



Bradley County Commission
Louie Alford, Chairman
VOTING SESSION AGENDA
June 5, 2017 at 7p.m.
Bradley County Courthouse

1. Call to order
2. Pledge of Allegiance
3. Invocation – Mark Williams
4. Roll Call
5. Approval of Minutes
6. Report from County Mayor
7. Consent Agenda (see pages 3-45)
8. Reports from Committees and/or Districts
9. Unfinished Business
10. Approval of Agenda
11. Agenda Items
 - A. Resolution 2017-21 authorizing Bradley County Mayor to continue membership in Local Government Insurance Pool regarding the provision of workers’ compensation and property and casualty coverage for an amount of \$1,280,745 (see page 46) – Commissioner Milan Blake
 - B. Resolution 2017-22 authorizing Bradley County Mayor to enter into an amendment of the ground lease agreement between Bradley County and Tri-State Exhibition Center amending the term to 40 years commencing on July 1, 2017, and ending on June 30, 2057 (see page 47) – Commissioner Robert Rominger
 - C. Motion to include the Bradley County Sheriff’s Office General Orders in the minutes of today’s meeting – Commissioner Jeff Yarber
 - D. Motion to approve the Open Record Request policy (see pages 48-56) – Commissioner Milan Blake
12. Communication from the audience

13. Announcements

14. Adjourn

Next meeting: Work Session, June 12, noon - **Workhouse tour immediately following

Upcoming Events

Chamber Public Affairs meeting, Tuesday, June 6, 8:30am, Chamber

Greenway Casteel Connector ground breaking, Wednesday, June 7, 10am, Casteel Connector at Ocoee Crossing

Finance Committee, Thursday, June 8, noon, Mayor's conference room



Bradley County Commission
Louie Alford, Chairman
CONSENT AGENDA
June 5, 2017, at 7p.m.
Bradley County Courthouse

REQUESTS TO DISPOSE OF ASSETS

1. Sheriff's Office request to dispose of 2002 Buick Rendezvous asset #15262 (see pages 4-10)
2. Sheriff's Office request to dispose of 2009 Ford Fusion asset #15343 (see pages 11-17)
3. Sheriff's Office request to dispose of 2005 Acura MDX asset #15243 (see pages 18-25)
4. Sheriff's Office request to dispose of 2005 Honda Odyssey asset #15232 (see pages 26-31)
5. Sheriff's Office request to dispose of 2005 Nissan Altima asset #15093 (see pages 32-36)
6. Sheriff's Office request to dispose of 2011 Ford Crown Vic asset #14260 (see pages 37-44)

NOTARIES PUBLIC

7. Notaries public (see page 45)



RESOLUTION 2017-21

RESOLUTION AUTHORIZING BRADLEY COUNTY MAYOR TO CONTINUE MEMBERSHIP IN LOCAL GOVERNMENT INSURANCE POOL REGARDING THE PROVISION OF WORKERS' COMPENSATION AND PROPERTY AND CASUALTY COVERAGE FOR AN AMOUNT OF ONE MILLION TWO HUNDRED EIGHTY THOUSAND AND SEVEN HUNDRED FORTY FIVE DOLLARS (\$1,280,745.00).

WHEREAS, in July of 2006 Bradley County became a member of the Local Government Insurance Pool (hereinafter "LGIP"); and

WHEREAS, since that time Bradley County has continued its membership in LGIP for the provision of workers' compensation and property and casualty coverage for Bradley County; and

WHEREAS, pursuant to Tenn. Code Ann. § 29-20-407, Bradley County may purchase tort liability insurance without competitive bidding from the local government insurance pool.

NOW, THEREFORE, BE IT RESOLVED by the Bradley County Legislative Body meeting in regular session at Cleveland, Tennessee, on this 5th day of June, 2017, that the Bradley County Mayor is authorized to continue membership in Local Government Insurance Pool regarding the provision of workers' compensation and property and casualty coverage for an amount of one million two hundred eighty thousand and seven hundred forty five dollars (\$1,280,745.00) for coverage on all current employees and assets.

ADOPTED this 5th day of June, 2017.

Louie Alford, Chairman

Donna A. Simpson, County Clerk

APPROVE/VETO:

D. Gary Davis, County Mayor



RESOLUTION 2017-22

RESOLUTION AUTHORIZING BRADLEY COUNTY MAYOR TO ENTER INTO AN AMENDMENT OF THE GROUND LEASE AGREEMENT BETWEEN BRADLEY COUNTY AND TRI-STATE EXHIBITION CENTER AMENDING THE TERM TO FORTY (40) YEARS COMMENCING ON JULY 1, 2017 AND ENDING ON JUNE 30, 2057

WHEREAS, Bradley County and Tri-State Exhibition Center (hereinafter "Tri-State") entered into a Ground Lease Agreement dated March 6, 2000 for a term of forty (40) years ending on January 31, 2040; and

WHEREAS, Tri-State agreed to lease the premises to be used as an agricultural related or community related facility and has continued to operate the facility in said capacity; and

WHEREAS, Tri-State has requested an amendment to the Ground Lease Agreement to change the term to forty (40) years commencing July 1, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Bradley County Legislative Body meeting in regular session at Cleveland, Tennessee, on this 5th day of June, 2017, that the Bradley County Mayor be and is hereby authorized to enter into a First Amendment to the Ground Lease Agreement between Bradley County and Tri-State Exhibition Center amending the term of the Agreement to forty (40) years commencing on July 1, 2017 and ending on June 30, 2057.

ADOPTED this 5th day of June, 2017.

Louie Alford, Chairman

Donna A. Simpson, County Clerk

APPROVE/VETO:

D. Gary Davis, County Mayor

PUBLIC RECORDS POLICY FOR BRADLEY COUNTY, TENNESSEE

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for Bradley County, Tennessee is hereby adopted by the Bradley County Commission to provide economical and efficient access to public records as provided under the Tennessee Public Records Act (“TPRA”) in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of Bradley County are presumed to be open for inspection unless otherwise provided by law.

Personnel of Bradley County shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Bradley County, shall be protected as provided under current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for Bradley County or to the Tennessee Office of Open Records Counsel (“OORC”)

This Policy is available for inspection and duplication in the Office of the County Mayor. This Policy is posted on the County’s website at www.bradleyco.net. This Policy shall be reviewed every two years.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of Bradley County except the following offices, departments, or divisions of Bradley County, which have separate public records policies:

- a. Bradley County Schools
- b. Bradley County Health Department

I. Definitions:

- A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.

- B. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).
- C. Public Records Request Coordinator: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.
- D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

- A. Public record requests may be made to the Public Records Request Coordinator (“PRRC”), any Elected Official or Department of Bradley County. In the event that the Elected Official or Department need assistance with following the TPRA requirements, the Elected Official or Department shall immediately provide the request to the PRRC in order to ensure public record requests are fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing, using the Public Records Request Form attached to this Policy, to any Elected Official or Department of Bradley County.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing, using the Public Records Request Form attached to this Policy, to any Elected Official or Department of Bradley County.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver’s license (or alternative acceptable form of ID) is required as a condition to inspect or receive copies of public records.

III. Responding to Public Records Requests

- A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the Governmental Entity is the custodian of the records.
2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - ii. The request lacks specificity. (Offer to assist in clarification)
 - iii. An exemption makes the record not subject to disclosure under the TPRA. (Provide the exemption in written denial)
 - iv. The Governmental Entity is not the custodian of the requested records.
 - v. The records do not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.

- d. Forward the records request to the appropriate records custodian in Bradley County.
 - e. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for the entity if known.
3. The designated PRRC is:
- a. Name or title: Bradley County Attorney
 - b. Contact Information: County Annex Building, 2nd Floor
155 Broad Street, Cleveland, TN 37311
P.O. Box 1167, Cleveland, TN 37364-1167
(423)728-7160 Fax (423)476-0696
cfreiberg@bradleycountyttn.gov
4. The PRRC shall report to the governing authority on an annual basis about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian shall consult with the PRRC or the OORC.
2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Form similar to the Form attached to this Policy, which is based on the form developed by the OORC.
3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b using the Public Records Request Form.

4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare for the records for access, the records custodian shall use the Public Records Request Response Form to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.
5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with the PRRC regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC.
2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

- A. There shall be no charge for inspection of open public records.
- B. The location for inspection of records within the offices of Bradley County should be determined by either the PRRC or the records custodian.
- C. Under reasonable circumstances, the PRRC or a records custodian may require an appointment for inspection or may require inspection of records at an alternate location.

V. Copies of Records

- A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the records custodian or PRRC.

C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service. Upon payment, records may also be delivered by email if requested by the requestor.

D. A requestor will be allowed to make copies of records with personal equipment.

VI. Fees and Charges and Procedures for Billing and Payment

A. Fees and charges for copies of public records should not be used to hinder access to public records.

B. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.

C. Fees and charges for copies are as follows (unless otherwise provided by law):

1. \$0.15 per page for letter and legal size black and white copies. If producing duplex (front and back) copies, a charge for two separate pages may be imposed for each single duplex copy.

2. \$0.50 per page for letter and legal size color copies.

3. Actual out-of-pocket costs for CDs, DVDs, flash drives, or other similar storage devices on which electronic copies are provided.

4. Labor Charges

a. A records custodian shall utilize the most cost efficient method of producing requested records. Accordingly, a records custodian should strive to utilize current employees at the lowest practicable hourly wage to fulfill public records requests for copies.

b. "Labor" is the time (in hours) reasonably necessary to produce requested records, including the time spent locating, retrieving, reviewing, redacting, and reproducing records.

c. "Labor threshold" is the first (1st) hour of labor reasonably necessary to produce requested material(s). A records custodian is only permitted to charge for labor exceeding the labor threshold of one (1) hour.

- d. "Hourly wage of an employee" is based upon the base salary of the employee and does not include benefits. If an employee is not paid on an hourly basis, the hourly wage shall be determined by dividing the employee's annual salary by the required hours to be worked per year.
 - e. In calculating labor charges, a records custodian should determine the total amount of labor for each employee and subtract the labor threshold from the labor of the highest paid employee. The records custodian should then multiply the amount of labor for each employee by each employee's hourly wage to calculate the total amount of labor charges associated with the request.
- 5. If an outside vendor is used, the actual costs assessed by the vendor.
- D. Payment is to be made in cash or check payable to Bradley County presented to the records custodian or the PRRC.
- E. Payment in advance will be required.
- F. Aggregation of Frequent and Multiple Requests
 - 1. Bradley County will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month either from a single individual or a group of individuals deemed to be working in concert.
 - 2. When Aggregating the following shall apply:
 - a. The level at which records requests will be aggregated is Bradley County.
 - b. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian must inform the individuals that they have been deemed to be working in concert and that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.
 - c. Routinely released and readily accessible records excluded from aggregation include, but are not limited to:
 - 1. Accident Reports;
 - 2. Arrest Records.

PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To:

[Insert Governmental Entity Name and Name and Contact Information for the Public Records Request Coordinator]

From:

[Insert Requestor's Name and Contact Information (include an address for any TPRA required written response)]

Is the requestor a Tennessee citizen? Yes No

- Request:** Inspection (The TPRA does not permit fees or require a written request for inspection only¹.)
 Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____.

Delivery preference: On-Site Pick-Up USPS First-Class Mail
 Electronic Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor

Date Submitted

Signature of Public Records Request Coordinator and Date Received

¹ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

Print Form

Reset Form

PUBLIC RECORD REQUEST RESPONSE FORM

Governmental Entity Name and Address: _____

Date: _____

Requestor's Name and Contact Information: _____

In response to your records request received on _____ our office is taking the action(s)¹ indicated below: *[Date Request Received]*

- The public record(s) responsive to your request will be made available for inspection:
 Location: _____
 Date & Time: _____
- Copies of public record(s) responsive to your request are:
 - Attached;
 - Available for pickup at the following location: _____; or
 - Being delivered via: USPS First-Class Mail Electronically Other: _____.
- Your request is denied on the following grounds:
 - Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
 - No such record(s) exists or this office does not maintain record(s) responsive to your request.
 - No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
 - You are not a Tennessee citizen.
 - You have not paid the estimated copying/production fees.
 - The following state, federal, or other applicable law prohibits disclosure of the requested records:

- It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
 - It has not yet been determined that records responsive to your request exist; or
 - The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].

Sincerely,

[Name, Title, and Contact Information]



¹ If all requested records do not have the same response, so indicate.