lift/Ramp
		36	Wheelchair Lift/Ramp – Cycled Y/N - Smooth Operation
		37	Interlock System Lift Fluid Levels
		38	4 Tie Downs Per Position
		39	4 Min. Safety Loop Strap Per Vehicle
		40	Other
		41	Fire Extinguisher/First Aid Kit/Safety Triangles
		42	Blood borne Kits /Seat Belt Cutter
		43	License Plate/Operators Manual
		44	Registration/Insurance

ADDITIONAL COMMENTS:

SYMBOLS	
✓	OK
X	REPAIRS REQUIRED
R	REPAIRED
O	NOT APPLICABLE

Driver: _____

APPENDIX C: REPORTING DEFECTS

VIN _____

Date _____

Mileage _____

Please circle all that apply.

Doors	W/C Lift	A/C or Heat	Exterior Lighting
Stick	No Power	Defroster	Headlights
Too fast	Deploy	No Heat	Tail Lights
Too Slow	Platform	No A/C	Turn Signals
Won't Close	Restraint	A/C Light	Flashers
Won't Open	Stow	Blowers	Clearance

Electrical	Suspension	Brakes	Body Damage
Dome Lights	Air Leak	Pull L/R	Bumpers
Gauges	Leans	Lock Up	Front End
Telltale Lamps	Won't Raise	Soft	Rear End
Horn	Kneeler	Noisy	Left Side
Chime	Noisy	Parking Brake	Right Side

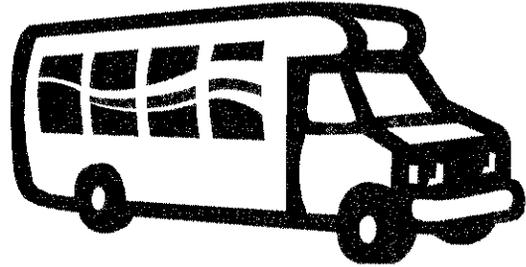
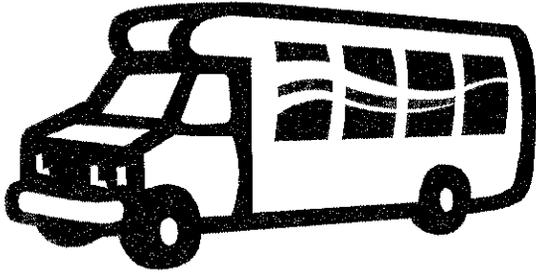
Windows	Mirrors	Steering	Radio
Broken	Broken	Hard	Dead
Etched	Too Loose	Shimmies	Static
Won't Open	Too Tight	Excessive Play	Volume
Won't Close	Won't Adjust	Pulls Left	Won't Transmit
Need Cleaning	Spot Mirror	Pulls Right	Won't Receive

Engine	Transmission	Tires
Stop Light	Low Power	Transmission Light
Check Light	Won't Start	Won't Shift
Overheats	Oil Leak	No Forward
Smokes	Fuel Leak	No Reverse
Vibrates	Water Leak	Slips
Stalls	Noisy	Leaks
		Flat
		Damaged
		Low Air
		Low Tread
		Uneven Wear
		Loose Lugs

Other Items			
Wipers	Accelerator	Sensitive Edge	Emergency Exits
Interior Dirty	Exterior Dirty	Graffiti	Interlock
Seats	Other (specify)		

Repair Action: _____

Body Damage (Circle Damage Area(s))



Driver's Signature: _____ Date: _____

Agency Staff Signature _____ Date _____

APPENDIX D: PM SERVICE SCHEDULE

Preventive Maintenance Level – Schedule by Mileage

VIN _____

Date _____

PM Level	Cum. Mileage	PM Description	Date of Service	Comments--Note if Added Comments on Back
A				
A				
A				
B				
A				
A				
A				
C				
A				
A				
A				
B				
A				
A				
A				
D				

Repeat the schedule.

Level A – Conducted at _____ interval. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at _____ intervals. Includes all items in level A, plus transmission fluid and filter change. Check coolant, specific gravity, and ph.

Level C – Conducted at _____ intervals. All items in levels A and B, plus change fuel filter, perform complete engine tune-up, replace air filter, drain and refill differential lubricant and inspection of braking system.

Level D – Conducted at _____ intervals. All items in levels A, B, and C, plus inspection and repack of wheel bearings.

Appendix E: Post-Trip Checklist

Driver: _____ Date: _____

VIN _____ Time/End of Trip: _____

Check all Items and Indicate by checking box:

- | | |
|---|--|
| <input type="checkbox"/> Parking (hand) brake | <input type="checkbox"/> Horn |
| <input type="checkbox"/> Steering mechanism | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Lighting devices and reflectors | <input type="checkbox"/> Coupling devices |
| <input type="checkbox"/> Windshield wipers | <input type="checkbox"/> Wheels and rims |
| <input type="checkbox"/> Emergency equipment | <input type="checkbox"/> Rear vision mirrors |
| <input type="checkbox"/> Service brakes including trailer brake connections | |

Identify or list any defect or deficiency discovered or reported that would affect the safety of operation of the vehicle or result in its mechanical breakdown (indicate if none discovered or reported as well). _____

(Use the back side if more room is needed)

Driver's Signature

Driver's Printed Name

Describe correction action taken: _____

Corrective action. (1) Agency shall certify on the original driver vehicle inspection report which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.

Print Name of Authorized Individual: _____

Signature: _____ Date: _____

(2) Every transit agency shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for three months from the date the written report was prepared.

Appendix F: Scheduled Maintenance Chart:

Every 15,000 miles	<p>Replace cabin air filter (if equipped)</p> <p>Wheelchair Lift: Conduct the 750 cycle maintenance schedule</p>
Every 30,000 miles	<p>Replace climate-controlled seat filter (if equipped)</p> <p>Replace engine air filter</p>
Every 37,500 miles	<p>Inspect valve clearances; adjust as necessary (Transit Connect CNG vehicles)</p> <p>Change automatic transmission fluid and filter on 5-speed TorqShift transmission; consult dealer for requirements</p>
Every 60,000 miles	<p>Replace front wheel bearing grease/ grease seal if non-sealed bearings are used (2WD vehicles)</p> <p>Wheelchair Lift: Conduct the 1,500 cycle maintenance schedule</p>
Every 97,500 miles	<p>Replace spark plugs</p> <p>Change engine coolant¹</p>
Every 105,000 miles	<p>Change manual transmission fluid (except Escape)</p> <p>Change rear axle fluid (Dana axles)</p> <p>Inspect accessory drive belt(s)²</p> <p>Wheelchair Lift: Conduct the 4,500 cycle maintenance schedule</p>
Every 150,000 miles	<p>Change automatic transmission fluid and filter (except 5 speed TorqShift transmission) (filter not required on 6F35, 6F50, DPS6, AND AWF-21 transmissions); consult dealer for requirements</p> <p>Change front axle fluid (4WD vehicles)</p> <p>Change manual transmission fluid (Escape)</p> <p>Change rear axle fluid (RWD vehicles)</p> <p>Change transfer case fluid (4WD vehicles)</p> <p>Replace accessory drive belt(s) if not replaced within the last 100,000 miles</p> <p>Replace front wheel bearings and seals if non-sealed bearings are used (2WD vehicles)</p>

Appendix G: Pre-Trip Inspection Report

VIN:	VIN:
Driver 1:	Driver 2:
Start Miles:	Start Miles:

Daily Check List: Place a **Check Mark** to indicate the item was inspected. Place an **X** if a problem is detected with an item. All items with an **X** must be detailed at the bottom of the sheet.

Item to Inspect	Driver 1	Driver 2	Item to Inspect	Driver 1	Driver 2
Oil Level			A/C Heater/Defroster		
Water Coolant Level			Passenger Door		
Water/Oil Leaks			Emergency Exits/Lights		
Tires/Lug Nuts			Fire Extinguisher		
Head Lamps			Emergency Reflectors		
Turn Signals			First Aid/Accident Kit		
Hazard Lights			Wheel Chair Restraints		
Clearance Lights			W/C Interlock System		
Brake Lights			W/C Lift		
Back-Up Lights			Hand Rails		
Glass (All) & Mirrors			Seatbelts		
Clean Exterior			Modesty Panels		
Proper Decals			Registration		
Brake Pedal			Insurance Info		
Emergency Brake			Radio		
Back-up Beeper			Horn		
Wipers/Washers			Clean Interior		

Body Damage Description:

Explanation or Comments:

Appendix H: Post-Trip Inspection Report

VIN:	VIN:
Driver 1:	Driver 2:
Ending Miles:	Ending Miles:

Daily Check List: Place a **Check Mark** to indicate the item was inspected. Place an **X** if a problem is detected with an item. All items with an **X** must be detailed at the bottom of the sheet.

Item to Inspect	Driver 1	Driver 2	Item to Inspect	Driver 1	Driver 2
Water/Oil Leaks			Passenger Door		
Tires/Lug Nuts			Emergency Exits/Lights		
Head Lamps			Fire Extinguisher		
Turn Signals			Emergency Reflectors		
Hazard Lights			First Aid/Accident Kit		
Clearance Lights			Clean Interior		
Brake Lights			Clean Exterior		
Back-Up Lights			Wipers/Washers		
Glass (All) & Mirrors			Other:		

Body Damage Description:

Explanation or Comments:

Appendix K: Mechanic Service Sheet

Date: _____ VIN: _____ Plate Number: _____ Mileage: _____

Basic Service List

- Change Engine Oil & Filter
- Tires: Rotate and Measure Tread Depth
- Tire Pressure: RF _____ LF _____ RR _____ LR _____
- Inspect Wheels and Related Components
- Perform Multi-Point Inspection
- Inspect Automatic Transmission Fluid Levels
- Inspect Brake pads, shoes, rotors, drums, brake linings, hoses and parking brake
- Inspect Engine Cooling System Concentration and hoses
- Inspect exhaust system and heat shields
- Inspect front axle and U-joints; lubricate if equipped with grease fittings
- Inspect half-shaft boots (if applicable)
- Inspect steering linkage, ball joints, suspension, tie-rod ends, driveshaft and U-joints; lubricate if equipped with grease fittings
- Torque rear U-bolts
- Inspect cabin air filters
- Lift [Inspect & Lube] if installed in vehicle

Parts/Materials Used:

Additional Service List

- Replace Cabin Air filter
- Replace Climate controlled seat filter
- Replace engine air filter
- Inspect valve clearances
- Change automatic transmission fluid & filter on 5 speed TorqShift
- Replace Front wheel bearing grease
- Replace Spark plugs
- Change engine coolant
- Change manual transmission fluid
- Change rear axle fluid
- Inspect accessory drive belt
- Change front axle fluid
- Change transfer case fluid
- Replace accessory drive belts
- Replace front wheel bearings

Comments:

Mechanic Signature: _____ Date: _____

Appendix L: Wheelchair Lift Maintenance Policy

Wheelchair lifts shall be serviced based on duty cycles. A duty cycle is one full cycle from stowed position back to stowed position. The number of cycles a lift is operated in a given shift will be documented on the daily trip sheet. The supervisor will keep a running tally of the lift cycles for each vehicle, and send the vehicle in for the next designated service prior to reaching the maximum number of lift cycles allowed between services.

There are two different maintenance schedules for wheelchair lifts/ramps: Schedule A (Braun) and Schedule B (Ricon)

Braun: Schedule A: Includes inspection and service at 150, 750, 1,500 and 4,500 cycles with service and inspection at consecutive 750 cycles.

Ricon: Schedule B: Includes inspection and service every 150 cycles, with additional services required at 1,800 cycles. This schedule also requires service at 3,600 cycles to be performed by a certified technician.

Lift Maintenance Schedule A - Braun

Braun 150 Cycles

Overall condition	Listen for abnormal noises as lift operates: (e.g., grinding or binding noises)
Control Pendant	Verify that control pendant is undamaged and cable connector is tight.
Threshold warning system	Verify that system properly detects objects in threshold area and actuates the audible alarm.
Bridge plate load sensor	Verify that sensor inhibits downward movement of platform when a weight is present of lowered bridge plate.
Hydraulic fluids	Check for obvious hydraulic leaks

Braun 750 Cycles

Inboard roll stop hinge	Apply light oil - See Lubrication Diagram
Platform hinges (2)	Apply light oil - See Lubrication Diagram
Outboard roll stop clevis pin pivot points (4)	Apply light oil - See Lubrication Diagram
Outboard roll stop pin roller bearings (2)	Apply light oil - See Lubrication Diagram
outboard roll stop foot bearings (2)	Apply light oil - See Lubrication Diagram
Outboard roll stop arm slots (2)	Apply light grease - See Lubrication Diagram
Lift-Tite™ latches tower pivot points (2 latches-2 points)	Apply light oil - See Lubrication Diagram
Lift-Tite™ latch gas (dampening) spring pivot points (2 springs-4 points)	Apply light oil - See Lubrication Diagram

Inspect Lift-Tite™ latches and gas springs for wear or damage (bent, deformed or misaligned), positive securement (external snap rings) and proper operation.	Re-secure, replace damaged parts or otherwise correct as needed. Note: Apply light Grease to Lift-Tite™ latch tower pivot point if replacing latch.
Inspect inboard and outboard roll stops for proper operation	Correct or replace damaged parts.
Inspect outboard roll stop foot pivot for proper operation, positive securement and detached or missing spring.	Correct or replace damaged parts and/or lubricate. See Lubrication Diagram
Platform turnbuckle pivot points (2 turnbuckles-4 points)	Apply light oil - See Lubrication Diagram
Inspect lift for wear, damage or any abnormal condition	Correct as needed
Inspect for rattles	Correct as needed
Adjust fold pressure and outer barrier fold pressure (if applicable)	See applicable service manual

Braun Consecutive 750 Cycle Intervals

Repeat all previously listed inspections, lubrication and maintenance procedures at 750 cycle intervals.

Braun 1,500 Cycles

Perform all procedures listed in previous section

Upper/lower fold arms (2)	Apply grease (synthetic) to contact areas between upper/lower fold arms. See lubrication diagram
Platform pivot pin bearings (4)	Apply light oil - See Lubrication Diagram
Platform fold axles (2)	Apply light oil - See Lubrication Diagram
Inboard roll stop lever bearings (2)	Apply light oil - See Lubrication Diagram
Inboard roll stop lever upper slots (2)	Apply light oil - See Lubrication Diagram
Saddle support bearings (8)	Apply light oil - See Lubrication Diagram
Parallel arm pivot bearings (8)	Apply light oil - See Lubrication Diagram
Handrail pivot pin bearings (4)	Apply light oil - See Lubrication Diagram
Hydraulic cylinder bushings (8)	Apply light oil - See Lubrication Diagram
Inspect inboard roll stop for: Wear or damage	Re-secure, replace or correct as needed. See Platform Angle instructions and Microswitch Adjustment Instructions.
Proper operation. Roll stop should just rest on top surface of the base plate.	
Positive securement (both ends)	
Inspect handrail components for wear or damage, and for proper operation	Replace damaged parts
Inspect microswitches for securement and proper adjustment	Re-secure, replace or adjust as needed. See Microswitch Adjustment Instructions

Make sure lift operates smoothly	Realign towers and vertical arms. Lubricate or correct as needed.
Inspect outboard roll stop clevis pin securement set screws	Re-secure or replace (apply Loctite 217).

Inspect external snap rings:

* Platform slide/rotate pivot pins (2 per pin)	Re-secure or replace as needed.
--	---------------------------------

Platform fold axles (1 per axle)

Inboard roll stop lever bracket pins (1 per pin)

Lift-Tite™ latch gas (dampening) spring (2 per spring)

Outboard rolls top clevis pins (1 per pin)

Outboard roll stop foot pins (2)

Platform pivot pins (2)

Inspect platform fold axles and bearings for wear or damage and positive securement	Replace damaged parts and re-secure as needed. Apply Light Oil.
---	---

Inspect turnbuckle assemblies for wear or damage, proper operation and positive securement	Re-secure, replace or correct as needed. Apply light oil
--	--

Remove pump module cover and inspect:

Hydraulic hoses, fittings and connections for wear or leaks	Re-secure, replace or correct as needed.
---	--

Harness cables, wires, terminals and connections for securement or damage

Relays, fuses, circuit breakers and power switch for securement or damage

Braun 4,500 Cycles

Perform all procedures listed in previous section

Inspect cotter pins on platform pivot pins (2)	Re-secure, replace or correct as needed.
--	--

Hydraulic Fluid (Pump) - check level Note: Fluid should be changed if there is visible contamination. Inspect the hydraulic system (cylinder, hoses, fitting, seals, etc.) for leaks if fluid level is low.	Use Braun 32840-QT hydraulic fluid (Exxon® Unis HVI 26). Do not mix with Dextron III or other hydraulic fluids. Check fluid level with platform lowered fully. Fill to maximum fluid level indicated on reservoir (specified on decal). Do not overfill. If fluid level decal is not present - measure 35 mm from the fill port to locate fluid level.
--	--

Inspect cylinders, fitting and hydraulic connections for wear, damage or leaks	Tighten, repair or replace if needed.
--	---------------------------------------

Inspect parallel arm pivot pin mounting bolts (8)	Replace if needed.
---	--------------------

Inspect platform pivot pin, bearings and vertical arms for wear, damage and positive securement	Replace damaged parts and Re-secure as needed. Apply Light Grease during reassembly procedures.
---	---

Inspect upper/lower fold arms, saddle, saddle support and associated pivot pins, bushings, and bearings for visible wear or damage.	Replace if needed.
Inspect gas springs (cylinders) for wear or damage, proper operation and positive securement	Tighten, replace or correct as needed
Inspect saddle bearings (buttons-4)	Apply Door-Ease or replace if needed. See Lubrication Diagram.
Inspect vertical arm plastic covers	Re-secure or replace as needed.
Inspect power cable	Re-secure, repair or replace as needed.
Mounting	Check to see that the lift is securely anchored to the vehicle and there are no loose bolts, broken welds or stress fractures
Decals and Anti-skid	Replace decals if worn, missing or illegible. Replace anti-skid if worn or missing.

Lift Maintenance Schedule B - Ricon

Ricon 150 Cycles

Over all condition	Listen for abnormal noises as lift operates: (i.e. grinding or binding noises)
Control Pendant	Verify that control pendant is undamaged and cable connector is tight.
Threshold warning system	Verify that system properly detects objects in threshold area and actuates the audible alarm.
Bridge plate load sensor	Verify that sensor inhibits downward movement of platform when a weight is present of lowered bridge plate.
Hydraulic fluids	Check for obvious hydraulic leaks
Electrical Wiring	Inspect electrical wiring for frayed wires, loose connectors, etc.
Vehicle interlock	Place vehicle in non-interlock mode and verify that lift does not operate.
Decals	Verify that lift decals are properly affixed, clearly visible and legible. Replace if necessary.
Armrests	Verify that armrest fasteners are properly tightened.
Lift mounting points	Verify that vehicle mounting and support points are undamaged Verify that mounting bolts are sufficiently tight and free of corrosion
Main lifting pivots	Verify that link pins on arms are properly installed, free from damage, and locked in position
Platform pivot points	Verify that platform moves freely, without binding and does not wobble
Bridge plate	Verify that bridge plate operates without binding during lift functions Verify that bridge plate deploys fully when platform stops at floor level Verify that bridge plate rests flat against base plate.
Front roll stop	Verify that roll stop is opened completely when platform is at ground level Verify that roll stop closes and locks when platform leaves ground

Ricon 150 Cycles (Continued):

Hydraulic Power unit

CAUTION

Check and add fluid when platform is at ground level. Fluid that is added when platform is raised will overflow when platform is lowered.

Verify that pump hydraulic fluid level is at FULL mark when platform is at ground level

Add Texaco 01554 Aircraft Hydraulic Oil or equivalent U.S. mil spec H5606G fluid

Verify there are no hydraulic fluid leaks

Verify that manual backup pump operates properly

Ricon 1,800 Cycles

Cleaning and lubrication

1. Clean lift with mild soap and water and wipe dry. Prevent rust by coating all surfaces with light weight oil. Remove excess oil.

2. Spray penetrating oil (Curtisol[®] Red Grease 88167 or WD-40[®]) where specified following directions on container. Remove excess grease from surrounding areas.

Ricon 3,600 Cycles

Hydraulic cylinder hoses and fittings

CAUTION!

A Ricon authorized dealer must perform the following safety check.

Check hydraulic cylinder for evidence of leaks

Inspect hydraulic hoses for damage

Verify that all fittings are tight

Lift Maintenance Schedule C - Ramp

DAILY

Removable passenger seat

Be certain that removable passenger seat base is properly locked in position

Foldaway middle seat

Be certain that folding seat is locked firmly in position (either folded or unfolded)

MONTHLY

Sliding door

Wash lower door tracks and lightly lubricate contact surfaces

Folding ramp

Clean and light lubricate pivot points and hinges

SIX MONTH

Removable Passenger seat

Verify that locking mechanism on removable passenger seat operates properly by removing and reinstalling seat.

Electrical Connections (under hood)

Be certain that circuit breaker connections are free of corrosion; clean and apply protective coating as required.

ANNUAL

Under Carriage

Be certain undercoating is intact. Re-coat areas as required. Note: The rust inhibiting coating should provide years of trouble free service. However, severe condition (frequent use on unimproved or heavily salted road surfaces, etc.) may cause premature corrosion. Any area where undercoating is bulging due to flaky crust should be cleaned using a wire brush, treated with primer and re-coated.

Hoses and fittings

Be certain that all fuel lines are intact and not damaged. Be certain that fuel fill hoses are free of cracking and damage.

RESOLUTION #2015-26-505

**A Resolution Authorizing the Receiving of Funds from the
Downtown Revitalization Committee for the Purpose of
Constructing a Pedestrian Walkway Bridge across Goose Creek**

WHEREAS, Resolution #2014-23-352, dated May 27, 2014, supporting the construction of a pedestrian walkway bridge across Goose Creek connecting River Street to the John Kerr Field by the Downtown Revitalization Committee was approved by the Hartsville/Trousdale County Commission; and

WHEREAS, said construction was postponed by the Committee, but is still a viable project that the Committee wishes to see completed and is ready to assist with funding; and

WHEREAS, the Committee has offered to grant funds in the amount of \$60,000 raised from the Goose Gala events into County coffers so the project can be managed by the County and completed;

NOW, THEREFORE, BE IT RESOLVED by the Hartsville/Trousdale County Commission meeting in regular session this 26th day of May, 2015, that the County Mayor is hereby authorized to receive this grant from the Downtown Revitalization Committee for the purpose of constructing a pedestrian walkway bridge across Goose Creek connecting River Street and John Kerr Field.

Motion to approve: _____

Second: _____

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

RESOLUTION #2015-27-506

**A Resolution Authorizing an Interlocal Agreement between the
Hartsville/Trousdale County Government and the
Hartsville/Trousdale Water and Sewer Utility District**

WHEREAS, the Hartsville/Trousdale County Government ("the County") and the Hartsville/Trousdale Water and Sewer Utility District ("the District") desire to enter into an Interlocal Agreement in order to facilitate water and sewer system upgrades ("the Project") for CCA and other industries located at the PowerComm Industrial Park; and

WHEREAS, the County has agreed to provide interim financing through a loan from the Tennessee Municipal Bond Fund for said Project until funding through USDA Rural Development and other governmental agencies is in place to fully fund the Project; and

WHEREAS, it is the pledge and commitment of the District to fully retire and/or reimburse any and all indebtedness/expenses incurred by the County for the Project;

NOW, THEREFORE, BE IT RESOLVED by the Hartsville/Trousdale County Commission meeting in regular session on this the 26th day of May, 2015, that the County Mayor is hereby authorized to enter into an Interlocal Agreement with the District for the purpose of construction, upgrade and other improvements of the water and sewer system for the PowerComm Industrial Park.

BE IT FURTHER RESOLVED that the Interlocal Agreement is included as a part of this Resolution by reference.

Motion to Approve: _____

Second: _____

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT made this _____ day of _____, 2015, by and between the Hartsville/Trousdale County Government (the "County"), a municipal corporation organized and existing under the laws of the State of Tennessee, and the Hartsville-Trousdale Water/Sewer Utility District of Hartsville/Trousdale County, Tennessee (the "District"), a utility district organized and existing under the laws of the State of Tennessee.

RECITALS

WHEREAS, Trousdale County, Tennessee and the Town of Hartsville consolidated their governments on January 1, 2001, as mandated by public referendum, and became a metropolitan government;

WHEREAS, the assets of the Town of Hartsville's Enterprise Funds (Water and Sewer Fund and Rural Waterworks Funds) were used to form a consolidated utility operation, and operated as a separately reported enterprise fund of the County until January 1, 2013;

WHEREAS, as of January 1, 2013, the County closed the enterprise funds and transferred all assets and liabilities to the District;

WHEREAS, the District operates the entire water and sewer system within the County (the "System");

WHEREAS, the Hartsville/Trousdale County Commission (the "County Commission"), has determined that it is necessary and desirable that the County borrow funds and incur indebtedness for the purpose of financing the extension, construction, improvement, and equipping of the System, including but not limited to the extension of water and wastewater lines, and wastewater treatment upgrades, the acquisition of all other property real and personal, appurtenant thereto or connected with such work, and to pay legal, fiscal, administrative, and engineering costs, reimbursement for expenditures related to the foregoing, and to pay costs in connection with incurring such indebtedness (collectively, the "Project");

WHEREAS, it is acknowledged and understood that agreements of this type are enabled and authorized under Tennessee Code Annotated Section 12-9-101 *et seq.* which expressly states that "any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which each public agency entering into the contract is authorized by law to perform; provided, that such contract shall be authorized by the governing body of each party to the contract."

WHEREAS, it is acknowledged and understood that pursuant to Tennessee Code Annotated Section 12-9-108, any such contract shall set forth the purposes, powers, rights, objectives and responsibilities of the contracting parties.

WHEREAS, the Board of Directors (the "Board") of the District is authorized pursuant to the provisions of its Charter to incur this type of obligation by pledging the revenues of the System;

WHEREAS, the County and the District have agreed that it is in the best interest of both entities that the County incur indebtedness in the amount of not to exceed Seven Million Dollars (\$7,000,000) for the purpose of financing such Project (the “Indebtedness”), through the execution of a Loan Agreement with The Public Building Authority of the City of Clarksville, Tennessee (the “Loan Agreement”);

WHEREAS, it is the understanding of the County and the District that the County will agree to incur the Indebtedness to be evidenced by the Loan Agreement and that the District will enter into this interlocal agreement and reimburse the County in full for any and all costs incurred for the Project, including any principal and interest paid by the County; and that the County will pledge its taxing power for the retirement of such Indebtedness and that the District will pledge the revenues to be derived from the operation of the System to the reimbursement of said costs, subject to the payment of reasonable and necessary costs of operating, maintaining, repairing, and insuring such System, and to any pledge of such revenues in favor of other obligations of the System; and,

WHEREAS, the Board of the District will enter into agreement with the County pledging such revenues as set forth above for the reimbursement of the Indebtedness.

SECTION ONE

Purpose of Interlocal Agreement

- 1.1. **Purpose.** The purpose of this Agreement is to memorialize the terms upon which the County and the District will enter into agreement with one another to do any and all things necessary or desirable to incur the Indebtedness for the purpose of providing financing for the Project and reimbursement of said Indebtedness by the District.

SECTION TWO

Duration

- 2.1. Effectiveness of this Agreement. This Agreement shall remain in full force and effect until all the purposes for which this Agreement has been undertaken have been accomplished and completed, until terminated by written agreement of the parties or pursuant to the provisions of this section.
- 2.2. Further Assurances. The parties agree that, upon request, they shall do such further acts and deeds and shall execute, acknowledge, deliver and record such other documents and instruments as may be reasonably necessary from time to time to evidence, confirm, or carry out the intent and purpose of this Agreement.
- 2.3. Non-Compliance. Parties shall be given fourteen (14) days after written notice to rectify non-compliance with any provision of this Agreement.
- 2.4. Termination. Upon the non-complying party’s failure to rectify following written notice of noncompliance, the other party may terminate this Agreement at any time by giving written notice to the other party of such intent to terminate and specifying the effective date thereof, at least thirty (30) days prior to the effective date of such termination. The obligation of the District to reimburse the County for any and all costs of the Indebtedness and to retire the Indebtedness shall survive the termination of this Agreement.

SECTION THREE

Financing and Repayment

- 3.1. The County shall incur Indebtedness in the amount of not to exceed Seven Million Dollars (\$7,000,000) for the financing of the Project through the execution of a Loan Agreement executed pursuant to provisions of Title 9, Chapter 21, Tennessee Code Annotated, as amended (the "Act"), and Title 12, Chapter 10, Tennessee Code Annotated, as amended.
- 3.2. The County will disburse funds to the District from the proceeds of the Indebtedness pursuant to a requisition for payment of actual Project costs, presented no more than monthly, from the District to the County.
- 3.3. All expenses associated with the Indebtedness shall be paid or reimbursed from any and all funds received by the District or from the District's revenues. The District further agrees to reimburse the County for these expenses (i.e. annual principal payments and monthly interest payments) as they become due and payable.
- 3.4. In the event that revenues and other funds hereby pledged by the District are insufficient to pay debt service obligations due on the Indebtedness as such shall become due, the District covenants to take all actions necessary to cure such insufficiencies, including, but not limited to, reduction in salaries, benefits, overtime pay, and purchase of new equipment. Further, any expenditure over One Thousand (\$1,000.00) Dollars must be approved by the Hartsville/Trousdale Water and Sewer Utility Board, with further approval of the Hartsville/Trousdale County Commission. The District Board further agrees to make any budget amendments necessary to carry out these changes. Although the Indebtedness will be secured by the full faith and credit of the County, and its taxing powers pledged to the payment of such Indebtedness, it is the intention of the parties that all sums due under such Indebtedness shall be paid by the District by reimbursement of all costs, and not the County.
- 3.5. The restructuring or refinancing of said Indebtedness by the County shall not affect the terms of this agreement between the parties.

SECTION FOUR

Miscellaneous Provisions

- 4.1. Force Majeure. Force Majeure means acts of God, acts of government, riots, earthquakes, lightning, epidemics, fires, storms, floods, explosions, tornadoes, breakage, freezing, and partial or complete shutdown of facilities for whatever reason. If either party is rendered unable, in whole or in part, by Force Majeure, to perform this Agreement, other than make payments due, the obligations of each party, so far as affected by Force Majeure, shall be suspended during the continuance of the inability and such inability (other than strikes or lockouts) shall be remedied with all reasonable dispatch.
- 4.2. Attorney's Fees. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of any alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Agreement and such action is successful, the prevailing parties shall be entitled to recover reasonable attorney's fees, court costs, and all reasonable expenses, even if not taxable or assessable as court costs (including, without limitation, all such fees, costs, and

expenses incident to appeal) incurred in that action or proceeding in addition to any other relief to which such party may be entitled.

- 4.3. Governing Law. This Agreement shall be subject to, and governed by, the laws of the State of Tennessee, without regard to principals of conflicts of law.
- 4.4. Entire Agreement. This constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all previous agreements, whether written or oral, relating to the same subject matter. All such previous agreements, memoranda of understanding, and letters of intent, and any and all other documents relating to the subject matter hereof, if any, between the parties hereto are hereby terminated and shall have no further force or effect.
- 4.5. Counterparts; Effectiveness. This Agreement may be signed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.
- 4.6. Amendments. Except as otherwise stated herein, this Agreement and the terms hereof may be terminated, amended, supplemented, waived or modified only by an instrument in writing executed jointly by an authorized officer of each of the parties hereto.
- 4.7. Incorporation. All exhibits and schedules attached hereto, or to be attached hereto and all other agreements and instruments referred to herein are hereby incorporated by reference into this Agreement as fully as if copies herein verbatim.
- 4.8. Construction. Section and subsection headings used herein are inserted for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.
- 4.9. Severability. Any provision of this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceable without invalidating the remaining portions hereof or affecting the validity or enforceability of such provision in any other jurisdiction.
- 4.10. Notices. All notices, requests, demands, claims, and other communications herein shall be in writing and shall be deemed duly given or made (a) when personally delivered to the intended recipient (or officer of the intended recipient) or when sent by telecopy or facsimile followed by the mailing of a copy as set forth in clause (b) or (c) below; (b) on the business day after the date sent when sent by nationally recognized overnight courier service; or (c) four business days after it is sent by registered or certified mail, return receipt requested, postage pre-paid to:

COUNTY:

Hartsville/Trousdale County Government
210 Broadway, Room 5
Hartsville, Tennessee 37074
Attention: County Mayor

DISTRICT:

Hartsville-Trousdale Water/Sewer Utility District of Hartsville/Trousdale County,
Tennessee
210 Broadway

Hartsville/Tennessee 37074
Attention:

- 4.12. Successors and Assigns. The District shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the County.
- 4.13. Reports and Information. In addition to such other information required to be exchanged between the parties, the District, at such times and in such forms as the County may require, shall furnish to the County within a reasonable time period such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection herewith, and any other matters covered by this Contract.

IN WITNESS WHEREOF, the County and the District have executed this Agreement, on the day and date first above written, by their duly authorized officers.

HARTSVILLE/TROUSDALE COUNTY
GOVERNMENT, TENNESSEE

By: _____
County Mayor

Attest:

By: _____
County Clerk

HARTSVILLE-TROUSDALE WATER/SEWER
UTILITY DISTRICT OF HARTSVILLE/
TROUSDALE COUNTY, TENNESSEE

By: _____

Its: _____

Attest:

By: _____

Its: _____

12-13-5

RESOLUTION #2015-28-507

**A Resolution Authorizing the Purchase of Property
Adjoining the Hartsville City Park**

WHEREAS, Lisa Frank, owner and operator of radio station WTNK owns certain property which adjoins the Hartsville City Park; and

WHEREAS, said property is needed by the County for the purpose of expanding parking and other park purposes; and

WHEREAS, Ms. Frank has been contacted and is agreeable to selling a certain section of her property containing one-half to one acre as described on the attached plat (included as a part of the Resolution by reference), to the County for \$5,000;

NOW, THEREFORE, BE IT RESOLVED by the Hartsville/Trousdale County Commission meeting in regular session this 26th day of May, 2015, that the County Mayor is hereby authorized to purchase said land in the amount of \$5000, with funding provided by the Urban Services Fund.

Motion to approve: _____

Second: _____

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

Resolution # 2015-28-507 Park/WINK



ACKNOWLEDGEMENTS

12-C-1

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:
 Name: Hartsville/Trousdale County Government
 Address: 210 Boadway, Room 5
Hartsville, TN 37074
 Debt Issue Name: General Obligation Capital Outlay Note, Series 2015
 If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.

2. Face Amount: \$ 650,000.00
 Premium/Discount: \$ 0.00

3. Interest Cost: 3.0800 % Tax-exempt Taxable
 TIC NIC
 Variable: Index _____ plus _____ basis points; or
 Variable: Remarketing Agent _____
 Other: _____

4. Debt Obligation:
 TRAN RAN CON
 BAN CRAN GAN
 Bond Loan Agreement Capital Lease
 If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Office of State and Local Finance ("OSLF").

5. Ratings:
 Unrated
 Moody's _____ Standard & Poor's _____ Fitch _____

6. Purpose:

		BRIEF DESCRIPTION
<input checked="" type="checkbox"/> General Government	<u>100.00</u> %	<u>Acquisition of building for use as County offices</u>
<input type="checkbox"/> Education	_____ %	_____
<input type="checkbox"/> Utilities	_____ %	_____
<input type="checkbox"/> Other	_____ %	_____
<input type="checkbox"/> Refunding/Renewal	_____ %	_____

7. Security:
 General Obligation General Obligation + Revenue/Tax
 Revenue Tax Increment Financing (TIF)
 Annual Appropriation (Capital Lease Only) Other (Describe): _____

8. Type of Sale:
 Competitive Public Sale Interfund Loan _____
 Negotiated Sale Loan Program _____
 Informal Bid

9. Date:
 Dated Date: 05/15/2015 Issue/Closing Date: 05/15/2015

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2016	\$54,000.00	3.0800 %		\$	%
2017	\$59,000.00	3.0800 %		\$	%
2018	\$60,000.00	3.0800 %		\$	%
2019	\$62,000.00	3.0800 %		\$	%
2020	\$64,000.00	3.0800 %		\$	%
2021	\$66,000.00	3.0800 %		\$	%
2022	\$68,000.00	3.0800 %		\$	%
2023	\$70,000.00	3.0800 %		\$	%
2024	\$72,000.00	3.0800 %		\$	%
2025	\$75,000.00	3.0800 %		\$	%
	\$	%		\$	%

If more space is needed, attach an additional sheet.

if (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:

No costs or professionals

	AMOUNT <small>(Round to nearest \$)</small>	FIRM NAME
Financial Advisor Fees	\$ 0	
Legal Fees	\$ 0	
Bond Counsel	\$ 500	Bone McAllester Norton
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
_____	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____%		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 0	
TOTAL COSTS	\$ 500	

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

12. Recurring Costs:

No Recurring Costs

	AMOUNT (Basis points/\$)	FIRM NAME (If different from #11)
Remarketing Agent	_____	_____
Paying Agent / Registrar	_____	_____
Trustee	_____	_____
Liquidity / Credit Enhancement	_____	_____
Escrow Agent	_____	_____
Sponsorship / Program / Admin	_____	_____
Other _____	_____	_____

13. Disclosure Document / Official Statement:

None Prepared

EMMA link _____ or

Copy attached

14. Continuing Disclosure Obligations:

Is there an existing continuing disclosure obligation related to the security for this debt? Yes No

Is there a continuing disclosure obligation agreement related to this debt? Yes No

If yes to either question, date that disclosure is due _____

Name and title of person responsible for compliance _____

15. Written Debt Management Policy:

Governing Body's approval date of the current version of the written debt management policy 09/24/2012

Is the debt obligation in compliance with and clearly authorized under the policy? Yes No

16. Written Derivative Management Policy:

No derivative

Governing Body's approval date of the current version of the written derivative management policy _____

Date of Letter of Compliance for derivative _____

Is the derivative in compliance with and clearly authorized under the policy? Yes No

17. Submission of Report:

To the Governing Body: on _____ and presented at public meeting held on _____

Copy to Director to OSLF: on _____ either by:

Mail to: _____ OR Email to: StateAndLocalFinance.PublicDebtForm@cot.tn.gov

505 Deaderick Street, Suite 1600
James K. Polk State Office Building
Nashville, TN 37243-1402

18. Signatures:

	AUTHORIZED REPRESENTATIVE	PREPARER
Name	<u>Carroll Carman</u>	_____
Title	<u>County Mayor</u>	_____
Firm	_____	<u>Tennessee Municipal Bond Fund</u>
Email	<u>htcexec@gmail.com</u>	<u>lmooningham@tmbf.net</u>
Date	_____	_____



12-C-2

**STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
OFFICE OF STATE AND LOCAL FINANCE
SUITE 1600 JAMES K. POLK STATE OFFICE BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402
PHONE (615) 401-7872
FAX (615) 741-5986**

May 4, 2015

Honorable Mayor
and Board of Commissioners
Hartsville/Trousdale County
210 Broadway, Room 5
Hartsville, TN 37036

Dear Mayor Carman and Commissioners:

Please provide a copy of this letter to each commissioner at the next meeting of the County Commission.

This Office received a request from Hartsville/Trousdale County (the "County") on May 1, 2015, for approval to issue ten-year capital outlay notes in an amount not to exceed \$650,000 to be known as the "General Obligation Capital Outlay Notes, Series 2015" (the "Notes").

This Office received a copy of Resolution No. 2015-23-502, adopted on April 27, 2015, authorizing the issuance of the Notes to finance the acquisition of a building for County administrative offices (the "Project"). The proposed note form was included with the resolution. Please send a copy of the executed note to us along with the completed Report on Debt Obligation (Form CT-0253).

Compliance with Debt Management Policy

The County provided a copy of its debt management policy, and within forty-five (45) days of issuance of the debt approved in this letter, is required to submit the Report on Debt Obligation that indicates that this debt complies with its debt policy. If the County amends its policy, please submit the amended policy to this office.

Note Approval

This letter constitutes approval for the County to issue the Notes by informal bid pursuant to T.C.A. §§ 9-21-608 and 9-21-609. Approval of the sale of the Notes is conditioned upon the County's compliance with all parts of Tennessee State law giving authority to issue such notes. The amount of the Notes being approved is based on the County's determination of the cost of the public works project as authorized in T.C.A. § 9-21-109.

May 4, 2015

Letter to Hartsville/Trousdale County – Capital Outlay Note Approval

The County is responsible for insuring compliance with Title 9 Chapter 21 Parts 1, 4, and 6, of the Tennessee Code Annotated and timely payment of outstanding note principal and interest in accordance with the note provisions.

Please present a copy of this letter to the members of the Board of Commissioners at the next meeting following receipt of this letter.

This letter and the approval to issue debt do not address the compliance with federal tax regulations and should not be relied upon for that purpose. The County should discuss these issues with a tax attorney or bond counsel.

This approval is valid for six months after the date of this letter. If the Notes have not been issued within that time, a new note resolution must be passed by the Governing Body and submitted to this Office for approval.

Purpose, Terms, and Life

This Project meets the definition of public works projects in T.C.A. § 9-21-105, and the County may issue notes under the authority of Title 9 Chapter 21 of the Tennessee Code Annotated to finance such Project. The maturity of the Notes does not exceed the life of the proposed Project as attested by the local governing body. The submitted resolution and supporting documents appear to meet the requirements for the issuance of notes in Title 9 Chapter 21 Parts 1, 4, and 6 of the Tennessee Code Annotated. The maximum maturity for the Notes as authorized by the governing body is ten (10) fiscal years after the fiscal year of issuance.

Not less than level debt service is to be paid in each year after the year issued with the balance being paid in the final year of the Notes. In its resolution, the County committed to make at least level principal payments. This repayment schedule meets the requirements of statute. If the County does not pay the minimum principal payments stated in its resolution, the County will not be permitted to convert the Notes to bonds after the two-year period commencing on the date of issuance (T.C.A. § 9-21-610).

Nonconforming Obligations

Notes issued contrary to Title 9 Chapter 21 Parts 4 and 6 of the Tennessee Code Annotated or Notes not properly extended are nonconforming obligations. The Comptroller has the option to levy a penalty for notes deemed nonconforming obligations.

Director's Budget Approval Requirement

By issuing capital outlay notes under the authority of Title 9 Chapter 21 of the Tennessee Code Annotated, the County has placed itself under the budget approval authority of the Director of the Office of State and Local Finance for the life of any outstanding notes. This authority requires you, as Chief Executive Officer, to submit within fifteen days of adoption the appropriation resolution with any necessary supporting documents to this Office for official budget approval to document:

- the County's budget is balanced as required by state law,
- the County intends to pay all outstanding debt obligations, and

May 4, 2015

Letter to Hartsville/Trousdale County – Capital Outlay Note Approval

- the annual budget is prepared in a form consistent with accepted governmental standards and as approved by the Director.

This Office can require the County to provide any information or perform any audits necessary to ascertain that the County maintains a balanced budget paying all outstanding debt obligations. If the County is unwilling to submit to the requirements of T.C.A. § 9-21-403, this approval to issue the Notes is rescinded.

If the statutorily required budget and supporting documents are not submitted, the County will not be permitted to convert the Notes to bonds after the two year period commencing on the date of issuance. Once under this requirement, if the County fails to comply, it must publish a notice in a paper of general circulation in the County stating that a proper budget has not been submitted to the Director for approval to become the official budget and that the County is not operating in compliance with Title 9 Chapter 21 Part 4 of the Tennessee Code Annotated.

Municipal Securities Rulemaking Board (MSRB) Voluntary Disclosure of Bank Loans

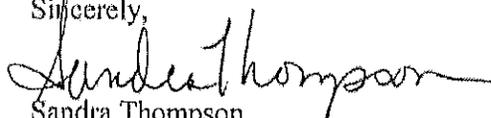
The Municipal Securities Rule Making Board (MSRB) released regulatory notices: MSRB Notice 2011-52, providing guidance on the use of “bank loans” that could be a private placement of municipal securities subject to specific regulatory requirements including disclosure; and MSRB Notice 2012-18, encouraging the voluntary disclosure of bank loan financings through the MSRB’s Electronic Municipal Market Access (EMMA®) website (emma.msrb.org). For more information see the preceding notices on the MSRB’s website (msrb.org). To learn how to submit disclosure see the link at the bottom of the EMMA website labeled Submit Documents or the Education Center of the MSRB’s website.

Report on Debt Obligation

Enclosed is the Report on Debt Obligation. This form must be filed with the governing body of the public entity issuing the Debt not later than forty-five (45) days following the issuance or execution of a debt obligation by or on behalf of any public entity, with a copy (including attachments, if any) filed with the Director of the Office of State and Local Finance by mail to the address on this letter, or by email to StateandLocalFinance.PublicDebtForm@cot.tn.gov. No public entity may enter into additional debt if it has failed to file the Report on Debt Obligation.

Please notify us if the County decides not to issue the Notes.

Sincerely,



Sandra Thompson
Director of State & Local Finance

Cc: Mr. Jim Arnette, Director of Local Government Audit, COT
Ms. Linda Mooningham, Tennessee Municipal Bond Fund

Encl: Report on Debt Obligation

12-C-3

RESOLUTION #2012-93-294

TO ADOPT A REVISED DEBT MANAGEMENT POLICY
FOR HARTSVILLE/TROUSDALE COUNTY

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

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

WHEREAS, the Hartsville/Trousdale County Legislative Body has prepared a debt management policy that includes the mandatory provisions relative to transparency, professionals and conflicts; and

WHEREAS, certain revisions are necessary to fully address mandatory provisions of said policy,

NOW, THEREFORE, BE IT RESOLVED by the Hartsville/Trousdale County Legislative Body meeting in regular session at Hartsville, Tennessee, on the 24th day of September, 2012, that:

SECTION 1. Hartsville/Trousdale County's Debt Management Policy is hereby revised and replaces the previously approved policy. This revised policy is attached as Exhibit A to this resolution, and is incorporated herein by reference.

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

ADOPTED this 24th day of September, 2012.

APPROVED:

ATTEST:

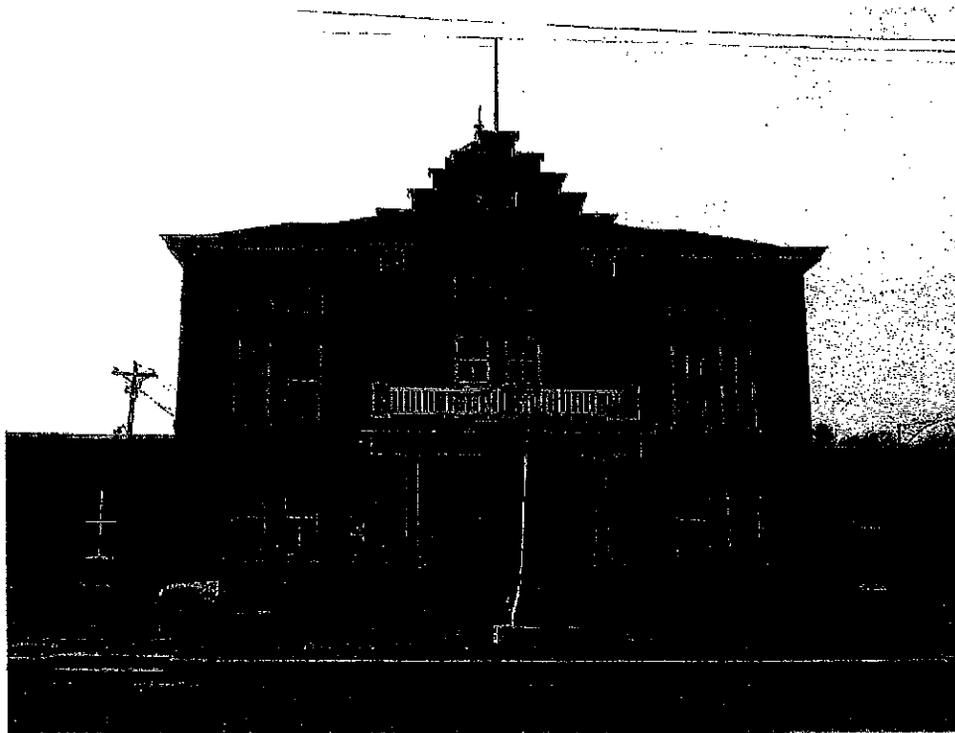


COMMISSION CHAIRMAN



COUNTY CLERK

Trousdale County, Tennessee



Debt Management Policy

Goal/Mission: To provide management with appropriate guidelines and direction to assist in making sound debt management decisions. To further demonstrate strong financial management practices for our county citizens, outside investors, and credit agencies.

Objectives:

1. Enhance decision process transparency and identify all expenditures of principal, interest, and annual costs along with issue specific transaction costs
2. Address hiring outside professionals
3. Address any potential conflict of interest issues
4. Additional requirements for new debt

1. Enhance transparency of decisions by way of Annual Debt Report, Annual Budgets, and Specific New Issue Report

Responsibilities for analysis and reporting shall be with the County Mayor/Executive and the county's budget committee.

To insure transparency of decisions, an annual debt payment reports and annual debt service budgets, as well as specific issuance debt reports (i.e. those required by state law) shall be prepared and available for public review and comment. County officials will comply with State of Tennessee Open Record laws and respond to record requests from any citizen of Tennessee promptly.

Annual Debt Report

An annual debt payment report shall be submitted to the county legislative body by June of each year, generally the report will be presented with the annual debt budget.

The annual report shall consist of but not be limited to:

- Budget summary and detailed budget as required by the Comptroller's office.
- Net Debt Calculation (Total Principal outstanding less most recent year respective debt fund balance).
- Calculation of Net Debt per capita from last official census (net debt/population).
- Documentation of the most recent debt rating.
- Reports will reflect estimated fund balance.

Annual Debt Budgets

Annual Debt Budgets shall be adopted by the county legislative body and comply with legal notice and filings requirements per the Trousdale County Charter and State Open Records Law.

Transparency:

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

Definition of Debt:

All obligations of the County to repay, with or without interest, in installments and/or at a later date, some amount of money utilized for the purchase, construction, or operation of County resources. This includes but is not limited to the following: capital outlay notes (CON), revenue bonds, bond anticipation notes, grant anticipation notes, tax anticipation notes, general obligation refunding bonds, revenue refunding bonds, inter-fund loans, capital leases, and loans of any type.

Role of Debt:

Long-term debt shall not be used to finance current operations. Long-term debt may be used for capital purchases or construction identified in the annual budget process. Short-term debt may be used for certain projects and equipment financing as well as for operational borrowing; however, the County will minimize the use of short-term cash flow borrowings by maintaining adequate working capital and close budget management.

Legal Requirements - Notices

The County shall comply with all legal requirements for notice and for public meetings related to debt issuance.

Costs

In the interest of transparency, all costs (including interest, issuance, continuing, and one-time) shall be disclosed to the citizens/members, governing body, and other stakeholders in a timely manner.

Types and Debt Limitation

The County's total outstanding debt obligation will be monitored and reported to the County Commission by the County Mayor/Executive. The County Mayor/Executive shall also monitor the maturities and terms and conditions of all obligations to ensure compliance and report to the County Commission any matter that adversely affects the credit or financial integrity of the County.

The County will seek to structure debt with level or declining debt service payments over the life of each individual bond issue or loan.

As a general rule, the County will not backload, use “wrap-around” techniques, balloon payments or other exotic formats to pursue the financing of projects. When refunding opportunities, natural disasters, other non-general fund revenues, or other external factors occur, the County may utilize non-level debt methods. However, the use of such methods must be thoroughly discussed in a public meeting and the mayor and governing body must determine such use is justified and in the best interest of the County.

New Debt Issuance

Any new debt issuance shall comply with State Form CT-0253 as well as any other state required forms that detail all associated costs for the issuance of the proposed debt. These records will be available for public and county commission inspection prior to the commission approval of the debt issuance.

2. Hiring of professionals for Debt Issuance

- From time to time the county may hire legal counsel, a financial advisor or underwriter to assist in issuance of debt.
- Financial Advisor: The County shall enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions. Whether in a negotiated or competitive sale, the financial advisor shall **not** be permitted to bid on, privately place or underwrite an issue for which they are providing advisory services for the issuance. The county will utilize the most current definition of “financial advisor”, as determined by the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board, when determining what exactly defines a financial advisor.
- Underwriter: If there is an underwriter, the county shall require the underwriter to clearly identify itself in writing (e.g. in a response to a request for proposal or in promotional materials provided to the issuer) as an underwriter and not as a financial advisor from the earliest stages of its relationship with the county with respect to that issue. The underwriter must clarify its primary role as a purchaser of securities in an arm’s-length commercial transaction and that it has financial and other interests that differ from those of the county’s. The underwriter in a publically offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the governing body in advance of the pricing of the debt

- All professionals involved with the cost of issuance of debt shall disclose the estimated cost of their respective services including “soft” costs or compensations in lieu of direct payments to the county commission prior to the issuance of the debt.

- **3. Conflict of interest issues**

- It is required that all professionals related to the debt issue will enter into a written engagement letter related to their proposed services, cost, and any potential conflict of interest. These letters will be signed by the county mayor/executive and are open records.
- Professionals involved in a debt transaction hired or compensated by the county shall be required to disclose to the county existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, swap advisor, bond counsel, swap counsel, trustee, paying agent, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the county to appreciate the significance of the relationships. No engagement letter is required for any lawyer who is an employee of the county or lawyer or law firm which is under a general appointment or contract to serve as counsel to the county. The county does not need an engagement letter with counsel not representing the county, such as underwriters' counsel.
- Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

- **4. Additional Requirements for New Debt**

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

- If borrowing using capital outlay notes, the county should solicit a minimum of three rate and issuance cost quotes and select the lowest and best offer. The county will contact the State loan pool to solicit a quote from the pool, as well as local banks.
- Repayment schedules should use the straight-line method of repayment (debt retirement similar to a conventional home loan). Any other repayment schedule must be approved by the comptroller's office in writing and fully disclose the additional interest cost compared to straight-line repayment.
- When considering bonded debt, the county will compare the proposed repayment schedule with the straight-line method noted and will determine whether the new debt has an advanced repayment schedule, straight-line or back loaded schedule.
- The county commission may utilize variable rate debt in the county's overall debt management plan. The county will maintain a reasonable fund balance in the general debt service fund to safeguard against interest rate and liquidity risks.
- In the case of refinancing, an analysis report shall be provided which fully explains the reasons for the refinancing and the net savings and costs of the refinancing which will including not only interest charges but also the fees associated with the transaction.
- State Form CT- 0253 will be prepared prior to a new issue reflecting a preliminary estimate of cost of issuance and this form will be reviewed by the county commission at the time of debt approval.

Amendment of Policy

The county commission will review the debt policy at a minimum on an annual basis to insure timely updates to the policy.

Refinancing Outstanding Debt:

The County will refund debt when it is in the best financial interest of the County to do so, and the County Executive shall have the responsibility to analyze outstanding bond issues for refunding opportunities. The decision to refinance must be explicitly approved by the governing body, and all plans for current or advance refunding of debt must be in compliance with state laws and regulations.

The County Executive will consider the following issues when analyzing possible refunding opportunities:

1. Onerous Restrictions – Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents, or to take advantage of changing financial conditions or interest rates.
2. Restructuring for Economic Purposes – The County will refund debt when it is in the best financial interest of the County to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered by the County Executive if the refunding generates positive present value savings, and the County Executive must establish a minimum present value savings threshold for any refinancing.
3. Term of Refunding Issues – The County will refund bonds within the term of the originally issued debt. However, the County Executive may consider maturity extension, when necessary to achieve a desired outcome, provided such extension is legally permissible. The County Executive may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the finance facility and the concept of inter-generational equity should guide this decision.
4. Escrow Structuring – The County shall utilize the least costly securities available in structuring refunding escrows. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the County from its own account.
5. Arbitrage – The County shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any refunding.
6. Negotiated Sale – The County recognizes that the refunding bonds may be best sold through a negotiated sale with an underwriter or as a private placement. The County shall assess the following circumstances in determining whether a negotiated sale is the best method of sale:

- (a) State requirement on negotiated sales;
- (b) Size and structure of the refunding issue
- (c) market conditions, including volatility wherein the County

would be better served by the flexibility afforded by a negotiated sale.

In a negotiated sale, a financial advisor, if any, shall not be permitted to resign as the financial advisor in order to underwrite or private place an issue for which they are or have been providing advisory services.

The underwriter shall clearly identify itself in writing as an underwriter and not as a financial advisor from the earliest stages of its relationship with the county with respect to the negotiated issue. The underwriter must clarify its primary role as a purchaser of securities in an arm's length commercial transaction and that it has financial and other interests that differ from those of the County.

ORDINANCES

ORDINANCE #110-2015-01

**AN ORDINANCE TO ESTABLISH A COMMUNICATIONS DEPARTMENT
AS A FUNCTION OF THE HARTSVILLE/TROUSDALE COUNTY GOVERNMENT**

WHEREAS, communications and information technology has become an integral part of any successful business operation, with county government being no exception; and

WHEREAS, Hartsville/Trousdale County is currently outsourcing its communication and information technology services; and

WHEREAS, with the increasing need for wireless services, networking services and other communication services within County government, it is in the best interest of Hartsville/Trousdale County to establish a Communications Department within the Government,

NOW, THEREFORE, BE IT ORDAINED by the Hartsville/Trousdale County Commission meeting in regular session this 26th day of May, 2015, that a Communications Department is hereby established and shall be administered under the supervision of the County Mayor. The purpose of said Department shall be to assist all County Departments with information technology issues, including, but not limited to, computer networking, wireless and broadband service.

BE IT FURTHER ORDAINED that this Department shall also oversee the development of any future broadband, networking or other information technology projects that expand such services as may benefit the general public.

Motion to approve _____

Second _____

Approved 1st Reading: _____, 2015

Approved 2nd Reading: _____, 2015

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

BUDGET AMENDMENTS

28_Budget Amendment_May 21_141-76100 Capital Outlay (1)

Amend the 2014-15 141 General Purpose School Budget by debiting Revenue. Amendments are to include:

DEBIT Revenue	49700	Insurance Recovery		36,420.79
GRAND TOTALS				\$36,420.79

Amend the 2014-15 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:

CREDIT Expenditures	76100	Capital Outlay		
	706	Building Construction		36,420.79
GRAND TOTALS				\$36,420.79

Motion to Approve: _____

Second: _____

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

Amend the 2014-15 141 General Purpose School Budget by debiting Equity. Amendments are to include:

DEBIT Equity	34555	Restricted for Education	
	PARCC		615.91
GRAND TOTALS			\$615.91

Amend the 2014-15 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:

CREDIT Expenditures	71100	Regular Instruction	
	722-PARCC	Regular Instruction Equipment	615.91
GRAND TOTALS			\$615.91

Motion to Approve: _____

Second: _____

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

BUDGET AMENDMENT

12-E-2A

HARTSVILLE/TROUSDALE COUNTY HIGHWAY DEPARTMENT FUND 131

2014-2015 BUDGET

WE RESPECTFULLY REQUEST THAT THE HARTSVILLE/TROUSDALE COUNTY COMMISSION APPROVE THE FOLLOWING BUDGET AMENDMENT THIS MAY 26, 2015.

DEBIT

61000	HIGHWAY ADMINISTRATION		
	442	PROPANE GAS	\$ 250.00
62000	HWY & BRIDGE MAINTENANCE		
	351	RENTALS	\$ 1,000.00
	444	SALT	\$ 2,000.00
65000	OTHER CHARGES		
	511	VEHICLE AND EQUIPMENT INSURANCE	\$ 5,000.00
	513	WORKMAN'S COMP INSURANCE	\$ 1,000.00
68000	CAPITAL OUTLAY		
	723	RIGHT OF WAY	\$ 1,000.00
	TOTAL DEBIT		\$10,250.00

CREDIT

61000	HIGHWAY ADMINISTRATION		
	331	LEGAL SERVICES	\$ 200.00
	347	PEST CONTROL	\$ 300.00
	410	CUSTODIAL SUPPLIES	\$ 200.00
	434	NATURAL GAS	\$ 900.00
	454	WATER AND SEWER	\$ 600.00
	719	OFFICE EQUIPMENT	\$ 850.00
62000	HWY & BRIDGE MAINTENANCE		
	149	LABORERS	\$ 1,000.00
	499	OTHER SUPPLIES AND MATERIALS	\$ 300.00
63100	OPERATION & MAINTENANCE OF EQUIPMENT		
	450	TIRES AND TUBES	\$ 1,500.00
65000	OTHER CHARGES		
	399	OTHER CONTRACTED SERVICES	\$ 2,000.00
	515	LIABILITY CLAIM	\$ 1,500.00
	599	OTHER CHARGES	\$ 900.00
	TOTAL CREDIT		\$10,250.00

BUDGET AMENDMENT

HARTSVILLE/TROUSDALE COUNTY HIGHWAY DEPARTMENT FUND 131
2014-2015 BUDGET

PAGE 2

THIS BUDGET AMENDMENT WILL CORRECT LINE ITEM OVERAGES.

APPROVED THIS _____ DAY OF _____, 2015.

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

BUDGET AMENDMENT

12-E-3A

Request is hereby made to amend Fund 101 County General Services by increasing revenue and expenditures as follows:

DEBIT:

46915 Contracted Prisoner Board \$ 10,500.00

TOTAL \$ 10,500.00

CREDIT:

54210 Jail
707 Building Improvements \$ 10,500.00

TOTAL \$ 10,500.00

This amendment will provide funding for roof replacement at the Jail.

Motion to approve: _____

Second: _____

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

BUDGET AMENDMENT

Request is hereby made that General Services Fund be amended as follows:

DEBIT

39000 Fund Balance \$400,000

CREDIT

99100 Transfers Out
590 Transfer to Other Funds \$400,000

This amendment will transfer funds to Fund 171 General Capital Projects for the purpose of funding the Bank Building, Co-Op and Communications projects.

Motion to approve: _____

Second: _____

Roll Call: Yes _____ No _____

Approved this the _____ day of _____, 2015.

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

BUDGET AMENDMENT

12-E-4A

Request is hereby made to amend Fund 111 Urban Services budget as follows:

DEBIT:

39000	Fund Balance	\$ 20,000.00
TOTAL		\$ 20,000.00

CREDIT:

56900	Other Social, Cultural and Recreational	
705	Bridge Construction	\$ 20,000.00
TOTAL		\$ 20,000.00

This amendment will provide funds for all necessary walkways and approaches for the pedestrian bridge to be constructed across Goose Creek.

Motion to approve: _____

Second: _____

APPROVED:

COMMISSION CHAIRMAN

ATTEST:

COUNTY CLERK

