

RESOLUTION

No. 2017, 01, 01

To the HONORABLE Melville Bailey, Chairman, and Members of the Hawkins County Board of Commissioners in Regular Session, met this 23rd day of January, 2017.

RESOLUTION IN REF: APPOINTMENT OF CHAIRMAN PRO-TEMPORE OF COUNTY COMMISSION STACY VAUGHAN

WHEREAS, the office of Chairman Pro-Tempore of the Hawkins County Commission has been vacated is due to the resignation of Sixth District Commissioner Shane Bailey effective December 20, 2016; and

WHEREAS, Commissioner Stacy Vaughan has the qualifications to carry out the duties of this office.

THEREFORE, BE IT RESOLVED that Stacy Vaughan be appointed as Chairman Pro-Tempore of the Hawkins County Commission beginning January 23, 2017 until the fourth Monday in September 2017.

Introduced by Esq. Bob Palmer

Seconded By Esq. _____

Date Submitted December 21, 2016

Margaret H. Lewis
COUNTY CLERK

BY: _____

CHAIRMAN: Melville Bailey

ACTION:	AYE	NAY	PASSED
Roll Call	_____	_____	_____
Voice Vote	_____	_____	_____
Absent	_____	_____	_____
COMMITTEE ACTION	_____	_____	_____

RESOLUTION

No. 2017 / 01 / 02

To the HONORABLE MELVILLE BAILEY, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23rd day of January, 2017.

RESOLUTION IN REF: APPOINTMENT NOMINATIONS TO FILL THE VACANT COMMISSION SEAT IN THE SIXTH COMMISSIONER DISTRICT OF HAWKINS COUNTY DUE TO THE RESIGNATION OF SHANE BAILEY

WHEREAS, a commission seat in the Sixth Commissioner District of Hawkins County is now vacant due to the resignation of Commissioner Shane Bailey effective December 20, 2016; and

WHEREAS, a seat in the Sixth Commissioner District has been declared vacant by public notice in accordance with T.C.A. Code 5-5-111; and

WHEREAS, the following names are being nominated to fill the vacancy until the next General Election to be held in August, 2018 in Hawkins County.

- 1. Nancy Barker nominated by Darrell Gilliam
- 2. Ralph Darnell nominated by Darrell Gilliam
- 3. _____ nominated by _____
- 4. _____ nominated by _____
- 5. _____ nominated by _____

THEREFORE, BE IT RESOLVED that _____ be appointed to fill the vacancy of the commissioners seat in the Second Commissioner District of Hawkins County.

Introduced By Esq. Darrell Gilliam

Seconded By Esq. _____

Date Submitted December 28, 2016

County Clerk Nancy L. Lewis

By: _____

Chairman Melville Bailey

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

RESOLUTION

NO. 2017/01/03

To the HONORABLE MELVILLE BAILEY, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23rd day of January, 2017

RESOLUTION IN REF: INCREASING THE NUMBER OF HAWKINS COUNTY INDUSTRIAL BOARD MEMBERS TO 14 AND PLACING ROBBIE HELTON ON THE INDUSTRIAL DEVELOPMENT BOARD

WHEREAS, the Industrial Committee met on August 9, 2016 and voted unanimously to recommend that the following person be appointed to the Hawkins County Industrial Board for a six year term beginning February 1, 2017 and ending January 31, 2023.

WHEREAS, the County Commission passed resolution 2010/05/02 on the 24th day of May, 2010 to reduce the Industrial Development Board membership from 15 to 13 through attrition, and

WHEREAS, the Industrial Committee desires to take advantage of the varied experience and business acumen of proven persons willing to serve our county.

Robbie Helton, 221 Sharp Avenue, Rogersville, TN 37857

THEREFORE, BE IT RESOLVED THAT the aforementioned member be appointed to the increased body of the now 14 member Hawkins County Industrial Board with the term of office being six (6) years beginning in February 1, 2017 and ending January 31, 2023.

INTRODUCED BY: John Metz

ACTION AYE NAY PASSED

SECONDED BY: _____

ROLL CALL _____ _____ _____

DATE SUBMITTED: Jan 5, 2017

VOICE VOTE _____ _____ _____

Marcey L. Davis
COUNTY CLERK

ABSENT _____ _____ _____

BY: _____

COMMITTEE ACTION

Melville Bailey
CHAIRMAN

RESOLUTION

No. 2017/01/04

To the HONORABLE MELVILLE BAILEY, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23rd day of January 2017.

RESOLUTION IN REF: APPROVAL TO REDUCE THE NUMBER OF COMMISSIONERS FOR ALL SEVEN COMMISSION DISTRICTS OF HAWKINS COUNTY FROM (21) TWENTY ONE TO (14) FOURTEEN TO TAKE EFFECT IN THE 2018 GENERAL ELECTION IN HAWKINS COUNTY.

WHEREAS, in the redistricting plans adopted in 2011, the total number of Commissioners is (21) twenty one, (3) three commissioners representing each of the (7) districts, elected to serve the citizens of Hawkins County; and

WHEREAS, current technologies allow for unencumbered access to a commissioner at all hours from a variety of locations and,

THEREFORE, BE IT RESOLVED that the total number of commissioners for Hawkins County, Tennessee be reduced to (14) fourteen, requiring (2) two commissioners from each of the (7) seven Commission Districts. This being effective for the 2018 elections held in Hawkins County, Tennessee.

Introduced by Esq. John C Metz

Seconded by Esq.

Date Submitted Jan 5, 2017

Nancy L. Davis
County Clerk

By: _____

Chairman *Melville Bailey*

ACTION AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

RESOLUTION

No 2017 01 105

To the HONORABLE MELVILLE BAILEY, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23rd day of January, 2017.

RESOLUTION IN REF: APPROVAL OF PHASE II STORMWATER PERMIT NOTICE OF INTENT (NOI) FOR PHASE II MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4), A REQUIREMENT BY TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION.

WHEREAS, the Tennessee Department of Environment and Conservation requires that counties in the state having Phase II Stormwater areas file a Notice of Intent (NOI) of what the counties are now doing and how they plan to implement the new permit requirement. This must be filed with the state by February 1, 2017; and

WHEREAS, the Environment committee met on December 29, 2016 and Mr. Vince Pishner presented the Notice of Intent for Hawkins County to the committee; and

WHEREAS, attached you will find the (NOI) Notice of Intent with Best Management Practices (BMPs) identified for the Hawkins County Municipal Separate Storm Sewer Systems (MS4) areas.

THEREFORE BE IT RESOLVED that the aforesaid document be approved and that Mr. Pishner forward the document on to the Tennessee Department of Environment and Conservation by February 1, 2017.

Introduced By Esq. Fred Castle, Chrmn. Env. Committee

Seconded By Esq. _____

Date Submitted 01-09-17

County Clerk [Signature]

By: _____

Chairman [Signature]

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

MEMORANDUM TO: Environmental Committee
FROM: Stormwater Manager
Subject: New Stormwater Permit and Notice of Intent
December 4, 2016

1. TDEC issued a new MS4 permit September 30 with an October 1 effective date. The permit requires many changes to the county stormwater program. First is the requirement to submit a new Notice of Intent (NOI) to operate a MS4 program which is due NLT February 1st. Along with the new NOI, we are required to submit an updated Stormwater Management Plan (SWMP) and a Public Information and Education Plan (PIE) and many supporting documents such as a copy of each resolution which pertains to the program.
2. The permit requires that we continue our stormwater program and submit a new NOI. The NOI is designed around the six control measures of the stormwater program: Public Education and Outreach, Public Involvement/Participation, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff Pollution Control, Permanent Stormwater Management at New Development and Redevelopment Projects, and Pollution Prevention/Good Housekeeping for Municipal Operations.
3. I have prepared these documents for your review. The documents obligate the county to do only the minimum required by the new permit and limit the coverage area to the designated urbanized area.
4. The NOI for the most part uses the same best management practices (BMP) and milestones as the existing. The BMPs follow the questions on each of the control measures and the milestones for the program are together at the end of the NOI.
5. One difference from the previous permit is the requirement to analyze streams which TDEC has identified as being impaired. There are three of these streams which pass through the identified urbanized area: Alexander Creek, Hord Creek and Smith Creek. All of these have been identified as being impaired due to excessive levels of e-coli forming units. Previously, we had to sample these if the cause of impairment included MS4 reasons (Alexander and Smith Creeks). The new permit requires analyses regardless of the reason. I met with representatives of TDEC to determine exactly what they want. They reviewed the results of sampling conducted of Smith Creek in 2011 by me which shows a significant increase in the e-coli count for the short distance (about 1/3 mile) the creek passes through the urbanized area. They want more investigation into the possible causes in both the winter and summer months. Depending on the results, we may have to develop additional BMP(s) to deal with the problem.
6. The proposed NOI, SWMP and PIE are attached. These were reviewed by the Planning Commission October 27 who concurred in forwarding to you for consideration. These need to be approved so the Mayor can sign and forward to TDEC by the deadline of February 1, 2017. A copy of the urbanized area map which is determined by the US Census Bureau is also attached for your information. Our area of coverage is the unincorporated urbanized area.


VINCE PISHNER

Encl
as



Tennessee Department of Environment and Conservation
 Division of Water Resources
 William R. Snodgrass Tennessee Tower
 312 Rosa L. Parks Avenue, 11th Floor, Nashville, Tennessee 37243

Phase II Stormwater Permit Notice of Intent (NOI)
Phase II Municipal Separate Storm Sewer Systems (MS4)

PURPOSE

The purpose of this Notice of Intent (NOI) is for a Tennessee city, county, utility district, university or military base to submit the information necessary to obtain coverage under an NPDES permit to discharge stormwater runoff from a Phase II municipal separate storm sewer system.

INSTRUCTIONS

You must provide the following information to the Division of Water Resources as application material. You may either submit a hard copy of the signed NOI as described in sub-part 2.2.1 of the MS4 Permit, signed in accordance with the signatory requirements of sub-part 6.7 of the permit, and a copy of the NOI, to the address shown in sub-part 1.2 of the permit for the EFO responsible for the county where the facility is located; or you may submit by e-mail, the completed NOI and attachments (such as map and city ordinances) to water.permits@tn.gov.

After completing the questions in each section, list the Best Management Practices (BMPs) that you will implement in each program. Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

After completing the BMP's in each section provide the administrative information to complete those BMP's as explained here:

Primary Contact and Position/Title	The person in your organization serving as the primary contact.
Other Department and Roles	Other departments within your organization involved in the project and how their role is identified.
Other Government Entity and Roles	Identification of other government entities responsible for implementing one or more of the BMP's. Include a copy of the contract or proposed agreement with execution schedule.
Other Institutions and Roles	Identification of partnerships with another MS4 operator or institution (e.g., Chamber of Commerce, environmental interest organizations, civic groups) to achieve the BMP's.
Target Groups (if applicable)	Specific kinds of groups that will be targeted, such as service industries (i.e., carpet cleaning), civic groups, schools, and church groups, etc.

PART I - ADMINISTRATIVE INFORMATION

Name of Phase II MS4 city, county, stormwater utility district or public institution: Hawkins County

Include a latitude and longitude of a representative location within your boundaries for mapping purposes.

Latitude (dd.dddd): 36.3453N Longitude (dd.dddd): 82.40-17W (NE corner Carter Valley Rd & Fox Ridge Rd)

Melville Bailey Mayor
 Responsible Elected Official or Officer Title

150 Washington Street Rogersville TN 37857
 Street Address City State Zip Code

PROGRAM CONTACT

Vincent Pishner

Name
vincepishner@yahoo.com

Email Address
423-612-8119

Phone Number

TECHNICAL CONTACT

Vincent Pishner

Name
vincepishner@yahoo.com

Email Address
423-612-8119

Phone Number

Attach an organizational chart that shows the different departments involved in stormwater management.

PART II - DESCRIPTION OF STORM SEWER SYSTEM

ITEM A - AREA SERVED (IN SQUARE MILES)

For a city, town, university, or utility district university or military base:

Provide jurisdiction area within current boundaries _____

Provide additional area of urban growth boundary _____

For a county:

Provide total area: 499 sq miles

Provide area that is unincorporated _____

Provide unincorporated, urbanized area (UA) Approx 20 sq miles

Indicate by checking the appropriate box if the permit will be used to regulate non-UA portions of the county:

- No
- Yes, the entire county (unincorporated)
- Yes, the non-UA portions, as follows: _____

ITEM B - STORM DRAINAGE INFRASTRUCTURE

Give figures for the following features of stormwater drainage infrastructure owned or operated by the local government. For a county government, indicate whether the figures represent the entire county or only the urbanized area. Figures for length and number of culverts and catch basins may be rough estimates.

For counties: Entire county Urbanized area only

Storm Sewers 300 feet (miles or feet)

Open Ditches 23 miles (miles or feet)

Culverts 163 estimated

Catch Basins 10 estimated

Water Quality Treatment Ponds 0

ITEM C - MAPS

Include a map or maps depicting the following information. A single map may be submitted, as long as the information is legible. If you are not able to provide all the information mark the applicable check box and attach an explanation as to why the information has not been submitted:

- | | | | |
|---|-------------------------------------|--|-------------------------------------|
| Areas zoned for commercial or industrial activity | <input checked="" type="checkbox"/> | Military Installations | <input checked="" type="checkbox"/> |
| Municipally owned/operated industrial activities | <input checked="" type="checkbox"/> | State vocational, technical, college or universities | <input checked="" type="checkbox"/> |
| Municipal or County Wastewater Treatment Plants | <input checked="" type="checkbox"/> | Federal vocational, technical, college or universities | <input checked="" type="checkbox"/> |
| Municipal Vehicle Fleet Maintenance Centers | <input checked="" type="checkbox"/> | City Roads | <input type="checkbox"/> |
| Municipal Power Plants | <input checked="" type="checkbox"/> | County Roads | <input type="checkbox"/> |
| Municipal Airports | <input checked="" type="checkbox"/> | Streams | <input type="checkbox"/> |
| Municipal Landfills | <input checked="" type="checkbox"/> | Topography or General Drainage Patterns | <input type="checkbox"/> |

ITEM D - IDENTIFYING STREAMS WITH UNAVAILABLE PARAMETERS or EXCEPTIONAL TENNESSEE WATERS

Using the GIS mapping tool (<http://www.tn.gov/environment/article/wr-water-resources-data-viewer>) along with the most current 303(d) list (<http://www.tn.gov/environment/article/wr-wq-water-quality-reports-publications>) published on the division's web site, determine whether stormwater from any part of the MS4 discharges into streams with unavailable parameters (previously referred to as impaired streams) for nutrients, pathogens, siltation, or other parameters related to stormwater runoff from urbanized areas or to streams designated as Exceptional Tennessee Waters and list below. For any waterbody with unavailable parameters or Exceptional Tennessee Waters, indicate the waterbody ID#, name of the waterbody and nature of pollution (cause) or Exceptional status.

WATERBODY ID# AND NAME OF WATERBODY	NATURE OF POLLUTANT (CAUSE) OR EXCEPTIONAL
TN06010104011 - 0800 Hord Creek	E-Coli
TN06010104011 - 0950 Alexander Creek	E-Coli
TN06010104011 - 1100 Smith Creek	E-Coli

If you have additional streams to list, include in a separate attachment.

PART IV - SIGNATURE OF RESPONSIBLE CORPORATE OFFICER

This Notice of Intent (NOI) must be signed as follows: For a municipality, state, federal, other public agency, and/or co-permittees by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes one of the following:

- I. The chief executive officer of the agency.
- II. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury."

_____	Hawkins County Mayor	_____
Signature	Title/Municipality	Date
_____	_____	_____
Signature	Title/Municipality	Date
_____	_____	_____
Signature	Title/Municipality	Date
_____	_____	_____
Signature	Title/Municipality	Date
_____	_____	_____
Signature	Title/Municipality	Date
_____	_____	_____
Signature	Title/Municipality	Date

PART V - YOUR PROPOSED STORMWATER QUALITY MANAGEMENT PROGRAM

This NOI requires you to provide a brief description of your current and proposed activities as well as your BMPs for a stormwater management program. The following sections correspond to the six minimum control measures for a Phase II stormwater management program. If another MS4 will be responsible for implementing any or all portions of any or all following six minimum measures, then attach either the interlocutory agreement or the proposed agreement and schedule for adoption. You must still complete this NOI by answering the relevant questions for the six following measures.

For purposes of this NOI, the Public Education and Outreach and Public Participation and Involvement minimum measures have been combined.

SECTION 1 - PUBLIC EDUCATION AND OUTREACH AND PUBLIC INVOLVEMENT/PARTICIPATION

A. Current Activities:

The following is a set of questions on your current Public Education and Outreach and Public Involvement/Participation. These questions are intended to highlight minimum program requirements under the MS4 permit. Each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality currently distribute educational materials on the topics of stormwater quality, instream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the materials, including media used (e.g., written brochures, public service announcements, etc.); the topic(s) covered, intended target audience(s), and the distribution method: Brochures are available and advertised on the web site.

Yes No

2. Does the municipality currently conduct or participate in public outreach activities focusing on the topics of stormwater quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the outreach activities, topic(s) covered, intended target audience(s), and the frequency of activities: Stormwater information is on the County Web Site continuously with emphasis on informing the public in the urbanized area of opportunities to participate and ways to report illicit activity.

Yes No

3. Does the current municipal stormwater management program comply with Local, State and Federal public notice requirements? If yes, describe how the public is notified: Stormwater activities are briefed to the county planning commission. These meetings are open to the public and for public comment.

Yes No

B. Proposed Activities:

1. List the BMPs that you will implement in the areas of Public Education and Outreach and Public Participation and Involvement. These should be based on a set of priorities that you have identified in the areas of Public Education and Outreach and Public Participation and Involvement. Provide a short descriptive name to the BMP in the left column. In the right column, more fully describe the BMP.

For Public Participation and Involvement BMPs, you may not desire to dictate the ways in which the public participates or is involved in the stormwater quality management program; in this case, your proposed program should provide a forum and/or a structure which guides and encourages the public in participation. On the other hand, there may be specific ways you do want the public to be involved, based on your program needs. For instance, you may want stream watch groups to be organized. In both cases, your proposed program should describe how you will accomplish this, along with a time schedule.

PROPOSED BEST MANAGEMENT PRACTICES FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION		
BMP	Name	DESCRIPTION
1A.	Household	We partner with TDEC in the periodic countywide recycling of hazardous waste.

	hazardous waste pickup	
1B.	Web site	Stormwater information is on the county web site.
1C.	Public meetings	Stormwater information at meetings open to the public
1D.		

If you have additional BMPs to list, include in a separate attachment.

2. What specific groups will be targeted (e.g., service industries such as carpet cleaning, lawn care, civic groups, schools, church groups) if applicable: The public at large

C. Measurable Goals and Implementation Milestones:

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information:

ADMINISTRATIVE INFORMATION FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION	
PRIMARY CONTACT	POSITION OR TITLE
Vincent Pishner	Stormwater Manager

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 2 - ILLICIT DISCHARGE DETECTION AND ELIMINATION

A. Current Activities

The following is a set of questions on your current Illicit Discharge Detection and Elimination Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1 of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality currently have a storm sewer system map that shows the location of system outfalls where the municipal storm sewer system discharges into receiving waters or conveyances owned or operated by another MS4? The map must also show: the names and location of waters that receive discharges from those outfalls; inputs into the storm sewer collection system, such as the inlets, catch basins, drop structures or other defined contributing points to the sewershed of that outfall; and general direction of stormwater flow.

Yes No

2. Does the municipality currently have an ordinance or regulatory mechanism that prohibits unauthorized non-stormwater discharges into the storm sewer system? If yes, attach a copy and give page and section number(s). If No, proceed to the next section (inspections and enforcement).

Yes No Page Number 4 Paragraph Number 106 Resolution 2003/01/04

3. Does the ordinance or regulatory mechanism clearly define non-stormwater discharges, either through a written description of a non-stormwater discharge or through a listing of authorized or unauthorized non-stormwater discharges?

Yes No

4. Does the ordinance or regulatory mechanism allow right-of-entry on private property for inspection of suspected discharges?

Yes No

5. Does the ordinance or regulatory mechanism prohibit dumping?

Yes No

6. Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to eliminate unauthorized non-stormwater discharges in the event of violations? If yes, note page number and paragraph number.

Yes No Page Number 4-5 Paragraph Number 108 Resolution 2004/01/04

7. Does the ordinance or regulatory mechanism define penalties for violations? If yes, note maximum penalty, page number and paragraph number.

Yes No Maximum Penalty \$5,000.00/day Page Number 2 Paragraph Number Violation Fee Schedule

8. Does the municipality presently have personnel and procedures in place to detect, identify and eliminate non-stormwater discharges? If yes, describe and indicate percentage of system inspected: Outfalls in the urbanized area have been identified and dry weather screened.

Yes No

9. Does the municipality presently have procedures and personnel in place for enforcement of violations of the illicit discharge ordinance? If yes, describe: The stormwater manager investigates possible violations. If warranted, corrective action is taken.

Yes No

10. Describe how enforcement actions are documented: On a report form which is filed.

11. Has the municipality defined "hot spots" for non-stormwater discharge screening and inspection purposes? If yes, describe and provide a map of illicit discharge screening hot spots: A hot spot SOP has been developed but no hot spots have been identified in the urbanized area.

Yes No

12. Does the municipality presently have procedures in place to receive and consider information and complaints about non-stormwater discharges that are submitted by the public? If yes, provide brief description: responsible departments, personnel, steps followed: The web site solicites public involvement. Any information/complaint is promptly investigated and corrective action initiated if necessary.

Yes No

B. Proposed Activities:

1. List the BMPs that you will implement in the area of Illicit Discharge Detection and Elimination. These should be based on a set of priorities that you have identified in the area of Illicit Discharge Detection and Elimination. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION		
BMP	Name	DESCRIPTION
2A.	Storm system map	Keep the map current
2B.	Complaint tracking	Continue the current complaint tracking procedure
2C.	Analytical monitoring	Sample waters of unavailable parameter streams
2D.		

If you have additional BMPs to list, include in a separate attachment.

2. What specific groups will be targeted, if applicable? The public at large

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION	
PRIMARY CONTACT	POSITION OR TITLE
Vincent Pishner	Stormwater Manager

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 3 - CONSTRUCTION SITE STORMWATER RUNOFF PROGRAM

A. Current Activities

The following is a set of questions on your current Construction Site Stormwater Runoff Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1 of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Do the current ordinances/regulations for the municipal stormwater management program comply with Local, State and Federal public notice requirements? If yes, describe how the public is notified: The public is able to speak at Planning Commission and County Commission meetings. If required by law for certain stormwater actions, they are advertised in the public notice section of the newspaper.

Yes No

2. Do you currently have an erosion prevention and sediment control - or similar - ordinance or regulatory mechanism? If yes, include a copy and reference the paragraph number(s). If No, proceed to the next set of questions below about construction site plans review.

Yes No Page Number Entire Paragraph Number Resolution
document 2003-01-03

3. Does the ordinance or regulatory mechanism require that site operators implement erosion prevention, sediment control, and other construction waste controls for land disturbance activities?

Yes No

4. Does the ordinance/regulatory mechanism require that controls be implemented for any land disturbances greater than or equal to one acre, or less than one acre if part of a large common plan of development or sale that would disturb one acre or more? If yes, note the page number and paragraph number where this is defined.

Yes No Page Number 3 Paragraph Number 104 Resolution
2003-01-03

5. Does the ordinance or regulatory mechanism contain or reference technical standards for erosion and sediment control? If yes, note the page number and paragraph number where this is defined.

Yes No

6. Do those technical standards meet or exceed the current effective Tennessee Construction General Permit (TNR100000) requirements for design storm and special conditions for waterbodies with unavailable parameters or Exceptional Tennessee Waters?

Yes No

7. Do those technical standards require that construction activities maintain temporary water quality riparian buffers during construction?

Yes No

8. Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment construction for construction site runoff?

Yes No

9. Does the technical review process require an erosion prevention and sediment control plan with appropriate BMPs?

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Phase II Municipal Separate Storm Sewer Systems (MS4)

Yes No

10. Does the review process include a requirement for pre-construction meeting between the municipality and site developer, for priority construction sites?

Yes No

11. If there is a review process, provide a brief narrative or a flow chart of the process, describing the process steps, responsible personnel, and criteria used for evaluation of information or plans that are submitted: The EPSC is reviewed by the stormwaer manager and forwarded to the Planning Commission for review and decision.

12. Does the municipality presently have procedures in place for receipt and consideration of information and complaints submitted by the public? If yes, provide a brief narrative of the receipt process and procedures, describing process steps, responsible departments, personnel (by title).

Yes No

13. Does the municipality presently have personnel and procedures in place for construction site runoff inspection?

Yes No

14. Does the program provide for pre-construction meeting and monthly inspection of priority construction activities?

Yes No

15. Does the municipality presently have procedures and personnel in place for enforcement to the maximum extend for violations of construction site requirements?

Yes No

16. Does the municipality use a Stop Work or similar order to enforce compliance with construction site policies and requirements?

Yes No

17. How are enforcement actions documented? On a form which is filed.

18. Have MS4 inspectors who conduct inspections of construction sites received certification under the Tennessee Fundamentals of Erosion Prevention and Sediment Control, Level 1, and construction site plan reviewers a certificate of completion from the Tennessee Erosion Prevention and Sediment Control Design Course, Level 2?

Yes No

B. Proposed Activities:

1. List the BMPs that you will implement in the area of Construction Site Runoff Program. These should be based on a set of priorities that you have identified in the area of Construction Site Runoff Program. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITE RUNOFF PROGRAM		
BMP	Name	DESCRIPTION
3A.	Staff Training	Staff will attend required training
3B.	Update regulations	Resolutions/procedures will be updated as required to fully comply with permit requirements.
3C.	Complaint Tracking	The complaint tracking system will be reviewed and updated if necessary.
3D.		

If you have additional BMPs to list, include in a separate attachment.

2. Describe specific groups that will be targeted, if applicable: The public at large

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR CONSTRUCTION SITE RUNOFF PROGRAM	
PRIMARY CONTACT	POSITION OR TITLE
Vincent Pishner	Stormwater Manager

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 4 PERMANENT STORMWATER MANAGEMENT AT NEW DEVELOPMENT AND REDEVELOPMENT

A. Current Activities:

The following is a set of questions on your current Permanent Stormwater Management in New Development and Redevelopment Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1 of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality currently have in place mechanisms or strategies to address permanent stormwater runoff management from new development or redevelopment projects that result in land disturbance of one acre or more? For example, land use planning requirements, zoning directives, site-based pollutant removal controls; stormwater detention or storage; practices that infiltrate stormwater; vegetative practices.

Yes No

If yes, provide a brief narrative of - and/or references to - the structural and non-structural strategies, describing strategies implemented, Best Management Practices allowed, technical guidance, responsible departments, and personnel (by title): Procedures and regulations are in place that require permanent structures and maintenance of same. The stormwater manager is responsible.

2. Do you currently have an ordinance or regulatory mechanism that addresses permanent stormwater runoff management from new development and redevelopment projects? If yes, reference the page number and paragraph number. If no, proceed to the next section on permanent stormwater management plans review.

Yes No Page Number Entire Paragraph Number Resolution
document 2003/01/03 and 2006/10/06

3. Does the ordinance or regulatory mechanism require controls to treat pollutants in stormwater runoff? If yes, note page number and paragraph number.

Yes No Page Number _____ Paragraph Number _____

4. Does the ordinance or regulatory mechanism require (explicitly or implicitly) that controls be implemented for any new development or redevelopment projects greater than or equal to one acre, including projects less than one acre that are part of a large common plan of development or sale, that discharge into your small MS4? If yes, note page number and paragraph number.

Yes No Page Number 3 Paragraph Number 106 Resolution
2008/04/04

5. Does the ordinance or regulatory mechanism contain or reference technical standards for water quality controls? If yes, note page number and paragraph number.

Yes No Page Number 4-7 Paragraph Number 106-109
Resolution 2003-01-03

6. Does the ordinance or regulatory mechanism clearly define the criteria for submittal -who must submit - of permanent stormwater management design information or plans? If yes, note page number and paragraph number.

Yes No Page Number 7-8 Paragraph Number 109-110
Resolution 2003/01/03

7. Does the ordinance or regulatory mechanism require approval prior to construction of permanent stormwater management controls? If yes, note page number and paragraph number.

Yes No Page Number 8 Paragraph Number 112 Resolution
2003/01/03

8. Does the ordinance or regulatory mechanism require re-submittal of permanent stormwater management design information or plans if site plans change after the initial design has been approved? If yes, note page number and paragraph number.

Yes No Page Number 8 Paragraph Number 111A
Resolution 2003/01/03

9. Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to penalize the owner of permanent stormwater management controls for violations? If yes, note page number and paragraph number.

Yes No Page Number 3 Paragraph Number 129
Resolution 2008-04-04

10. Does the ordinance or regulatory mechanism require that permanent stormwater management controls have adequate and long-term operation and maintenance? If yes, note page number and paragraph number. If no, describe how the MS4 owner/operator maintains permanent stormwater management controls: Resolution requires inspections and maintenance as well as the requirement to keep records.

Yes No Page Number 8 Paragraph Number 114 Resolution
2003/01/03

11. Does the ordinance or regulatory mechanism require establishment and maintenance of water quality riparian buffers in areas of new development and redevelopment?

Yes No

12. Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment with regard to the impact that permanent stormwater runoff will have on receiving streams?

Yes No

If Yes, provide a brief narrative or a flow chart of the review process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted: The EPSC Plan to include permanent facilities is reviewed by the stormwater manager and forwarded to the Planning Commission for review and decision.

B. Proposed Activities:

List the BMPs that you will implement in the area of the Permanent Stormwater Management Plans Review. These should be based on a set of priorities that you have identified in the area of the Permanent Stormwater Management Plans Review. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR PERMANENT STORMWATER PLANS REVIEW		
BMP	Name	DESCRIPTION
4A.	Update regulations	Resolutions/procedures will be updated as necessary to fully comply with permit requirements
4B.	BMP tracking	The BMP tracking procedure will be reviewed and updated if needed
4C.		
4D.		

If you have additional BMPs to list, include in a separate attachment.

Describe the specific groups that will be targeted, if applicable? The public at large

C. Measurable Goals and Implementation Milestones:

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information:

ADMINISTRATIVE INFORMATION FOR PERMANENT STORMWATER MANAGEMENT PLANS REVIEW	
PRIMARY CONTACT	POSITION OR TITLE
Vincent Pishner	Stormwater Manager

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 5 - POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

A. Current Activities:

The following is a set of questions on your current Pollution Prevention/Good Housekeeping for Municipal Operations Program. These questions are intended to highlight minimum program requirements under the MS4 permit. Each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality's current Pollution Prevention/Good Housekeeping program provide annual training for employees responsible for municipal operations at facilities within the jurisdiction of the permittee that handle, generate and/or store materials which constitute a potential pollutant of concern for MS4s? Examples of these materials may include, but are not limited to, lubricants, fuels, sand, gravel, soil, salt, pesticide, fertilizer, garbage, trash, clippings, vehicles, equipment, and other wastes.

Yes No

2. Are training activities documented? If yes, describe training and method of record-keeping: Highway department employees watch stormwater training videos. The Road Superintendent maintains records.

Yes No

3. Has the MS4 owner/operator obtained a Tennessee Multi-Sector General Permit or a no-exposure certification for all qualifying municipal industrial activities? If yes, give permit numbers or attach copies of the No-Exposure Certification form.

Yes No Permit Numbers(s) _____

4. List municipal operations or facilities that have a potential for contaminating stormwater runoff such as the following: streets, roads, highways, municipal parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations, snow disposal areas operated by the MS4, and waste disposal, storage, and transfer stations. If there is more than one facility for a given type of operation; give the number of such facilities. Indicate if an operation and maintenance plan, which includes maintenance activities, schedules and the proper disposal of waste from related structural and non-structural stormwater controls, has been implemented for each facility or operation.

FACILITY OR TYPE OF OPERATION	NUMBER OF FACILITIES	OPERATION AND MAINTENANCE PLAN IMPLEMENTED?
None other than roads and streets are in the urbanized area.		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

Phase II Stormwater Permit Notice of Intent (NOI)
Phase II Municipal Separate Storm Sewer Systems (MS4)

		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

B. Proposed Activities:

List the BMPs that you will implement in the area of the Pollution Prevention and Good Housekeeping Program. These should be based on a set of priorities that you have identified in the area of the Pollution Prevention and Good Housekeeping Program. Provide a short descriptive name to the BMP in the left column and more description in the right column.

In addition to considering industrial-type operations, you must also consider municipal infrastructure, and related maintenance activities, maintenance schedules and long-term inspection procedures for structural controls and the proper disposal of waste from storm sewers/catch basins.

PROPOSED BEST MANAGEMENT PRACTICES FOR POLLUTION PREVENTION AND HOUSEKEEPING		
BMP	Name	DESCRIPTION
5A.	Litter pickup	County probation crews perform litter pickup along county roads
5B.	Training	Highway department employees attend training
5C.		
5D.		

If you have additional BMPs to list, include in a separate attachment.

Provide specific groups that will be targeted, if applicable: None

C. Measurable Goals and Implementation Milestones:

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information:

ADMINISTRATIVE INFORMATION FOR POLLUTION PREVENTION AND HOUSEKEEPING	
PRIMARY CONTACT	POSITION OR TITLE
Vincent Pishner	Stormwater Manager

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Solid waste department	Remove flotables and other litter from roads and ditches
Highway department	Schedules and maintains training and records of training

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

Phase II Stormwater Permit Notice of Intent (NOI)
Phase II Municipal Separate Storm Sewer Systems (MS4)

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ADDENDUM TO SMALL MS4 NPDES PERMIT NOI: BMPs MEASURABLE GOALS AND MILESTONES

The purpose of this addendum is to record the measurable goals for each BMP, and the dates (month and year) by which interim actions are to be accomplished. Space is given for four BMPs for each of the six minimum measures. If necessary, attach additional BMP MEASURABLE GOALS AND MILESTONES as a separate attachment.

Measurable goals are BMP design objectives, or goals that will quantify the progress of implementing the actions or performance of a BMP. They are ways to measure activities or effects of a BMP. For each of the six minimum measures and for each BMP, define the measurable goal you will use to monitor effectiveness of this BMP. The BMPs you list here should match exactly those given in Part V., 1-5 of this NOI. For purposes of this NOI, the Public Education and Outreach and Public Involvement/Participation minimum measures have been combined.

For each BMP, establish milestones for implementation. These tables are set up for once/year milestones. You may change the milestone dates to time frames less than one year.

BEST MANAGEMENT PRACTICES FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION	
BMP 1A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Remove household hazardous waste safely
Milestone Year 1	Advertise program when/if TDEC announces a date(s).
Milestone Year 2	Same as year 1
Milestone Year 3	Same as year 2
Milestone Year 4	Same as year 3
Milestone Year 5	Same as year 4
BMP 1B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Inform the public of the program and of opportunities to participate & report illisits.
Milestone Year 1	Review web site, change as needed
Milestone Year 2	Same as year 1
Milestone Year 3	Same as year 2
Milestone Year 4	Same as year 3
Milestone Year 5	Same as year 4
BMP 1C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Give the public the opportunity to be heard
Milestone Year 1	Continue to encourage public participation
Milestone Year 2	Same as year 1
Milestone Year 3	Same as year 2
Milestone Year 4	Same as year 3
Milestone Year 5	Same as year 4
BMP 1D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	
BEST MANAGEMENT PRACTICES FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION	
BMP 2A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Keep the storm system map current
Milestone Year 1	Review maps and add any newly required information.
Milestone Year 2	Continue program
Milestone Year 3	Continue program
Milestone Year 4	Continue program

Phase II Municipal Separate Storm Sewer Systems (MS4)

Milestone Year 5	Continue program
BMP 2B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Respond to and keep track of all complaints
Milestone Year 1	Review program and revise if needed
Milestone Year 2	Continue program
Milestone Year 3	Continue program
Milestone Year 4	Continue program
Milestone Year 5	Continue program

BMP 2C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Measure impacts to unavailable parameter streams
Milestone Year 1	Sample Smith Creek.
Milestone Year 2	Sample Alexander Creek.
Milestone Year 3	Sample Hurd Creek.
Milestone Year 4	Continue program
Milestone Year 5	Continue program

BMP 2D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITE RUNOFF PROGRAM

BMP 3A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Staff attends required training
Milestone Year 1	Attend any required training as required to meet/exceed permit requirements.
Milestone Year 2	Same as year 1
Milestone Year 3	Same as year 2
Milestone Year 4	Same as year 3
Milestone Year 5	Same as year 4

BMP 3B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Revise resolutions/procedures as needed to fully comply with new permit
Milestone Year 1	Review resolutions/procedures and revise if needed
Milestone Year 2	Complete any revisions
Milestone Year 3	Continue program
Milestone Year 4	Continue program
Milestone Year 5	Continue program

BMP 3C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Respond to and keep track of all complaints
Milestone Year 1	Review program and revise if needed
Milestone Year 2	Continue program
Milestone Year 3	Continue program
Milestone Year 4	Continue program
Milestone Year 5	Continue program

BMP 3D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	

Phase II Municipal Separate Storm Sewer Systems (MS4)

Milestone Year 4	
Milestone Year 5	

BEST MANAGEMENT PRACTICES FOR PERMANENT (POST-CONSTRUCTION) STORMWATER MANAGEMENT PROGRAM

BMP 4A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Update resolutions/procedures to be compliance with new permit requirements
Milestone Year 1	Continue enforcement of 2003 permit requirements pending court decision on appeals of the 2016 permit requirements.
Milestone Year 2	Begin review and rewrite based on revised TDEC guidance, if any, following court decision on appeals
Milestone Year 3	Continue review and rewrite--finish before time expires
Milestone Year 4	If not completed, finish review/rewrite and begin implementation
Milestone Year 5	Continue implementation

BMP 4B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Keep track of permanent BMPs
Milestone Year 1	Review program and update if needed
Milestone Year 2	Continue program
Milestone Year 3	Continue program
Milestone Year 4	Continue program
Milestone Year 5	Continue program

BMP 4C	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

BMP 4D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

BEST MANAGEMENT PRACTICES FOR MUNICIPAL POLLUTION PREVENTION AND GOOD HOUSEKEEPING

BMP 5A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Keep pollutants and floatables out of waterways by picking up litter from roads and ditches
Milestone Year 1	Continue present program
Milestone Year 2	Continue present program
Milestone Year 3	Continue present program
Milestone Year 4	Continue present program
Milestone Year 5	Continue present program

BMP 5B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Train employees
Milestone Year 1	Employees who work in the urbanized area attend training
Milestone Year 2	Continue program
Milestone Year 3	Continue program
Milestone Year 4	Continue program

Phase II Municipal Separate Storm Sewer Systems (MS4)

Milestone Year 5	Continue program
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BMP 5C	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

BMP 5D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

ADDENDUM TO NOI

Part IIC. The items checked are not in the unincorporated urbanized area of Hawkins County.

STORMWATER MANAGEMENT PLAN (SWMP) FOR HAWKINS COUNTY' URBANIZED AREAS

The MS4 stormwater(sw) permit of 2016 requires documentation of all the elements of the sw program in a SWMP. The permit also specifies minimum information which must be included in the SWMP. Accordingly, this SWMP is designed around those requirements.

Table of Contents:

- Section I. BMPs for each of the minimum control measures described in the permit
- Section II. Measurable goals for each of the above BMPs
- Section III. Person responsible
- Section IV. Inspection Program
- Section V. Monitoring Programs
- Section VI. Review

SECTION I: BMPs FOR EACH OF THE MINIMUM CONTROL MEASURES DESCRIBED IN THE PERMIT

These will be as described in the NOI which will be submitted in February 2017, extract attached.

SECTION II: MEASURABLE GOALS FOR EACH OF THE ABOVE BMPs

These will also be as described in the NOI

SECTION III; The person responsible for implementing the SWMP:

The Stormwater Manager, at this writing: Vince Pishner

SECTION IV: INSPECTION PROGRAM

Document inspections conducted to include corrective action and civil penalties, if any, for all of the following types of inspections:

PRIORITY CONSTRUCTION SITES: At least monthly, inspect all control measures installed for proper maintenance and operation.

OTHER CONSTRUCTION SITES:

On level/near level grade: Periodically, check that control measures are working until 75% stabilized then check only when problems with mud/silt/pollutants/other debris in street/stream.

On steeper grade: Periodically, at least quarterly, check that control measure are working until 75% stabilized then check as on level/near level grade unless problems with silt/pollutants on streets and/or in streams.

Problems with silt/pollutants on streets and/or in streams: Check more frequently but at least after every major storm event and then require appropriate corrective action, if needed.

ILLICITS FOUND OR REPORTED:

Within 7 workdays, initiate an investigation and determine whether or not further action is needed. If further action is warranted, identify who, what, where and get corrected ASAP. Follow up at least monthly until resolved. Document action taken, corrective action, and civil penalties, if any.

SECTION V MONITORING PROGRAM

E-Coli Testing: Portions of Smith, Hord and Alexander Creeks are on the 303d list as being impaired due to excessive e-coli levels. Smith and Alexander Creeks were tested last cycle and were both clear streams with minnows. Only one finger of Alexander Creek shown on the map viewer was tested. The other two fingers are wet weather conveyances.

The tests for Smith Creek indicated a significant increase in the e-coli levels while the creek was in the urbanized area for a short distance—approximately 1/3 mile. This indicates something is going on in this short distance which has a major impact on the e-coli level. Accordingly, this cycle we will increase vigilance for this segment. Dry weather monitoring will occur during the winter months while vegetation is dead to determine if additional outfalls are present specifically looking for failing septic signs. We will also more closely observe stream conditions up and down stream of identified outfalls. If the next round of test results warrant, additional BMPs may be necessary.

Conversely, five of the six tests for Alexander Creek showed a decrease in e-coli levels from where the stream entered the urbanized area to where it leaves the urbanized area. Accordingly, normal protocols will be followed on this stream segment.

Hord Creek was not tested last cycle because MS4 activity was not listed as a cause of the impairment. The new permit does not make this distinction. All listed streams in the urbanized area must be tested.

Accordingly, Smith and Alexander Creeks will be sampled again this cycle and the results compared to the previous results. Hord Creek will also be sampled. For all three, we will obtain a sample near where the stream enters and leaves the urbanized area. The sampling results will be compared to determine the impacts (if any) of the stream traveling through the MS4 areas.

Analytical and non-analytical monitoring of Smith Creek will be conducted in 2017. The monitoring of Alexander Creek will be conducted in 2018. Hord Creek monitoring will be conducted in 2019.

SECTION VI

REVIEW

This plan will be reviewed annually in conjunction with preparation of the annual report to TDEC and more often if needed.

Encl
BMPs & Milestones extracted from the NOI

PUBLIC INVOLVEMENT AND EDUCATION PLAN

PURPOSE: To develop a plan/procedure to attract/permit more public involvement in the stormwater program

DISCUSSION:

- a. The MS4 stormwater permit of 2016 requires continued development of a public involvement and education plan (PIE).
- b. TDEC continues to emphasize the need for greater public involvement (including residential, commercial and industrial entities) in the stormwater program.
- c. The County' program to date has been to include stormwater information on the web site, and at public meetings of the Planning Commission and County Commission at which the public can participate and in newspaper announcements..
- d. The County' web site emphasizes public input being welcome. We have received no response and have not in the several years the County has been a MS4 and had stormwater information on the web site.
- e. The streams within the urbanized area are for the most part bordered by private land. Three of the streams are on the 303d list; however, the pollutant of concern is e-coli. Agriculture and failing septic's are the most likely causes of e-coli pollutants. Permits for septic's are under the purview of TDEC and we have no control of agriculture uses. Accordingly, the county' ability to bring about a reduction in the levels of e-coli is minimal at best.

THE PLAN:

1. As discussed above, the impaired streams within the urbanized areas are due to high level of e-coli in streams over which the county has minimal control. Accordingly, we should not have to dictate the ways the public participates or is involved. Instead, we should continue to provide a forum and a structure by which the public is encouraged to participate. We can do this by:
 - a. Continue the present program, additionally,
 - b. Continue required stream monitoring, compare results to previous samples and make the TDEC septic and state agricultural agents aware of the need for help in lowering the levels of e-coli.
 - c. Respond to any public questions/comments in as positive a way as possible. Try to get the individual(s) involved.
 - d. Periodically, review the EPA and TNSA web sites for BMPs or other information which may be pertinent and download same, if any. Share with the public.
 - f. As dictated by the 2016 MS4 Permit, we will include web based educational campaigns which target the following issues:
 - (1) General public awareness of the impacts on water quality from general/housekeeping/maintenance activities;

- (2) Home owner associations and other operators of permanent BMPs awareness of the importance of maintenance activities;
- (3) Local engineering and development community awareness of the stormwater resolutions, regulations, and guidance materials related to long-term water quality impacts and to construction phase water quality impacts;
- (4) General public and professional chemical applicators awareness on the proper storage, use, and disposal of pesticides, herbicides, and fertilizers use;
- (5) General public and related commercial and professional stakeholder awareness on the proper storage, use and disposal of oil and other automotive-related fields;
- (6) General public and county employees on the awareness of identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills and the like; and
- (7) County employee awareness of water quality impacts from daily operations.

2. Additionally, we will download brochures or similar items (if any on pertinent subjects can be found) to advise the public and those categories identified in paragraph 1f, above of possible water quality impacts of ordinary actions.

3. We will also review this plan at least annually as we prepare the annual stormwater report and change if needed.

Vince Pishner
Stormwater Manager

RESOLUTION

No. 2017/01/06

To the HONORABLE MELVILLE BAILEY, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23rd day of January, 2017.

RESOLUTION IN REF: INCREASE THE WHEEL TAX FROM \$27 TO \$67, AN INCREASE OF \$40, WITH THE INCREASE GOING TO GENERAL FUND

WHEREAS, the last wheel tax increase was in September of 2000; and

WHEREAS, the discussion in several different meetings of committees and the commission, has been to increase the wheel tax again. In discussions, it has been said that the General Fund budget will be in a short fall deficit with the FY 2017-18 budget if a new form of revenue is not implemented to build a fund balance.

WHEREAS, an increase of Forty Dollars (\$40.00), with the total increase going to General Fund, is being recommended. Implementation and collection of such will begin April 1, 2017 and end March, 2018, or will begin 30 days following the second reading of this resolution, giving the public ample notice.

THEREFORE, BE IT RESOLVED that the wheel tax on all motor-driven vehicles (including motorcycle and motor-driven bicycles & scooters) in Hawkins County be increased by the sum of Forty Dollars (\$40.00) per vehicle and that 100% of the increase be paid to the General Fund, making the total wheel tax Sixty-Seven Dollars (\$67.00) for a period of one year beginning April 1, 2017 and ending March 31, 2018

FURTHER, BE IT RESOLVED that this should provide a new source of revenue until the full commission has ample time to address the budget.

First Reading

Introduced By Esq. Rick Brewer

Seconded By Esq. _____

Date Submitted 01/09/2017

County Clerk Nancy L. Davis

By: _____

Chairman Melville Bailey

ACTION: AYE NAY PASSED
Roll Call _____
Voice Vote _____
Absent _____
COMMITTEE ACTION

TO THE HONORABLE MELVILLE BAILEY, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 23RD DAY OF JANUARY, 2017.

RESOLUTION IN REFERENCE: BUDGET AMENDMENT - GENERAL FUND

The following budget amendments are being requested as listed below:

Account Number	Description	Current Budget	Increase	Decrease	Amended Budget
	OTHER PUBLIC HEALTH & WELFARE (Tobacco Settlement Funds fm State)				
	Increase Expenditures		Increase		
55900-399	Other Contracted Services	960.00	960.00		1,920.00
55900-499	Other Supplies and Materials	25,692.00	4,040.00		29,732.00
	Decrease Expenditures			Decrease	
55900-799	Other Capital Outlay	10,000.00		(5,000.00)	5,000.00
	Sub-total Expenditures	\$ 36,652.00	\$ 5,000.00	\$ (5,000.00)	\$ 36,652.00
The above increases for Other Contracted Services are needed to pay for technical assistance for the Baby & Me program for the firsthalf of the next fiscal year. The increases needed in Other Supplies & Materials are needed for the Tar Wars & the Baby & Me program. There are no plans at this time to utilize the funds budgeted for Other Capital Outlay. Therefore, we are transferring funds within the budget to these line items. These are grant funds from the Tobacco Settlement & involve no county funds.					
	Property Assessor	Current Budget			Amended Budget
	Increase Expenditures		Increase		
52300-399	Other Contracted Services	25,000.00	8,000.00		33,000.00
	Decrease Expenditures			Decrease	
52300-307	Communication	8,500.00		(1,500.00)	7,000.00
52300-317	Data Processing Services	25,500.00		(2,000.00)	23,500.00
52300-355	Travel	4,000.00		(1,000.00)	3,000.00
52300-425	Gasoline	8,000.00		(3,000.00)	5,000.00
52300-435	Office Supplies	5,500.00		(500.00)	5,000.00
	Sub-total Expenditures	\$ 76,500.00	\$ 8,000.00	\$ (8,000.00)	\$ 76,500.00
Budget amendment needed to establish a county-wide mapping system. Moving monies within the Property Assessor budget & not asking for any additional county money.					
		Current Budget	Increase	Decrease	Amended Budget
	Page Totals- Expenditures	\$ 113,152.00	\$ 13,000.00	\$ (13,000.00)	\$ 113,152.00
	Page Totals- Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

INTRODUCED BY: Stacy Vaughn

ESTIMATED COST _____

SECONDED BY: _____

PAID FROM _____ FUND _____

ACTION: AYE NAY

DATE SUBMITTED 01-09-2017

ROLL CALL _____

COUNTY CLERK: NANCY A. DAVIS

VOICE VOTE _____

BY: Nancy A. Davis

ABSENT _____

APPROVED _____ DISAPPROVED _____

COMMITTEE ACTION: _____

CHAIRMAN:

Melville Bailey
MELVILLE BAILEY

**Budget Amendment: General Fund
County Commission Meeting
Date: January 23, 2017**

Account Number	Description				
	COUNTY BUILDINGS	Current Budget			Amended Budget
	Increase Expenditures & Fund Balance		Increase	Decrease	
39000	Undesignated Fund Balance	806,744.00	82,956.00		889,700.00
	Decrease Expenditures				
51800-167	Maintenance Personnel	44,742.00		(20,742.00)	24,000.00
51800-169	Part-Time Personnel	8,200.00		(8,200.00)	0.00
51800-201	Social Security	10,421.00		(2,214.00)	8,207.00
51800-204	State Retirement	12,978.00		(1,800.00)	11,178.00
51800-799	Other Capital Outlay (Kenner House Grant Match)	50,000.00		(50,000.00)	0.00
	Sub-total Expenditures & Fund Balance	\$ 933,085.00	\$ 82,956.00	\$ (82,956.00)	\$ 933,085.00
	These reductions were recommended by the Budget Committee at the 1/6/17 Budget Committee Workshop.				
	County Buildings is able to reduce a full-time & a part-time position budgeted due to assistance from the Sheriff's Inmate Work Program. The committee also recommends taking out the \$50,000 budgeted for the Preservation of Historic Bldgs (Kenner House) grant match due to the fact that this will be funded through private donations if the grant is awarded.				
		Current Budget	Increase	Decrease	Amended Budget
	Page Totals- Expenditures & Fund Balance	\$ 933,085.00	\$ 82,956.00	\$ (82,956.00)	\$ 933,085.00
	Page Totals- Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Memo from Budget Committee regarding Commissioner Brewer's Proposed Budget Reduction

The Budget Committee reviewed Commissioner Brewer's Proposed Budget Reduction at the 1/6/17 Budget Committee Workshop. After much discussion and input from elected officials and department heads, the Committee chose to prepare a budget amendment reduction for the County Buildings budget only. This reduction reflects taking out a vacant full-time and a vacant part-time position due to the assistance from the Sheriff's Inmate Work Program, as well as the budgeted Preservation of Historic Buildings (Kenner House) grant match due to the fact that this grant match will be funded through private donations if the grant is awarded.

At this time, the Committee is not recommending additional budget reductions; however, the Committee believes that, barring unforeseen circumstances, an estimated **\$310,956** will be returned to the General Fund at the end of the fiscal year. This amount is an estimated **\$228,000** in unspent appropriations from county offices plus **\$82,956** from the County Buildings budget. This amount could come in higher or lower based on the needs of the county. The Budget Committee chose to let these funds return back to the General Fund at the end of the fiscal year, rather than cut the office holders various budgets mid-year, after the original budget has been approved.

RESOLUTION NO. 2017 01 1 08

TO THE HONORABLE MELVILLE E. BAILEY, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 23rd DAY OF JANUARY 2017.

RESOLUTION IN REF: GENERAL PURPOSE SCHOOL FUND BUDGET AMENDMENT

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the General Purpose School Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, January 23, 2017, go on record as passing this resolution.

Introduced by Esq. Stacy Vaughan

Estimated Cost: _____

Seconded by Esq. _____

Paid From _____ Fund

ACTION: Aye Nay

Date Submitted Jan. 6, 2017

Roll Call _____ _____

County Clerk: Nancy A. Davis

Voice Vote _____ _____

By: Nancy A. Davis

Absent _____ _____

COMMITTEE ACTION:

APPROVED

DISAPPROVED

CHAIRMAN: Melville E. Bailey

FUND: 141 GENERAL PURPOSE SCHOOL FUND
 AMENDMENT NUMBER: 4
 DATE: January 23, 2017

ORIGINAL BUDGET AMOUNT	53,977,221.00
PREVIOUS AMENDMENTS	<u>140,549.18</u>
TOTAL	54,117,770.18
REQUESTED AMENDMENT	<u>152,262.00</u>
TOTAL	<u>54,270,032.18</u>

Desc Code	ACCOUNT NO	DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
		EXPENDITURES				
		72130 OTHER STUDENT SUPPORT				
1	72130-499-FRC	Other Supplies and Materials	4,980.00	262.00		5,242.00
2	39000	Unassigned Fund Balance	9,586,244.50	152,000.00		9,738,244.50
		Subtotal	9,591,224.50	152,262.00	-	9,743,486.50
		REVENUES				
1	44570-FRC	Contributions & Gifts	1,480.00	262.00	-	1,742.00
2	46511	Basic Education Program	36,790,000.00	152,000.00	-	36,942,000.00
		Total	36,791,480.00	152,262.00	-	36,943,742.00
		TOTAL EXPENDITURES	9,586,244.50	152,000.00	-	9,738,244.50
		TOTAL REVENUES	36,791,480.00	152,262.00	-	36,943,742.00
		This budget amendment is to budget for the following:				
1	To budget donations received for Superintendent Appreciation.					
2	To budget the additional BEP funds relating to the health insurance increases.					

RESOLUTION NO. 20171 01 1 09

TO THE HONORABLE MELVILLE E. BAILEY, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 23rd DAY OF JANUARY 2017.

RESOLUTION IN REF: FEDERAL PROJECTS FUND BUDGET AMENDMENT

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the Federal Projects Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, January 23, 2017, go on record as passing this resolution.

Introduced by Esq. Stacy Vaughan

Estimated Cost: _____

Seconded by Esq. _____

Paid From _____ Fund

ACTION: Aye Nay

Date Submitted Jan 6, 2017

Roll Call _____ _____

County Clerk: Nancy A. Davis

Voice Vote _____ _____

By: Nancy A. Davis

Absent _____ _____

COMMITTEE ACTION:

APPROVED

DISAPPROVED

CHAIRMAN: Melville E. Bailey

FUND: 142 FEDERAL PROJECTS FUND
 AMENDMENT NUMBER: 3
 DATE: January 23, 2017

ORIGINAL BUDGET	4,438,822.51
PREVIOUS AMENDMENTS	2,325,745.77
TOTAL	6,764,568.28
REQUESTED AMENDMENT	-
TOTAL	6,764,568.28

ACCOUNT NO	DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
	EXPENDITURES				
	71100 REGULAR INSTRUCTION PROGRAM				
71100-116	Teachers	168,491.00			168,491.00
71100-163	Educational Assistants	375,544.00			375,544.00
71100-189	Other Salaries & Wages	169,550.00	127.00	100,540.00	69,137.00
71100-195	Certified Substitute Teachers	8,000.00			8,000.00
71100-198	Non-certified Substitute Teachers	12,000.00			12,000.00
71100-201	Social Security	46,062.00	8.00	6,233.48	39,836.52
71100-204	State Retirement	62,762.50	12.00	9,100.52	53,673.98
71100-206	Life Insurance	4,992.00	418.00		5,410.00
71100-207	Medical Insurance	311,382.00	500.00		311,882.00
71100-210	Unemployment Compensation	1,220.00			1,220.00
71100-212	Employer Medicare	12,111.50		1,873.83	10,237.67
71100-311	Contracts with Other School Systems	478,604.00		448,869.00	29,735.00
71100-336	Maintenance & Repair - Equipment	5,045.00		500.00	4,545.00
71100-399	Other Contracted Services	222,500.00		209,500.00	13,000.00
71100-429	Instructional Supplies & Materials	469,229.69		158,051.08	311,178.61
71100-499	Other Supplies & Materials	69,891.50	758.79		70,650.29
71100-599	Other Charges	2,000.00			2,000.00
71100-722	Regular Instruction Equipment	498,897.25	3,565.09	59,554.00	442,908.34
	Subtotal	2,918,282.44	5,388.88	994,221.91	1,929,449.41
	72130 OTHER STUDENT SUPPORT				
72130-189	Other Salaries & Wages	211,168.00		25,137.00	186,031.00
72130-201	Social Security	11,306.00		9.00	11,297.00
72130-204	State Retirement	16,692.00			16,692.00
72130-206	Life Insurance	648.00			648.00
72130-207	Medical Insurance	28,859.00			28,859.00
72130-210	Unemployment Compensation	180.00			180.00
72130-212	Employer Medicare	3,498.00		429.49	3,068.51
72130-355	Travel	15,000.00			15,000.00
72130-499	Other Supplies & Materials	12,000.00			12,000.00
72130-524	In-Service/Staff Development	10,000.00			10,000.00
72130-599	Other Charges	122,048.35	3,155.00		125,203.35
72130-790	Other Charges	8,000.00			8,000.00
	Subtotal	439,399.35	3,155.00	25,575.49	416,978.86

	72210 REGULAR INSTRUCTION - SUPPORT				
72210-105	Supervisor/Director	73,549.00			73,549.00
72210-161	Secretary(s)	27,500.00			27,500.00
72210-162	Clerical Personnel	11,000.00			11,000.00
72210-189	Other Salaries & Wages	69,940.00	130,540.00		200,480.00
72210-201	Social Security	11,384.00	6,233.48		17,617.48
72210-204	State Retirement	16,660.00	9,100.52		25,760.52
72210-206	Life Insurance	432.00			432.00
72210-207	Medical Insurance	33,000.00			33,000.00
72210-210	Unemployment Compensation	120.00	-		120.00
72210-212	Employer Medicare	2,912.00	1,957.83		4,869.83
72210-336	Maintenance & Repair - Equipment	8,000.00			8,000.00
72210-355	Travel	14,000.00			14,000.00
72210-399	Other Contracted Services	10,000.00	658,369.00		668,369.00
72210-432	Library Books/Media	5,626.00	0.60		5,626.60
72210-499	Other Supplies & Materials	23,739.22	213,472.00	0.22	237,211.00
72210-524	In Service/Staff Development	124,252.50		8,419.69	115,832.81
72210-790	Other Equipment	8,000.00			8,000.00
	Subtotal	440,114.72	1,019,673.43	8,419.91	1,451,368.24
	72710 TRANSPORTATION - SUPPORT				
72710-313	Contracts with Parents	5,000.00			5,000.00
	Subtotal	5,000.00	-	-	5,000.00
	Total Expenditures	3,802,796.51	1,028,217.31	1,028,217.31	3,802,796.51
	This budget amendment is to budget for the following:				
Title I	To reallocate certain accounts due to the schools moving monies in their accounts at the school level.				
MSP FY15	To reallocate funds as per the State Director of Monitoring for the MSP Grants.				
MSP FY16	To reallocate funds as per the State Director of Monitoring for the MSP Grants.				
MSP FY17	To reallocate funds as per the State Director of Monitoring for the MSP Grants.				

TO THE HONORABLE MELVILLE BAILEY, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 23RD DAY OF JANUARY, 2017

RESOLUTION IN REFERENCE: HAWKINS COUNTY BOARD OF EDUCATION BUDGET PREPARATION SCHEDULE

WHEREAS, the State of Tennessee Public Chapter No. 1080 was approved May 20, 2016, and states in Section 1. (c) If the county legislative body adopts a timeline and budgetary procedures for the county or if the county operates pursuant to a private act that establishes a timeline, then the proposed budgets described in subsection (a) shall be filed in accordance with that timeline; provided however, the timeline for the budget of the local education agency (LEA) shall be established by the county legislative body with the concurrence of the county board of education, and

WHEREAS, the attached proposed Budget Preparation Schedule was presented to the Budget Committee on November 21, 2016 and to the Education Committee on December 1, 2016, and both committees recommend that the proposed budget preparation schedule be adopted (see the attached minutes of each meeting),

NOW THEREFORE BE IT RESOLVED THAT the attached Hawkins County Board of Education Budget Preparation Schedule be adopted beginning with the 2017-2018 fiscal year budget.

INTRODUCED BY: Charlie Newton, Chairman
Education Committee

SECONDED BY: _____

DATE SUBMITTED: Jan. 6, 2017

COUNTY CLERK: Nancy A. Davis
 Nancy A. Davis

CHAIRMAN: Melville Bailey

ACTION: AYE NAY PASSED

ROLL CALL _____

VOICE VOTE _____

ABSENT _____

COMMITTEE ACTION: _____

HAWKINS COUNTY BOARD OF EDUCATION BUDGET PREPARATION SCHEDULE

- Hold first Preliminary Budget meeting before April 1st.
- Present First Draft of the Budget to the Board before May 30th.
- Present proposed Final Draft Budget to the Board by the fourth Monday in June with the understanding that there could be adjustments once the final July BEP allocation is received from the State.
- School Board will vote on Final Recommended Budget proposal at the regularly scheduled July Board meeting.
- Present Board Approved Budget to the Education and Budget Committees at the regularly scheduled July Budget Committee Meeting (3rd Monday) with the understanding there could be adjustments once the final BEP allocation is received from the State and once the Total Assessed Value is shared by the County Property Assessor and the state recommended certified tax rate (in reappraisal years) has been communicated by the County Mayor's office.
- Submit the 3 column format Budget Resolution to the County Clerk by the 2nd Monday in August for consideration at the regular August County Commission Meeting.

MINUTES

HAWKINS COUNTY

BUDGET COMMITTEE

November 21, 2016
1:30 p.m.
Administration Building

MEMBERS PRESENT: Shane Bailey, Jeff Barrett, Eugene Christian, Linda Kimbro, Bob Palmer and Stacy Vaughan

MEMBERS ABSENT: Glenda Davis

OTHERS PRESENT: County Mayor Melville Bailey, Nicole Buchanan and Alana Roberts, County Mayor staff; County Clerk Nancy Davis; Director of Schools Steve Starnes and Melissa Farmer, BOE; Blake Ramsey, UT Extension/Agriculture Extension; Veteran's Service Officer Danny Breeding; Health Department Director Susan Venable; Bill Jones, Rogersville Review.

CALL TO ORDER:

Chairman Shane Bailey called the meeting to order at 1:34 p.m. After roll call it was noted that six (6) members were present and one (1) member was absent representing the appropriate number of members for a quorum.

APPROVAL OF CONSENTED AGENDA FOR NOVEMBER 21, 2016

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Christian to approve the Consented Agenda for November 21, 2016. Motion passed unanimously.

APPROVAL OF BUDGET COMMITTEE MINUTES

- October 16, 2016 – Regular Monthly Meeting
- October 25, 2016 – Special Called Workshop

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Palmer to approve the Budget Committee minutes for October 16, 2016 and October 25, 2016. Motion passed unanimously.

BOARD OF EDUCATION FY 2017-20189 BUDGET PREPARATION SCHEDULE

Director of Schools Steve Starnes advised the committee that Public Chapter No. 1080 sets out a timeline and budgetary procedures for the county. Starnes provided the committee with a proposed BOE Budget Preparation Schedule as follows:

- Hold the first preliminary budget meeting before April 1, 2017
- Present first draft of the budget to the Board of Education before May 30, 2017
- Present proposed final draft budget to the Board of Education by the fourth Monday in June with the understanding that there could be adjustments once the final July BEP allocation is received from the State.
- Board of Education will vote on final recommended budget proposal at the regularly scheduled July BOE meeting.
- Present board approved budget to the Education and Budget Committees at the regularly scheduled July Budget Committee meeting (3rd Monday) with the understanding there could be adjustments once the final BEP allocation is received from the State and once the total assessed value is shared by the County Property Assessor and the State recommended certified tax rate (in reappraisal years) has been communicated by the County Mayor's office.
- Submit the 3-column format Budget Resolution to the County Clerk by the 2nd Monday in August for consideration at the regular August County Commission meeting.

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Christian to recommend the BOE Budget Preparation Schedule as presented. Motion passed unanimously.

REVIEW GENERAL FUND CASH FLOW WORKSHEET

Director of Accounts and Budgets Nicole Buchanan reported that due to concerns by the Comptroller's office that the county may be facing future challenges, the Comptroller now requires that a monthly cash report be provided to the County Commission on a monthly basis. Buchanan provided the committee with a Cash Flow Statement for the General Fund for the fiscal years 2014-2015, 2015-2016 and 2016-2017 through October 31, 2016. This statement reflects the cash inflows and cash outflows. The report reflects a negative ending balance as of June 30, 2016 of \$2,094,691. The ending balance as of October 31, 2016 is \$1,439,028 and includes one large property tax payment. Historically, February is the largest month for tax collections. She reminded the committee that the cash will be some higher this year due to the cents that were transferred from Education Debt Service.

REVIEW EMPLOYEE HEALTH INSURANCE EXPENSE

Director of Accounts and Budgets Nicole Buchanan provided the committee with a report showing the employee health insurance history that included a comparison of the amount budgeted vs the actual expenditure for each office for the FY 2013-2014, FY 2014-2015, FY 2015-2016 and the amount budgeted for FY 2016-2017. The report includes General Fund, Solid Waste Fund and Highway Fund. This report was produced to show the actual expenditures and to inform the committee that employee health insurance is not budget neutral.

The employee health insurance was provided by the State pool in FY 2013-2014. Beginning FY 2014-2015 the insurance provider changed to Michael Trout Insurance. The employee contribution to the premium is 28.86% for employee, employee plus spouse, and employee plus children and the county's contribution is 71.14%. The employee contribution to the premium for employee plus family is 28.85% and the county's contribution is 71.15%.

In FY 2016-2017 the HRA also changed from \$700 for employee and \$1400 for employee plus spouse, employee plus children and employee plus family to \$700 for all tiers. Due to the employee health insurance plan being more attractive, more lives are now being insured as spouse and children enroll in the plan.

The budgeted amount is based on who was enrolled in the plan at the time the budget was being developed. The actual expenditure can change during the year as qualifying conditions allow for additional enrollees.

RESOLUTIONS

Resolution 2016-11-02: Increase the Wheel Tax from \$27 to \$_____, an increase of \$_____, with the increase going to General Fund

A general discussion took place regarding an increase to the Wheel Tax, and that the increase would be designated entirely for the General Fund. An increase to the existing wheel tax requires a 2/3 vote at two (2) consecutive meetings of the county legislative body. If approved, the State advises that it would be March before they would begin to send out registration notices with the increased wheel tax. The State also advised that, with adequate advertising to make the public aware, collection of the additional wheel tax could begin as early as January 2017. It would be FY 2017-2018 before the county would realize a full year's collection of the additional wheel tax amount.

A \$20 wheel tax increase was discussed, however, \$20 still leaves a deficit balance at the end of FY 2016-2017. County Clerk Nancy Davis noted that historically the largest wheel tax collections occur in the months of February, March, April, May and June.

Other sources of revenue were discussed as well as contributions.

After a lengthy discussion regarding an amount the committee would recommend for an increased wheel tax, a MOTION was made by Commissioner Barrett and seconded by Commissioner Palmer to recommend Resolution 2016-11-02 as written and without a recommendation for a dollar amount. Motion passed unanimously.

Resolution 2016-11-03: Drug Control Fund – Budget Amendment

DRUG ENFORCEMENT

A \$65,104 increase is needed in Refunds 54150-509 and a \$65,104 decrease is needed in Drug Fund Undesignated Fund Balance 39000. This budget amendment is necessary to remit seized funds to the trust account of the attorney of a designated case. These funds were seized in the prior fiscal year, therefore the funds are sitting in the Drug Fund Undesignated Fund Balance.

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Christian to recommend Resolution 2016-11-03 to County Commission. Motion passed unanimously.

Resolution 2016-11-04: General Fund – Budget Amendment

AGRICULTURE EXTENSION SERVICE

An \$8,197 increase is needed in Salary Supplements 57100-140, and a \$1,000 decrease is needed in Other Charges 57100-599, \$3,000 decrease in Other Equipment 57100-790 and \$4,197 decrease in Undesignated Fund Balance 39000. The fiscal department from the University of Tennessee accidentally left off \$8,197 of benefits for two new employees to fill existing positions. This amount was listed in the wrong line item in their records. This mistake was discovered after the county's budget

was approved. The additional amount represents the 35% cost share for Hawkins County. This money will need to be appropriated from Undesignated Fund Balance. The decreases in Other Charges and Other Equipment from the Agriculture Extension budget will make up the remaining \$4,000 that is needed in Salary Supplements to fund Hawkins County's 35% share.

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Christian to recommend Resolution 2016-11-04 to County Commission. Motion passed unanimously.

RESOLUTION 2016-11-05: General Purpose School Fund – Budget Amendment

REGULAR INSTRUCTION

A \$5,000 increase is needed in Instructional Supplies & Materials 71100-429-READ to budget a Read to Be Ready Coaching Network grant.

OTHER STUDENT SUPPORT

A \$380 increase is needed in Other Supplies & Materials 72130-499-FRC to budget a donation received from First United Methodist Church of Church Hill for the Family Resource Center.

REVENUES

A \$380 increase is needed in Contributions and Gifts 44570-FRC to budget a donation received from First United Methodist Church of Church Hill for the Family Resource Center, and a \$5,000 increase is needed in Other State Grants 46590-READ to budget a Read to Be Ready Coaching Network grant.

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Christian to recommend Resolution 2016-11-05 to County Commission. Motion passed unanimously.

Resolution 2016-11-06: Federal Projects Fund – Budget Amendment

REGULAR INSTRUCTION PROGRAM

A \$7,528 increase is needed in Educational Assistants 71100-163, \$113,000 in Other Salaries & Wages 71100-189, \$7,006 in Social Security 71100-201, \$10,226.50 in State Retirement 71100-204, \$1,638 in Employer Medicare 71100-212, \$478,604 in Contracts with Other School Systems 71100-311, \$4,045 in Maintenance & Repair – Equipment, \$222,500 in Other Contracted Services, \$193,995.43 in Instructional Supplies & Materials 71100-429, \$37,252.50 in Other Supplies & Materials 71100-499, and \$381,358.25 in Regular Instruction Equipment 71100-722.

A \$1,509 decrease is needed in Teachers 71100-116, \$21,850.01 in Other Salaries & Wages 71100-189, A \$5,436 decrease is needed in Social Security 71100-201, a \$3,824 decrease is needed in State Retirement 71100-204, a \$472 decrease is needed in Life Insurance 71100-206, a \$56,790.28 decrease is needed in Medical Insurance 71100-207, a \$140 decrease is needed in Unemployment Compensation 71100-210, a \$1,016 decrease is needed in Employer Medicare 71100-212, a \$280,551.31 decrease is needed in Instructional Supplies & Materials 71100-429, a \$0.90 decrease is needed in Other Supplies & Materials 71100-499, and a \$3,275 decrease is needed in Regular Instruction Equipment 71100-722.

VOCATIONAL EDUCATION PROGRAM

A \$12,000 increase is needed in Other Supplies & Materials 71300-499.

OTHER STUDENT SUPPORT

A \$387 increase is needed in Social Security 72130-201, \$511 in State Retirement 72130-204, \$88 in Employer Medicare 72130-212, \$1,000 in Travel 72130-355, \$5,000 in Other Contracted Services 72130-399, \$1,000 in In-Service/Staff Development 72130-524, and \$45,554.35 in Other Charges 72130-599.

A \$9,207 decrease is needed in Other Salaries & Wages 72130-189.

REGULAR INSTRUCTION – SUPPORT

An \$11,000 increase is needed in Clerical Personnel 72210-162, \$682 in Social Security 72210-201, \$995 in State Retirement 72210-204, \$150 in Employer Medicare 72210-212, \$6,000 in Travel 72210-355, \$1,626 in Library Books/Media 72210-432, and \$3,199.47 in In-Service/Staff Development 72210-524.

A \$38,000.50 decrease is needed in In-service/Staff Development 72210-524.

VOCATIONAL EDUCATION PROGRAM

A \$1,500 increase is needed in In-service/Staff Development 72230-524, and a \$1,500 decrease is needed in Travel 72230-355.

REVENUE

A \$19,000 increase is needed in Vocational Education Basic Grants 47131 and a \$1,105,284 increase is needed in Other Federal Through State 47590.

This budget amendment is to budget for the following:

- Title I – 101 = To reallocate funds due to the schools moving monies in their accounts at the school level
- Title I – 104 = To reallocate funds to spend the remainder of the Title I Distinguished School Grant
- MSP FY 15 = To make appropriations for reallocated funds from the FY15 Math and Science Partnership Grant
- MSP FY 16 = To make appropriations for the FY16 Math and Science Partnership Grant carryover from 2015-2016
- MSP FY 17 = To make appropriations for the FY17 Math and Science Partnership Grant
- Perkins Basic = To reallocate funds to keep in district and out of district travel separate as per State requirements
- Perkins Reserve = To make appropriations for the 2016-17 CTE Perkins Reserve Grant

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Palmer to recommend Resolution 2016-11-06 to County Commission. Motion passed unanimously.

Resolution 2016-11-07: Central Cafeteria Fund – Budget Amendment

FOOD SERVICES

A \$954 increase is needed in Accountants/Bookkeepers 73100-119, \$59 in Social Security 73100-201, \$83 in state Retirement 73100-204, \$14 in Employer Medicare 73100-212, \$5,000 in Maintenance & Repair Service – Equipment 73100-336, \$2,000 in Other Contracted Services 73100-399, \$53,339 in Food Supplies 73100-422, and \$250 in Other Charges 73100-599.

An \$8,360 decrease is needed in Food Supplies 73100-422.

REVENUE

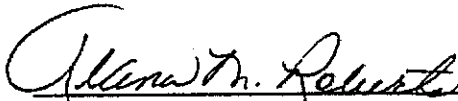
A \$53,339 increase is needed in Miscellaneous Refunds 44170.

This budget amendment is to reallocate funds due to a salary error in the original budget and to budget refunds received from NETCO related to a chicken recall.

A MOTION was made by Commissioner Palmer and seconded by Commissioner Barrett to recommend Resolution 2016-11-07 to County Commission. Motion passed unanimously.

ADJOURN:

There being no further business to be conducted by the committee at this time, a MOTION was made by Commissioner Vaughan and seconded by Commissioner Barrett to adjourn. Motion passed unanimously and the meeting adjourned at 3:09 p.m.



Alana M. Roberts, Recording Secretary

THESE MINUTES RECORDED BY ELECTRONIC MEANS.

EDUCATION COMMITTEE MINUTES

December 1, 2016

Meeting opened at 5:15 P.M., by Commissioner Newton, Chairman

Present: Commissioners, Alvis, Barrett, Carter, Davis, and Newton
Commissioner Brewer arrived at 5:20 P.M.

Also present Director Steve Starnes and members of his staff.

Motion by Commissioner Alvis and seconded by Commissioner Barrett, that minutes be approved as read.

Commissioner Alvis ask Director Starnes about parents, coming to eat with their children at the Middle Schools. Director Starnes advised that they had no problem with this. That these families would be at a different table, so they could have time together. Grandparents or some other family member, would have to show proper documentation and have it on file with the school.

Volunteer bathrooms were being worked on.

Commissioner Barrett ask about the caution sign at McPheeters Bend. This is being worked on. There was some question about the road being a State or County road. Also, they were looking into a Solar caution light.

Director Starnes gave the following reports: Maintenance updates, Budget Amendments.
Director Starnes also explained the timeline for the Budget Preparation Schedule.

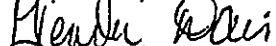
Commissioner Davis made a motion and Commissioner Alvis seconded that this Budget Preparation Schedule be adopted as presented to the budget committee at the appropriate time. We need to urge every commissioner to be there.

(Copies of this information will be mailed to commissioners, with the exception of those present at the Education Committee meetings.)

No Further Business, motion made by Commissioner Carter, seconded by Commissioner Fields that we adjourn.

Adjourned at 5:50 P.M.

Respectfully Submitted



Glenda Davis, Secretary, Education Committee

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC
 Resolution No. 2017/01/11
AS CLERK OF THE COUNTY OF HAWKINS, TENNESSEE

NOTARY PUBLIC DURING THE JANUARY 23, 2017 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	BUSINESS
1. NICHOLE ALLEN	164 AUSTIN DR. ROGERSVILLE, TN. 37857	FARM BUREAU ROGERSVILLE, TN 37857
2. SHERRY M. CARVER	312 DURHAM WAY ROGERSVILLE, TN. 37857	EAST TENNESSEE CONCRETE, INC ROGERSVILLE, TN 37857
3. STACY LEA CHRISTIAN	116 SPINDLETOP DR. ROGERSVILLE, TN. 37857	WELLMONT HOLSTON VALLEY MEDICAL KINGSPORT, TN. 37660
4. AMY Y. DORTON	1522 MAPLE HILL DR. MOUNT CARMEL, TN. 37645	EASTMAN CREDIT UNION KINGSPORT, TN. 37662
5. STEPHEN E. HAYWORTH	141 PHIPPS RD. ROGERSVILLE, TN. 37857	FARM BUREAU ROGERSVILLE, TN 37857
6. DARRELL E. HONAKER	344 ROLLER ST. CHURCH HILL, TN. 37642	SOUTHERN DWELLING REAL ESTATE KINGSPORT, TN. 37664
7. SHEILA JOHNSON	303 SHELBY AVE. CHURCH HILL, TN. 37642	THE REGIONAL EYE CENTER KINGSPORT, TN. 37660
8. CONNIE RIMER	PO BOX 202 ROGERSVILLE, TN. 37857	FARM BUREAU ROGERSVILLE, TN 37857
9. JAMIE SPAYTH	198 TAYLOR LN. ROGERSVILLE, TN. 37857	FARM BUREAU ROGERSVILLE, TN 37857
10. JOSEPH K. ZOOK	219 SHARP AVE ROGERSVILLE, TN. 37857	STATE FARM INSURANCE ROGERSVILLE, TN 37857

(Seal)

 Clerk of the County of Hawkins, Tennessee

Date