

RESOLUTION

No. 2007 / 10 / 01

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 22nd day of October, 2007.

RESOLUTION IN REF: APPROVAL OF TRIP GRANT FIRST QUARTER REPORTS FOR HAWKINS COUNTY PARKS DEPARTMENT TO BE SENT TO THE STATE.

WHEREAS, per guidelines of the TRIP grant received by the Hawkins County Parks Department from the State of Tennessee, quarterly reports are to be sent to the state; and

WHEREAS, the first quarterly report is attached for the approval of the Hawkins County Board of Commission, also as per grant requirements.

THEREFORE, BE IT RESOLVED THAT approval of the First Quarterly Report be given and the appropriate signature obtained and then sent to the state.

Introduced By Esq. Ken Long

Seconded By Esq. _____

Date Submitted 10/9/07

A. Canall Jenkins
County Clerk

By: _____

Chairman _____

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

Hawkins County Parks and Recreation
TRIP Grant – Quarterly Report

Covers Period: First Quarter of FY 07-08
July 1 – September, 2007

Planning – long and short term goals

What planning process is being used to determine the park and recreation system goals and objectives? What goals and objectives have been met this quarter? What citizen input methods is being used to assist in the planning process? What percentage of your time was spent on planning issues?

(Description):

We have worked to establish a separate citizen's advisory committee for the St. Clair Park area. They have worked closely with the Director to support volunteer maintenance activities at the park and to help determine priorities for repair/rehab projects. We meet on a regular basis with this group.

As far as policy setting, we have implemented new policy/procedures for alcohol in the park. We also have developed an accident/injury form for park use.

One of our goals for FY 2007-2008 is to develop a comprehensive policies and procedures manual for the parks and recreation department.

We have had several meetings with a local landscape architect to begin some on-the-ground planning for trail development and facility development at both parks.

This is an area where we need to start putting into place a comprehensive planning system. We seem to go from month to month, or quarter to quarter, with our planning and we need to set up a plan for the year with specific objectives listed. We request assistance from our PARTAS consultant in this area. This is the number one area that we feel will determine our success and we know we need to do a better job of planning – we just need more direction.

% of time spent in this area: 20%

Programming

List specific programs that were initiated and/or started during this current quarter. List the marketing strategies associated with these programs. Please provide program brochures, flyers, media/PSA announcements, etc. What evaluation methods were used to determine success/failure? What percentage of your time was spent developing and initiating programs?

(Description):

We hired a part-time program activities coordinator for the summer and he planned and implemented several new programs for our county residents. We purchased approximately \$300 in new recreation equipment for the summer program. The program was formatted similar to a summer day camp program for kids and provided activities such as waffle ball, horse shoes, Frisbee contests, etc. Day care centers brought two busloads of children every day to participate in the activities.

We have struggled with this position this summer. While we realize it is an important function of our parks department, and is badly needed in our community, we could not keep a person fully engaged in this position on a part-time basis. He left before the summer was over to take another job.

Director Marshall has contacted the Rogersville Parks and Recreation Department to establish a relationship and dialogue with them for future programs; and we have also contacted Marty Silver with Warriors' Path State Park and Brad Jones with the Johnson City recreation department for assistance with nature programming.

We are hoping to establish some future intern positions with our department and have contacted Dr. Tom Coates with ETSU to assist us in the effort. He has offered his support.

This is one area where we need additional support, technical assistance, and/or new ideas from our PARTAS consultant. We have not done a very good job in establishing partnerships in the community for the purpose of programming and providing special events. We have that as a goal for the coming months. It would help to brainstorm some ideas with Ms. Johnson in order to help us make more progress in this area next quarter.

% of time spent in this area: 20%

Parks and Facilities Maintenance

Describe the park areas and/or facilities that you maintain either through administration of County personnel (work orders) or direct hands-on maintenance of park sites. What percentage of your time was spent dealing with maintenance concerns?

(Description):

We made a great deal of progress on major maintenance projects at Laurel Run Park. We enlarged two separate parking lot areas for our visitors and replaced some fencing in these areas. We repaired some key pieces of our playground equipment to meet playground safety standards. Our staff spent many hours this summer patching and sealing the tennis and basketball courts – two of our most active facilities in the park. We also replaced signage within the park and refurbished 12 picnic tables with new lumber.

We also set up an inventory system for park supplies and equipment during the past 3 months.

We have worked closely with the state probation office out of Greeneville to provide several hundred hours of free labor on these and many other projects.

We continue to maintain our caretaker staff – which is one FT and one PT. We have taken steps to upgrade our current part-time maintenance worker to a full-time position. We have done this so we can begin to split his time between Laurel Run Park and St. Clair Park, whereas in the past, he has only worked at Laurel Run.

We provided uniforms for our staff for the first time this summer. Each employee was given a set of park uniform shirts and hats.

We are continuing to work on the caretakers' residence in Laurel Run Park, since it is due to be replaced this year. A new mobile home/office has been ordered and we expect delivery in mid-October.

% of time spent in this area: 30%

Park and Recreation Department Budget

Please describe the development and provide copies of updated or amended parks and recreation budget. How much revenue was generated the past quarter from programs, facilities rentals, athletic leagues, pool rentals, etc.? Did the revenue generated go back into the recreation budget or into the overall County general fund? What tracking device are you using to show community leaders that some, many or most of your programs are self-supporting? What were your major expenses during this past quarter? If your department is responsible for grant (federal, state, local or private foundation) related projects, please describe the accomplishments made toward the completion of this grant during the previous quarter? What percentage of your time is spent concerning budget preparation, review and processing?

(Description):

We continued setting up the office and have purchased a new copier and printer for the Director's office – as per our TRIP budget.

Our budget administration seems to be on track.

Our main goal for this next quarter will be to look at a fees/charges policy and plan for additional revenue-generating programs and events. We hope to start some of these new fee programs in the spring of '08. We had hoped to have had some already in place, but the problems in keeping a program staff person lead to inconsistency here. We need to try and do more with volunteers and partnerships in the community to make things happen.

Our major expenses continue to be in the area of administration/office set up and park maintenance.

Our progress towards the LPRF grant project at St. Clair Park was moving slowly at first, but is now on track. We hope to complete this grant in the spring of '08.

% of time spent in this area: 15%

Partnerships

Describe any public or private organizations, associations, groups who have had an intricate part of the delivery system this quarter. This may include partnering in the areas of providing volunteers for events, funding sources, facility usage, etc. What percentage of your time was devoted to developing partnerships with the delivery system area?

(Description):

Probably our most successful partnership to date is with the citizens group in the St. Clair community. They have assumed ownership of their community park and have been very enthusiastic to work with and in helping us make decisions about the park. Director has had several meetings with Tommy Brooks, a resident of the St. Clair Community, who has agreed to take on a leadership role with this group.

We have established a partnership with the local scout troops and worked with them to conduct a summer scout outing at Laurel Run Park. The park lay out and abundance of activities such as nature hikes, wildlife observation, wildflower identification and fishing make our park a perfect location for them to conduct their programs and projects. This partnership has also led to new positive relationships with parents in the community.

% of time spent in this area: 0%

Additional Personnel

Describe the duties and functions pertaining to additional recreation staff during this past quarter. What has been their primary work related responsibilities? What are their normal work hours? Where do they perform most of their work-related duties (office, community center, park sites, etc.)? What percentage of your time is spent concerning administrative issues, including personnel issues?

(Description):

Personnel issues have been paramount. We have had a lot of turnover but hopefully it will be to our advantage because we'll be getting the right people in the right positions so we can continue to make progress.

We have taken steps to upgrade our current part-time maintenance worker to a full-time position. We have done this so we can begin to split his time between Laurel Run Park and St. Clair Park, whereas in the past, he has only worked at Laurel Run.

% of time spent in this area: 15%

Economic Development

Describe how the Parks and Recreation Department has played an important factor in the growth and economic development of the community. Describe strategies for tourism, park/land dedication, etc.

(Description):

No progress to report in this area. Again, if we could get some ideas/direction from our PARTAS consultant in this area, it would help us a great deal.

% of time spent in this area: 0%

Department/TRIP Project Evaluation

Share the overall evaluation of the TRIP Program and the Recreation Department for your community. Issues to discuss include is the department making a positive impact on the quality of life with in the community? Do you feel that the recreation department is on track? Do you feel that you are receiving positive support from County and Community leaders? Do you feel that you are receiving adequate support from your regional PARTAS Consultant? Describe any other issues that may affect the overall success of the Department and TRIP program?

(Description):

We feel the department continues to make a positive impact on the quality of life in our community. We probably have moved slowly in some areas, but we feel we have made great strides in the most visible part of our system – and that is the facelifts of Laurel Run and St. Clair parks.

We still have a long way to go in educating some of our county leaders and the citizens about what parks and recreation is all about. Money always seems to be an issue in this county as well and we need to continually be creative about how we get things done.

% of time spent in this area: %

This report should be approved through County legislative bodies. Once approval has been gained, the following signatures are required at the end of the report, before being submitted to Recreation Resources Division.

Date approved through Parks and Recreation Board

Date approved through County legislative commissions

County Mayor **Date**

Parks and Recreation Director **Date**

Parks and Recreation Board Chairman **Date**

RESOLUTION

No. 2007 / 10 / 02

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 22nd day of October, 2007.

RESOLUTION IN REF: APPROVAL OF A FIVE YEAR LEASE AGREEMENT WITH ROCK HILL GROCERY OWNERS FOR THE PURPOSE OF HOLDING ELECTIONS IN THE 3RD CIVIL DISTRICT OF HAWKINS COUNTY

WHEREAS, the voting precinct for the third (3rd) civil district of Hawkins County has been Rock Hill Grocery for several years. The ownership for said business has changed and a new agreement needs to be approved; and

WHEREAS the new agreement is attached for your review.

THEREFORE, BE IT RESOLVED THAT approval be given for the County mayor to sign said lease agreement for the purpose of a voting precinct for the third (3) civil district of Hawkins County

Introduced By Esq. Claude Parrott, Chrmn Budget Comm

Seconded By Esq. _____

Date Submitted 10/19/07

A. Carroll Jenkins
County Clerk

By: _____

Chairman Crockett Lee

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

LEASE

THIS LEASE, by and between STEVEN HULKOW and wife, CHRISTINE HULKOW, hereinafter referred to as Lessors, and HAWKINS COUNTY, TENNESSEE, hereinafter referred to as Lessee, is as follows:

IN AND FOR CONSIDERATION as hereinafter set out, Lessors hereby lease to Lessee sufficient space as reasonably required by the Hawkins County Election Commission on that real estate owned by them known as Rock Hill Grocery situated in the Third (3rd) Civil District of Hawkins County, Tennessee, and as was conveyed unto them by deed duly recorded in the Register's Office for Hawkins County, Tennessee, in Deed Book _____ at page _____, to which reference is hereby made. This lease will be for the purpose of providing a place or precinct for all eligible voters to vote on all elections as may occur during the term of this lease. Lessors shall provide at their own expense all utilities and custodian work as may be reasonably necessary and shall further provide storage as reasonably required by the Hawkins County Election Commission of all voting machines and equipment. Lessors agree to keep all doors located between the grocery and the voting area closed and locked at all times during voting hours on election days.

The consideration for the aforesaid shall be the sum of One Hundred Dollars (\$100.00) for each election and this lease shall be effective for five (5) years beginning January 1, 2008. Lessee, at its sole option, may renew said lease for an additional five (5) year period under the exact same terms and conditions provided at least thirty (30) days written notice is given to Lessors prior to the end of the original term of this lease. Lessors shall maintain adequate liability coverage on the premises subject to this lease and shall likewise make said premises handicap accessible as required by law.

In the event Lessors should fail to perform or breach any or all of the terms and conditions set out aforesaid, then Lessee may immediately terminate this lease and same shall be deemed null and void as of such termination date.

Lessors agree to conform in all respects to all rules and regulations of the Hawkins County Election Committee and to all applicable federal, state or local laws with regard to elections or any other matters with respect to this lease.

Lessors warrant that they have a fee simple marketable title to said premises and that Lessee will have clear and unencumbered possession pursuant to this instrument.

This _____ day of _____, 2007.

HAWKINS COUNTY, TENNESSEE

By: _____
Crockett Lee
County Mayor

Steven Hulkow

Christine Hulkow

STATE OF TENNESSEE
COUNTY OF HAWKINS

Before me, a Notary Public in and for the state and county aforesaid, personally appeared CROCKETT LEE, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be County Mayor of HAWKINS COUNTY, TENNESSEE, the within named bargainor, and that he, as such County Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of Hawkins County, Tennessee, by himself as County Mayor.

WITNESS my hand official seal at office, this _____ day of _____, 2007.

NOTARY PUBLIC

My Commission Expires: _____

STATE OF TENNESSEE
COUNTY OF HAWKINS

Personally appeared before me, the undersigned Notary Public in and for said state and county, the within named bargainors, STEVE HULKOW and wife, CHRISTINE HULKOW, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that they executed the within instrument for the purposes therein contained.

WITNESS my hand and official seal at office, this ____ day of _____, 2007.

NOTARY PUBLIC

My Commission Expires: _____

RESOLUTION

No. 2007 / 10 / 03

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 22nd day of October , 2007.

RESOLUTION IN REF: APPROVAL OF 48 MONTH XEROX WORKCENTRE 7345 COPIER LEASE FOR THE COUNTY MAYOR'S OFFICE

WHEREAS, the Mayor's office has solicited quotes for a copy machine with 5000 copies black and white copies and 250 color copies per month including maintenance for a 48 month lease period for the County Mayor's office. The quotes received were for a Xerox WorkCentre 7345 machine for the following amounts:

- Quote A (ROS) \$419.07 per month with copy overage at .0084 (black & white) copy overage at .0890 (color)
- Quote B (Hungate Business) \$302.26 per month with copy overage at .0084 (black & white) copy overage at .0890 (color)
(This quote has an additional option for a scan preview kit at \$21.05 per month for a total of \$323.31 per month)

WHEREAS, it is the desire of the office to lease a Xerox WorkCentre 7345 copier for 48 months at \$323.31 per month (that includes the option). Said lease includes a 5,000 black & white and 250 color per month warranty plan with .0084 per black & white copy overage and .0890 color copy overage; and

THEREFORE, BE IT RESOLVED approval be given for the County Mayor to sign a lease agreement for Quote B at \$323.31 per month for 48 months for said copier.

Introduced By Esq. Virgil Mallett

Seconded By Esq.

Date Submitted

Crockett Lee 10/9/07

County Clerk

A. Carroll Jenkins

By:

Chairman

Crockett Lee

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

RESOLUTION

No. 2007 / 10 / 04

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 22nd day of October , 2007.

RESOLUTION IN REF: **APPROVAL OF 48 MONTH XEROX WORKCENTRE M20i COPIER LEASE FOR THE VETERAN'S SERVICE OFFICE**

WHEREAS, the Mayor's office has solicited quotes for a copy machine with 500copies copies per month including maintenance for a 48 month lease period for the Veteran's Service office. The quotes received were for a XeroxM20i machine for the following amounts:

Quote A \$70.65 per month with copy overage at .0084 (black & white)
(ROS)

Quote B \$59.60 per month with copy overage at .0084 (black & white)
(Hungate Business)

WHEREAS, it is the desire of the Veteran's office to lease a Xerox M20i copier for 48 months at \$70.65 per month . Said lease includes a 500 black & white warranty plan with.0084 per copy overage.

THEREFORE, BE IT RESOLVED approval be given for the County Mayor to sign a lease agreement for Quote A at \$70.65 per month for 48 months for said copier.

Introduced By Esq. Virgil Mallet

Seconded By Esq.

Date Submitted 10/9/07

A. Canell Jenkins
County Clerk

By: _____

Chairman Crockett Lee

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

RESOLUTION

No. 2007 / 10 / 05

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 22nd day of October, 2007.

RESOLUTION IN REF: **ADDITIONAL FUNDING FOR THE JUSTICE CENTER PROJECT IN THE AMOUNT OF NOT MORE THAN \$2.2 MILLION DOLLARS**

WHEREAS, funding for the Justice Center and other County Building projects and expenditures have been issued in the amount of \$12.8 Million Dollars, and,

WHEREAS, after bids have been let, it has been determined that an additional \$1,631,350 will be needed to sufficiently fund the Justice Center project, and,

WHEREAS, an additional \$505,000 is also needed to cover the purchase of furniture for the Center and for hiring an owner's representative to monitor the construction of this project, and,

WHEREAS, it has been determined that this additional funding can be issued with no additional tax increase to General Debt Service Fund for retirement of this debt, and,

WHEREAS, the Public Buildings Committee and the Budget Committee have recommended the issuance of additional bonds to cover these added expenses.

NOW, THEREFORE, BE IT RESOLVED THAT County Commission approve this resolution to fund the additional projects costs in the amount not to exceed \$2.2 Million Dollars, which includes bond issuance costs, with the appropriate authorization resolution to be presented to County Commission at a later date. If this resolution is approved, County Commission understands their obligation to approve a bond authorization resolution for not more than \$2.2 Million Dollars at an appropriate issuance date.

Introduced By Esq. Claude Parrott, Chairman, Budget Committee

Seconded By Esq. _____

Date Submitted 10/9/07

R. Carroll Jenkins
County Clerk

By: _____

Chairman Crockett Lee

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

TO THE HONORABLE W. CROCKETT LEE, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 22nd DAY OF OCTOBER, 2007.

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
CIRCUIT COURT CLERK					
Increase Expenditures			Increase		
53120-709	Data Processing Equipment	20,000.00	15,000.00		35,000.00
Decrease Reserve				Decrease	
34162	Reserved for Automation - Circuit Court	29,108.00		(15,000.00)	14,108.00
Sub-total Expenditures		\$ 49,108.00	\$ 15,000.00	\$ (15,000.00)	\$ 49,108.00
This increase is needed to upgrade computers in the Clerk's office. The computers are now over 5 years old. Funding will come from a reserve account of fees collected in Revenue Numbers 42190 and 42390.					
JUVENILE SERVICES					
Increase Expenditures			Increase		
54240-399	Other Contracted Services	0.00	1,000.00		1,000.00
Decrease Expenditures				Decrease	
54240-351	Rental (Copier)	3,000.00		(1,000.00)	2,000.00
Sub-total Expenditures		\$ 3,000.00	\$ 1,000.00	\$ (1,000.00)	\$ 3,000.00
This increase is needed to establish an account from which to pay subscription costs to LexisNexis for on-line service for the Juvenile Judge to be able to review Tennessee Code Annotated laws, documented cases, attorney general opinions, etc. regarding Juvenile Court. Funding will come from a transfer within the Juvenile Services budget.					
PARKS & FAIR BOARDS					
Increase Expenditures			Increase		
56700-167	Maintenance Personnel	0.00	11,123.00		11,123.00
56700-204	State Retirement	1,310.00	250.00		1,560.00
56700-206	Life Insurance	112.00	37.00		149.00
Decrease Expenditures				Decrease	
56700-168	Temporary Personnel	25,470.00		(11,410.00)	14,060.00
Sub-total Expenditures		\$ 26,892.00	\$ 11,410.00	\$ (11,410.00)	\$ 26,892.00
These increases in the Parks budget are needed to provide salary and benefits for making a temporary employee a full-time employee. This employee has worked the equivalent of 5.1 years at Laurel Run Park as a seasonal employee. Funding will come from a transfer within the Parks budget.					
		Current Budget	Increase	Decrease	Amended Budget
Page Totals - Expenditures		\$ 79,000.00	\$ 27,410.00	\$ (27,410.00)	\$ 79,000.00

INTRODUCED BY: Claude Parrott, Chairman
Budget Committee

ESTIMATED COST _____

SECONDED BY: _____

PAID FROM _____ FUND

ACTION: AYE _____ NAY _____

DATE SUBMITTED 10/9/07

ROLL CALL _____

COUNTY CLERK: A. CARROLL JENKINS

VOICE VOTE _____

BY: A. Carroll Jenkins

ABSENT _____

COMMITTEE ACTION: _____

APPROVED

DISAPPROVED

CHAIRMAN:

W. Crockett Lee
W. CROCKETT LEE

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC
AS CLERK OF THE COUNTY OF HAWKINS, TENNESSEE **Resolution No. 2007/10/07**

NOTARY PUBLIC DURING THE OCTOBER 22, 2007 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS AND PHONE	BUSINESS
1. PATRICIA R. GIBBONS	144 SHIPLEY RD. CHURCH HILL, TN. 37642 423-357-7034	KIRK, FORTNER, SMALLEY, LIVESAY & ASSOC. KINGSPORT, TN. 37660

(Seal)

Signature

Clerk of the County of Hawkins, Tennessee

Date