

**REGULAR SESSION**

**MARCH 2nd, 2020**

The Bradley County Commission meets in REGULAR SESSION at the Courthouse in Cleveland, Tennessee, at 7:00 P.M. EST. D. Gary Davis, County Mayor; Donna A. Simpson, County Clerk; and Crystal Freiberg, County Attorney are present. On roll call the following Commissioners are present: DENNIS EPPERSON, MIKE HUGHES, LOUIE ALFORD, THOMAS L. CRYE, MILAN M. BLAKE, JOHNNY MULL, CHARLOTTE PEAK, HOWARD LEWIS THOMPSON, BOBBY GOINS, CINDY SLATER, TIM MASON, ERICA DAVIS, KEVIN RAPER and BILL WINTERS. TOTAL PRESENT: 14; ABSENT: NONE. There is a quorum present and Chairman Johnny Mull calls the meeting to order.

Following the Pledge of Allegiance to the Flag The Chapel Pastor Ritchie Johnson leads in the invocation.

Commissioner Howard Thompson moves that the Minutes of the February 18th, 2020, REGULAR SESSION be approved; Commissioner Bobby Goins seconds the motion. On roll call the Commissioners vote as follows: Epperson, aye; Hughes, aye; Alford, aye; Crye, aye; Blake, aye; Mull, aye; Peak, aye; Thompson, aye; Goins, aye; Slater, aye; Mason, aye; Davis, aye; Raper, aye; and Winters, aye. TOTAL FOR: 14; OPPOSES: NONE. The motion passes.

Commissioner Mike Hughes moves that the letter from the Tennessee Comptroller of the Treasury acknowledging receipt of a certified copy of the fiscal year 2020 budget be made a part of the Minutes; Commissioner Bobby Goins seconds the motion. On roll call the Commissioners vote as follows: Epperson, aye; Hughes, aye; Alford, aye; Crye, aye; Blake, aye; Mull, aye; Peak, aye; Thompson, aye; Goins, aye; Slater, aye; Mason, aye; Davis, aye; Raper, aye; and Winters, aye. TOTAL FOR: 14; OPPOSES: NONE. The motion passes.

**COMPTROLLER'S LETTER IS RECORDED AS AN ATTACHMENT**

Commissioner Dennis Epperson moves that the Consent Agenda be approved; Commissioner Cindy Slater seconds the motion. On roll call the Commissioners vote as follows: Epperson, aye; Hughes, aye; Alford, aye; Crye, aye; Blake, aye; Mull, aye; Peak, aye; Thompson, aye; Goins, aye; Slater, aye; Mason, aye; Davis, aye; Raper, aye; and Winters, aye. TOTAL FOR: 14; OPPOSES: NONE. The motion passes.

**CONSENT AGENDA RECORDED AS AN ATTACHMENT**

Commissioner Charlotte Peak moves to authorize the Bradley County Mayor and Bradley County Attorney to prepare and execute all necessary documents to fully resolve and settle the matter filed in Bradley County Circuit Court Case Number V-15-485, regarding the construction of three fire halls for a total amount payable to Bradley County of \$157,000.00; Commissioner Milian Blake seconds the motion. On roll call the Commissioners vote as follows: Epperson, aye; Hughes, aye; Alford, aye; Crye, aye; Blake, aye; Mull, aye; Peak, aye; Thompson, aye; Goins, aye; Slater, aye; Mason, aye; Davis, aye; Raper, aye; and Winters, aye. TOTAL FOR: 14; OPPOSES: NONE. The motion passes.

03/02/2020

00227

03/02/2020

Commissioner Milan Blake puts in the form of a motion to authorize the County Mayor to send a letter to discontinue the payment of \$10,000.00 to ESG [ESG Energy Program]; Commissioner Thomas Crye seconds the motion. On roll call the Commissioners vote as follows: Epperson, aye; Hughes, aye; Alford, aye; Crye, aye; Blake, aye; Mull, aye; Peak, aye; Thompson, aye; Goins, aye; Slater, aye; Mason, aye; Davis, aye; Raper, aye; and Winters, aye. TOTAL FOR: 14; OPPOSES: NONE. The motion passes.

Commissioner Louie Alford moves that the following be approved relative to the Bradley County Farmers Market North:

- 1) Opening date April 11, 2020 Closing date November 21, 2020
- 2) Vendors Application
- 3) Rules and Regulations
- 4) Jose Gonzalez - - Farmers Market North Committee - - term expires 03/24

Commissioner Dennis Epperson seconds the motion. On roll call the Commissioners vote as follows: Epperson, aye; Hughes, aye; Alford, aye; Crye, aye; Blake, aye; Mull, aye; Peak, aye; Thompson, aye; Goins, aye; Slater, aye; Mason, aye; Davis, aye; Raper, aye; and Winters, aye. TOTAL FOR: 14; OPPOSES: NONE. The motion passes.

**BRADLEY COUNTY FARMERS MARKET NORTH RULES AND REGULATIONS and BRADLEY FARMERS MARKET NORTH VENDOR APPLICATION ARE RECORDED AS ATTACHMENTS**

Commissioner Thomas Crye moves that the Meeting Agenda be approved; Commissioner Bobby Goins seconds the motion. On roll call the Commissioners vote as follows: Epperson, aye; Hughes, aye; Alford, aye; Crye, aye; Blake, aye; Mull, aye; Peak, aye; Thompson, aye; Goins, aye; Slater, aye; Mason, aye; Davis, aye; Raper, aye; and Winters, aye. TOTAL FOR: 14; OPPOSES: NONE. The motion passes

**MEETING AGENDA RECORDED AS AN ATTACHMENT**

Commissioner Milan Blake moves to allow an extension of the HCI Grant contracts term to December 31, 2021 before they have to reapply or finish; Commissioner Bill Winters seconds the motion. On roll call the Commissioners vote as follows: Epperson, aye; Hughes, aye; Alford, aye; Crye, aye; Blake, aye; Mull, aye; Peak, aye; Thompson, aye; Goins, aye; Slater, aye; Mason, aye; Davis, aye; Raper, aye; and Winters, aye. TOTAL FOR: 14; OPPOSES: NONE. The motion passes.

Commissioner Milan Blake moves that the Chairman appoint an Ad Hoc Committee to review the whole process and procedures for HCI Grants with the sole purpose of making recommendations for this Commission to approve; Commissioner Charlotte Peak seconds the motion. On roll call the Commissioners vote as follows: Epperson, aye; Hughes, aye; Alford, aye; Crye, aye; Blake, aye; Mull, aye; Peak, aye; Thompson, aye; Goins, aye; Slater, aye; Mason, aye; Davis, aye; Raper, aye; and Winters, aye. TOTAL FOR: 14; OPPOSES: NONE. The motion passes.

03/02/2020

00228

**03/02/2020**

There is no further business to come before the Commission and on a motion by Commissioner Howard Thompson the Commission adjourns at 8:05 P.M. EST.

\_\_\_\_\_  
Johnny Mull, Chairman  
Bradley County Commission

\_\_\_\_\_  
Donna A. Simpson  
Bradley County Clerk

**03/02/2020**

**00929**



JUSTIN P. WHISON  
*Comptroller*

JASON E. MUMFOWER  
*Deputy Comptroller*

Revised January 22, 2020

December 4, 2019

Honorable D. Gary Davis, County Mayor  
and Honorable Board of Commissioners  
Bradley County  
P.O. Box 1167  
Cleveland, TN 37364

Dear Mayor Davis and Members of the Board:

Please provide a copy of this letter to all the members of the County Commission and present it at the next meeting of the County Commission.

This letter acknowledges receipt of a certified copy of the fiscal year 2020 budget.

We have reviewed the budget and have determined that projected revenues and other available funds are sufficient to meet anticipated expenditures. Our review of the budget is based solely on the information we have received and is for determining that the budget appears to be balanced. With regard to programs included in the budget such as education, roads, and corrections, we have not attempted to determine that the local government has complied with specific program statutes or guidelines, or with any financing requirements prescribed by any state or federal agency. A property tax rate may be included in this budget, and we would recommend that local government officials be certain that all program requirements have been met before initiating the tax collection process.

This letter constitutes approval, by this office, for the County's fiscal year 2020 budget as adopted by the County Commission.

**Considerations Concerning the Budget – Pike Road Fund**

The Office of State and Local Finance has determined that the County's budget meets basic statutory requirements, but we have detected a challenge, outlined below, that could possibly lead to financial problems in the future.

According to the budget submitted by the County, the Pike Road Fund (the "Fund") is projected to end fiscal year 2020 with an amount of cash that is less than one-month's average monthly spending. The Fund appears to have sufficient cash during fiscal year 2020 to remain balanced;

CORDELL HULL BUILDING | 425 Fifth Avenue North | Nashville, Tennessee 37243

00230

however, to ensure this continues, the County's finance staff should provide the following information to the Commission, if it does not already do so:

- An updated cash flow analysis for the Fund showing actual data from the prior month and any changes to forecasted data, and
- A budget-to-actual report for the Fund including both revenue collections and expenditures.

Please submit these reports to the Commission at each regular meeting. We recommend that the County's finance staff provide the Commission these reports for all funds.

#### **Changes to our Office**

We are enclosing a memorandum about the newly created Division of Local Government Finance within the Comptroller's Office.

If you need further assistance, please contact your financial analyst, Lori Barnard, at 615.747.5347 or ~~Lori Barnard~~ *lborner*. You may also contact our office by mail at the address located at the bottom of this page. Please send it to the attention of your analyst at the Division of Local Government Finance. *Beginning March 1, 2020, your assigned financial analyst will change. We have enclosed a contact listing for the Division of Local Government Finance as of that date.*

Very truly yours,



Betsy Knotts

Director of the Division of Local Government Finance

cc: Mr. Bryan Burklin, Assistant Director, Division of Local Government Audit

Enclosures: Comptroller's Memorandum  
Local Government Finance Contact Information – Effective March 1, 2020



*Bradley County Commission*  
**Johnny Mull, Chairman**

**CONSENT AGENDA**

March 2, 2020, at 7:00p.m.  
Bradley County Courthouse

**REQUESTS TO DISPOSE OF ASSETS**

1. Juvenile Detention request to dispose of Sears Kenmore ice maker asset #11746 (see page 4)
2. Juvenile Court request to dispose of Kenmore ice maker asset #14332 (see page 5)
3. Sheriff's Department request to dispose of 2008 Honda Accord asset #15428 (see page 6)
4. Assessor of Property request to dispose of Bell and Howell Scanner Unit asset #2441 (see page 7)

**NOTARY PUBLICS**

5. County Clerk will bring notary list to the meeting.

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**3**

00232

**SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM**

*Note: For Vehicle Disposition Use "Change of Vehicle Status Form"*

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

54230

DEPARTMENT: Juvenile Det 535000151 CONTACT PERSON: Jerry Leford

DATE: 1-25-2020 PHONE NUMBER: (423) 728-7077

List and describe each item to be declared scrap/surplus - List only one item per form except for matching items.

Complete Description - Include color, materials, measurements, condition, etc. Seat's Kenmore Tecmaster

Serial Number: ES2421314 Please Circle: Surplus or Scrap

Asset Number: 11746 Original Price: \$ 1,022.00

Current Value: \$ ---

Item Location (Building and/or Office): Juvenile Detention Center

Does the item include memory? NO If memory, date cleaned by department: \_\_\_\_\_

**Disposition of Property Described Above**

Price: \$ \_\_\_\_\_ Disposal Date: \_\_\_\_\_

Auctioned/Scraped by: \_\_\_\_\_

Approved by: Mike Jorwe Date: 1-25-2020  
Department head/Elected official

**SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING**

*Must submit form to Finance Office/Purchasing one week prior to voting session.*

*Completed form must accompany budget amendment request.*

✓  
4

**SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM**

*Note: For Vehicle Disposition Use "Change of Vehicle Status Form"*

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal

DEPARTMENT: Juvenile Court 53500 CONTACT PERSON: Jeremy Ledford  
DATE: 2-25-2010 PHONE NUMBER: (423) 728-7077

List and describe each item to be declared scrap/surplus - List only one item per form except for matching items.

Complete Description - Include color, materials, measurements, condition, etc. Kennote IceMaker

Serial Number K10937618

Please Circle: Surplus or Scrap

Asset Number 14332

Original Price: \$ 1,050.99

Current Value: \$ —

Location (Building and/or Office):

Juvenile Detention Center

Does the item include memory? NO

If memory, date cleaned by department \_\_\_\_\_

**Disposition of Property Described Above**

Price: \$ \_\_\_\_\_

Disposal Date: \_\_\_\_\_

Auctioned/Scrapped by: \_\_\_\_\_

Approved by: Thelma Sporne Date 2-25-2010  
Department head/Elected official

**SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING**

*Must submit form to Finance Office/Purchasing one week prior to voting session.*

*Completed form must accompany budget amendment request*

✓  
5

CHANGE OF VEHICLE STATUS FORM

This form is to be completed when a vehicle is transferred or disposed of in accordance with Bradley County general fixed assets policies and procedures. After you have reached your assigned divisional vehicle allotment, each vehicle received by transfer or surplus without release of another vehicle in exchange constitutes a fleet increase for your division.

PLEASE CIRCLE: DISPOSAL OR TRANSFER

DEPARTMENT: Sheriff's Office CONTACT PERSON: Cassandra Stone  
DATE: 1/25/2016 PHONE NUMBER: (423) 798-1335

VEHICLE ACQUIRED: VIN NUMBER: 1HGCP2A682A015105 ASSET #: 15428  
TAG NUMBER: 869444 YEAR: 2008 PRICE: 8,300.00

MAKE: Honda MODEL: Accord  
DATE ACQUIRED: 1/24/2017 ACCOUNT/LINE: 122-5410-71B

If vehicle is acquired from another department, list the department: \_\_\_\_\_  
Enhancements to vehicle: Emergency Equipment which has been removed and used in help vehicle.

DISPOSED VEHICLE: VIN NUMBER: Same as above ASSET #: Same as above  
MILEAGE: 150,788 DISPOSAL DATE: \_\_\_\_\_

If vehicle is transferred to another department, list the department: \_\_\_\_\_  
If vehicle is disposed of as wrecked/scraped, please specifically explain method of disposal and include photographs: would like to sell on EBay deals. money will be put back into drug fund.  
Condition of vehicle: Fair

Approved by: Cassandra Stone 1/26/2016  
Department head/Elected official Date

Disposition of Property Described Above  
Sale Price: \_\_\_\_\_ Date: \_\_\_\_\_  
Prepared by: \_\_\_\_\_

SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING

*Must submit form to Finance Office/Purchasing one week prior to voting session.*

*Completed form must accompany budget amendment request.*

8/22/2016

✓

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00235

**SCRAP AND SURPLUS PROPERTY DISPOSAL AUTHORIZATION FORM**

*Note: For Vehicle Disposition Use "Change of Vehicle Status Form"*

This form is to be completed in accordance with Bradley County general fixed assets policies and procedures for declaring property surplus or scrap and to make the property available for redeployment, sale or disposal.

DEPARTMENT: Assessor CONTACT PERSON: Stanley Thompson  
DATE: 2-25-10 PHONE NUMBER: 788-7726

List and describe each item to be declared scrap/ surplus - List only one item per form except for matching items.

Complete Description - Include color, materials, measurements, condition, etc. Beck's Husker Sewer Pump

Serial Number: ? Please Circle: Surplus or Scrap

Asset Number: BC 002441 Original Price: \$ N/A

Current Value: \$ 0.

Item Location (Building and/or Office): Assessor Office Transferred to IT

Does the item include memory? No Date cleaned by IT department: \_\_\_\_\_

Disposition of Property Described Above  
Price: \$ 0- Disposal Date: ? 1999  
Auctioned/Scraped by: ?

Approved by: Stanley M. Shapiro Date: 2-25-2010  
Department head/Elected official

**SUBMIT THIS FORM TO: FINANCE OFFICE/PURCHASING**

*Must submit form to Finance Office/Purchasing one week prior to voting session.*

*Completed form must accompany budget amendment request.*

4.27.2016

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00236

**BRADLEY COUNTY CLERK  
DONNA A. SIMPSON COUNTY CLERK**

**PO BOX 46**

**CLEVELAND TN 37364**

**Telephone 423-728-7226**

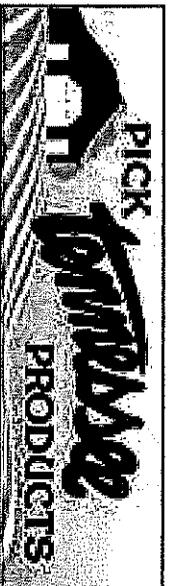
**Fax 423-478-8845**

**Notaries to be elected March 02, 2020**

**BIANCA BAKER  
DOROTHY BERLUS  
JULIEAN D BORIN  
BECKY BROWN  
PATRICIA G COOPER  
BRITTANY H DUKE  
STEPHANIE J FLYNN  
MARIA A. GROSSO  
THEBA S HAMILTON  
SHARON HARTLINE**

**JACK HODGES JR  
TERESA D MILLER  
JOE S MUSSELWHITE  
STACEY PEEL  
SHARON E PRIEST  
PENNY W RAGLAND  
CASEY SMITH  
SHERRAL WHITEHEAD**

**PERSONAL SURETY**



## *Bradley County Farmers Market North Rules and Regulations*

### **SECTION 1: Market Season/Operating Hours/ Fees**

Opening Date: April 11, 2020 Market Closing: November 21, 2020  
Market Hours: 8am to 6pm. Vendors will have access to the market 1 hour prior to the opening time for the purpose of unloading and setting up merchandise, and they must exit the premises no later than 1 hour after the closing time. Only approved Bradley County Farmers Market North vendors may set up under the pavilion. Changes in Season Length and daily schedule are at the discretion of the Bradley County Farmers' Market North Committee.

### **SECTION 2: Types of Merchandise**

1. All produce, fruits, vegetables, plants, flowers and animal products, (eggs, dairy) are welcomed at the market.
2. All fruits and vegetables have to be sold by weights/measures as required by the Tennessee Department of Agriculture. If you wish to give samples of your cut or sliced produce, you must keep that produce in a sealed container and have some means of distributing it to customers. (i.e. spoons, forks or toothpicks, etc.). Washed and bagged produce falls under the "processed" rules and regulations. Further information on these rules and regulations can be found at: <http://www.state.tennesseeus/agriculture/>.
3. Homemade baked goods, honey, jams, jellies and canned foods are acceptable granted they meet all state health requirements, are made in a Domestic or Commercial Kitchen, the person making them has their Domestic Kitchen Certification and are produced by the vendor selling the item. Vendor must present all necessary licenses. License must be displayed at all times when set up at the market, and the Market Committee must have a current copy of all licenses on file with the Bradley County Farmers Market North.

All homemade non-potentially hazardous foods such as jam, jelly, candy, dried mixes and baked goods are acceptable granted the vendor displays a point of sale sign stating, "These food products were made in a private home not licensed or inspected." The sign must be 8.5 by 11 inches in size with a 0.75 inch font in accordance with the rules of the Tennessee Department of Agriculture Regulatory Services Division Chapter 0080-4-11 (see attached).

4. All prepared and processed foods must include a label that has all information required by the County, State, and/or Federal Government. It is the responsibility of the vendor to ensure their labels are in compliance. You will not be allowed to sell a product at this market if they do not contain all necessary information. All licenses must be displayed in a prominent location each time

the vendor sets up at the market. Compliance with all Health Department and Department of Agriculture guidelines and restrictions is the sole responsibility of the vendor.

5. Animals slaughtered for sale at the market must be processed in a USDA inspected facility and have a Department of Agriculture Stamp and vendor's state required information. Meats are considered potentially hazardous food items and have to be maintained at a temperature of 41 degrees F. An ice chest with a drain and a thermometer can be used for cooling. **NODISPLAYED FOODS MAY BE SOLD.** All meat inspections and licensing are the responsibility of the vendor.

6. Eggs and dairy products are allowed to be sold at the market, providing all federal and state regulations are followed, and any required licenses are presented and displayed. Eggs and dairy are considered potentially hazardous foods and have to be maintained at a temperature of 41 degrees F. or below. An ice chest with a drain can be used for cooling. No foods used for display may be sold.

7. Handmade items may be sold at the market. No store bought items will be accepted.

8. The Market Committee has the authority to inspect items sold at the market to ensure that such sales conform to Market Rules. All vendors may be subject to an on-site inspection at any point during the market season.

9. All plant vendors must have proper licenses to sell at the market. There are different licenses required for plant vendors' versus vegetable only plant vendors. Cut flowers and herbs are allowed to be sold at this market. It is the responsibility of the vendor to research and obtain the correct license and supply the Market Committee with the proper license before being allowed to set up at the market.

10. It is the responsibility of the vendor to research and obtain any and all correct licenses required by the Tennessee Department of Agriculture and/or the Tennessee Department of Health, as well as the Federal Government, and the vendor must supply the Market Committee with the proper license before you will be allowed to set up at the market. All licenses must be displayed in a prominent location each time the vendor sets up at the market. Further information on these rules and regulations can be found at: <http://www.state.tennessee.us/agriculture/>

11. ALL PRODUCE NOT GROWN IN BRADLEY COUNTY MUST BE CLEARLY MARKED WITH A SIGN STATING THE PRODUCTS PLACE OF ORIGIN. ( ex. \_\_\_\_\_ was grown in Bradley County, Tennessee).

### ***SECTION 3: Becoming a Vendor/Agreement Process***

1. All vendors are required to read the market rules and to fill out an Agreement prior to selling at the market. Agreements and all required licenses must be submitted a minimum of (1) one week prior to setting up at the market, and must be reviewed by the Market Committee before the vendor begins selling to ensure the basic requirements of selling at this market have been met. The Market Committee may request a farm visit in order to inspect the origin of items sold at the market to ensure that such sales conform to market standards. If a farm visit is denied, the vendor's participation in the market may be suspended by the Market Committee until the discrepancy is resolved.

2. Vendors selling for the first time will be verbally reminded of the vendor/producer requirement prior to selling, to avoid any misunderstandings. Agreements are available by mail, email, or on our website, and at the market by contacting the Market Committee.
3. Any Vendor who is not following the market rules will be informed by the Market Committee of what they will need to do to be in compliance with all market rules. All vendors will be given only two written warnings for any offense. The third time a vendor is found not complying with the rules, they will be asked to leave the market and will not be allowed to set up to sell again until they have made the necessary changes to be in compliance.
4. All items requiring labels need to contain the specific information as required by the Tennessee Department of Health and Tennessee Department of Agriculture. It is the responsibility of the vendor to insure their labels are in compliance. You will not be allowed to sell a product at this market if they do not contain all necessary information.
5. The signer of this agreement, a family member, or a hired worker will be the only persons allowed to sell your products at the market. A list of names selling for the vendor must be submitted to the Market Committee by the vendor, with this application.

6. The Bradley County Farmers Market North Committee, with the approval of the Bradley County Commission, may at their discretion, amend or add rules for the current market year as deemed necessary.

7. Vendor must present all necessary licenses which must be displayed at all times when set up at the market, and a copy shall remain forever on file with the Bradley County Farmers Market North.

#### ***SECTION 4: Assignment and use of Space***

1. Each vendor may occupy a 11 X 11 booth space, and must follow the Market Committee's instructions for parking.
2. The Market Committee may change space allocations when it is considered to be in the best interest of the Market operation.
3. Vendors must provide their own equipment, signs and any setup materials for display of items.
4. The Bradley County Farmers Market North will supply one laminated 8.5x11 Vendor Sign per vendor, which must be displayed in a prominently visible location each time the vendor sets up to sell at the market. If you misplace your sign, you will be charged \$10.00 for a new sign.
5. Vendors must keep all merchandise, refuse, and personal property within the 11 X 11 space allocated to them. VENDORS MUST SUPPLY THEIR OWN TRASH RECEPTACLES AND TAKE ALL THEIR REFUSE WITH THEM WHEN THEY LEAVE. NO EXCEPTIONS!

**SECTION 5: Market Operations, Health and Safety Considerations**

1. Vendors assume liability for unattended items left for sale.
2. Smoking is not permitted under the pavilion of the Bradley County Farmers Market North.
3. Inappropriate language or behavior, profanity, or other harassment or abuse by a member or participant, employee, or customer of the market is grounds for immediate and permanent expulsion from the market. The Market Committee makes this determination.
4. It is the responsibility of vendors to satisfy customer complaints. The Market Committee may cancel a vendor's agreement in the case of multiple customer complaints or if vendor activity jeopardizes the smooth running of the market.
5. No person shall make a public outcry (hawking), or give any musical or other entertainment for the purpose of drawing customers or attracting attention without prior permission from the Market Committee.
6. All vendors shall be held responsible for the actions of their employees, agents, or persons working in concert with their stand.
7. No vendor shall permit seepage or leakage of water or fluids from any part of their space into the public areas or other vendor's spaces.
8. Children under 14 years of age must be supervised by an adult at the market. Bicycles, scooters, skateboards, and other similar devices are prohibited in the market area at all times.
9. Vendors may not bring live animals (for sale or otherwise) onto market property without advance permission from the Bradley County Farmers Market North Committee, except as provided by state and federal laws (i.e. Hearing, guide and service animals.)
10. Vendors are responsible for the individual safeguarding of their products, supplies, and money. Bradley County or Bradley County Farmers Market North Committee is not responsible for loss or theft.
11. The vendor (lessee), by signing the Vendor Agreement, agrees to protect and hold the Bradley County Farmers Market North (lessor) and the Bradley County Recreational Complex harmless and to indemnify the lessor from any and all claims, demands, suits, actions, judgments and recoveries for or on account of damage, theft or injury (including death) to property or person occurring as a result of lessee's use of the leased property and any other cause whatsoever. **INCLUDING FINES IMPOSED BY STATE AND LOCAL OFFICIALS FOR NON COMPLIANCE OF STATE/FEDERAL/LAND LOCAL LAWS.**
12. A vendor must display all food-related products on safe, well-constructed, well-maintained and clean tables. Produce or other food-related items must be displayed or stored at least 6 inches above the ground.
13. The Bradley County Parks and Recreation Department will provide, designate the location of, and empty all public litter containers for use by customers.

14. Each Vendor will be responsible for removing all their spoiled produce, and collect and remove all refuse generated from sales and activity at their space. Vendors MAY NOT throw any leftover or spoiled produce in the market trash cans.
15. Each vendor is responsible for leaving his/her space clean at the end of the Market Day.
16. A restroom is available at the market during market hours. Every Vendor is required by the Tennessee Department of Health to wash their hands before exiting the restroom.
17. Any needed repairs, hazardous conditions or problems in the Market area should be reported to the Market Committee. Persons causing damage to the grounds may be held financially liable for the cost of repair or replacement.
18. It is unlawful to sell or consume alcoholic beverages on the Bradley County Farmers Market North or Recreational Park property.
19. No open flames (grills) are permitted on Bradley County Recreational Park property without the prior written approval of the Bradley County Farmers Market North Committee.
20. Shirts and shoes must be worn at all times at the Market, and appropriate attire should always be worn.
21. If anyone has cause to believe a vendor is in violation of any of these rules, they may notify the Market Committee.
22. All vendors must display their market permit and all applicable licenses at their booth space and must provide market with a copy of all licenses to the Market Committee to remain in the Bradley County Farmers Market North files. You will not be allowed to set up and sell as a vendor of the Bradley County Farmers Market North if you do not have your required documents at all times.
23. This market is run by volunteers, they are not paid. Please treat each one of them with respect, and help set up and take down. They would greatly appreciate the help.

**Farmers Market North Committee**

Louie Alford  
Thomas Cnye  
Gloria Hayes

**For additional information:**

call 423.728.7105

RULES  
OF  
TENNESSEE DEPARTMENT OF AGRICULTURE  
CHAPTER 0080-4-11  
REGULATIONS FOR ESTABLISHMENTS UTILIZING DOMESTIC KITCHEN FACILITIES  
FOR BAKERY AND OTHER NON-POTENTIALLY HAZARDOUS FOODS  
INTENDED FOR COMMERCIAL SALE

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0080-4-11-.01 Purpose	0080-4-11-.05 General provisions
0080-4-11-.02 Definitions	0090-4-11-.06 Facility Requirements
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0080-4-11-.04 Permit Requirements	0080-4-11-.08 Exemptions

0080-4-11-.01 PURPOSE

The purpose of these rules is to allow individuals using domestic kitchens to prepare, manufacture and sell non-potentially hazardous foods commercially, while ensuring that the public health is protected by compliance with these rules and inspections by the Department of Agriculture.

*Authority: T.C.A. §53-1-207. Administrative History: Original rule filed.*

0080-4-11-.02 DEFINITIONS.

- (1) "Domestic kitchen" is a home-based kitchen that meets the established requirements herein in order to process non-potentially hazardous foods for commercial sale.
- (2) "Non-potentially hazardous foods" would include jam, jellies, candy and baked goods that do not meet the definition of potentially hazardous foods.
- (3) "Potentially hazardous foods" are those foods which consist of meat, poultry, liquid eggs and partially cooked egg products, fish, milk and milk products, shellfish, partially cooked bakery products and/or other ingredients capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms when stored at temperatures in excess of 45 degrees F if a cold food or below 140 degrees F if a hot food. Also included as potentially hazardous foods are low acid canned foods (vegetables, fish, meat, etc.) and acidified foods (pickled vegetables, fish, meat, eggs, etc.)
- (4) "Unit of sale" is the form of packaging in which the product is normally offered for sale to the consumer (e.g. 1 loaf of bread, 1 dozen cookies, 1 pie [or piece thereof, as applicable], 1 container of jelly, etc.)

*Authority: T.C.A. §53-1-207. Administrative History: Original rule filed.*

0080-4-11-.03 LIMITATIONS OF SALE. A domestic kitchen shall not exceed 100 units of sale per week.

*Authority: T.C.A. §53-1-207. Administrative History: Original rule filed.*

0080-4-11-.04 PERMIT REQUIREMENTS.

- (1) All facilities in which foods are manufactured, processed, packed or held for introduction into commerce must obtain and maintain a current license (known as a "Regulatory Services Permit") from the Tennessee Department of Agriculture, Regulatory Services, Food and Dairy Section in accordance



with Tennessee Code Annotated §53-1-208. Compliance with all other business license, permit and zoning requirements is the responsibility of the applicant.

- (2) All domestic kitchens shall be available for inspection by the Tennessee Department of Agriculture between the week-day hours of 7 a.m. to 5 p.m., and the department shall, if it deems it advisable or necessary, inspect such premises on Saturdays, holidays or other times commercial foods are being processed, prepared, packaged, or handled.
- (3) An individual who wishes to process non-potentially hazardous foods in a domestic kitchen shall have adequate knowledge of safe food handling practices and shall have successfully completed the Tennessee Food Safety Certification Course presented by the University of Tennessee Department of Food Science and Technology or equivalent as determined by the Tennessee Department of Agriculture.

*Authority: T.C.A. §53-1-207 and §53-1-208. Administrative History: Original rule filed.*

0080-4-11-.05 GENERAL PROVISIONS.

- (1) A food-processing establishment in an area that is part of a domestic kitchen shall comply with all provisions of this policy.
  - (a) All domestic kitchen doors, if doors are provided, openings to other rooms of the building such as bathrooms and all openings to the outside shall be kept closed during the processing, preparing, packaging, or handling of commercial foods. Windows, which are open when processing, shall be effectively screened to prevent the entrance of insects.
  - (b) No person other than the food establishment licensee, or someone under the direct supervision of such licensee, shall directly engage in the processing, preparing, packaging, or handling of commercial foods and no other person shall be allowed in the domestic kitchen during such periods of operation.
  - (c) No pets shall be allowed at any time in the structure or building in which the domestic kitchen is located.
  - (d) No processing, preparing, packaging, or handling of commercial foods shall be carried on in a domestic kitchen while other domestic activities are being carried on in such domestic kitchen, including, but not limited to, family meal preparation, serving, eating, dishwashing, clothes washing and ironing, cleaning of floors, walls, cabinets and appliances, or entertaining guests.
  - (e) Use of tobacco products is prohibited in the structure housing the domestic kitchen during preparing, processing, packaging or handling of commercial foods.
  - (f) Employee Health – No food handler shall work in food processing while infected with a disease in a communicable form that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or while affected with a boil, or infected wound, or an acute respiratory infection.

*Authority: T.C.A. §53-1-207. Administrative History: Original rule filed.*

0080-4-11-.06 FACILITY REQUIREMENTS.

- (1) Each domestic kitchen shall include and be provided with the following:
  - (a) An adequate safe water supply derived from:

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1. a municipal service or
  2. a private water supply deemed to be safe as determined by inspection and annual microbiological analysis for coliform conducted at a laboratory deemed acceptable by the Tennessee Department of Agriculture. Current documentation of the laboratory analysis must be kept at the facility for review at the time of inspection.
  - (b) Storage space for ingredients including partially filled ingredient containers that have been properly sealed and labeled, finished product containers, and labels for commercial foods that provides effective separation from household cleaning materials, other chemicals or toxic substances.
  - (c) A separate refrigerated unit equipped with an accurate thermometer located in the same structure as the domestic kitchen for storage of perishable products or ingredients utilized in the preparing, processing, or handling of commercial foods.
  - (d) Adequate facilities including a sink for the cleaning and sanitization of all utensils and equipment and adequate space for the draining or air-drying of all utensils and equipment that are or may become food product contact surfaces.
  - (e) Adequate hand washing facilities separate from the utensil cleaning facilities, which include hot and cold water, single service paper towels and hand soap. Properly supplied hand washing facilities provided in toilet facilities located within the structure containing the domestic kitchen may suffice for this provision. Hands shall be washed and dried.
    1. after restroom use, and
    2. immediately prior to food preparation, processing and/or packaging as often thereafter as is necessary to properly protect the food
  - (f) A properly functioning toilet facility supplied with single service paper towels, hand soap, toilet tissue and a covered waste receptacle.
  - (g) Utensils and equipment that are made of smooth, nonabsorbent, corrosion-resistant, non-toxic material so constructed as to be easily cleaned.
  - (h) Food packaging materials, containers and closures that are safe for their intended use. Written verification relative to food safety from the manufacturer of the packaging materials, containers or closures may be required.
  - (i) Shielded or shatter resistant lighting in the processing area.
  - (j) Hair restraints and clean outer garments which must be worn by all persons in the domestic kitchen during processing, preparing, packaging, or handling of commercial foods. The use of loose or dangling jewelry, nail polish and chewing gum is prohibited by persons in the domestic kitchen during processing, preparing, packaging, or handling of commercial foods.
- (2) Operation of the facility shall be conducted in such a manner as to protect the commercial food from contamination during preparing, processing, packaging, storage and distribution. Where applicable, containers may require sanitization prior to use. Suitable dispensing/measuring utensils stored in a manner so as to preclude contamination shall be used to avoid unnecessary manual contact with food.
- (3) Medical supplies or equipment shall not be stored or allowed in the domestic kitchen unless stored in such a manner, which is not conducive to contamination of food or food product contact surfaces.

(4) There shall be no evidence of insect or rodent activity. Chemical pest control application shall be conducted in a manner consistent with manufacturer's directions so as to not contaminate food products or food product contact surfaces. A person shall not apply a pesticide within a building used for the preparation or serving of food except under the direct supervision of a person licensed to apply pesticides in accordance with General Provision 62-21-124(a)(4), Chapter 21 of the Tennessee Application of Pesticides Act of 1978.

(5) Waste, including food waste, shall be disposed of in a manner that does not attract rodents, insects or birds.

*Authority: T.C.A. §53-1-207. Administrative History: Original rule filed.*

0080-4-11-.07 LABELING OF PRODUCTS.

(1) All food items packaged at the facility must be properly labeled prior to sale. The following, at a minimum, must be present on all food items:

(a) The name, street address, city, state and zip code of the manufacturer, packer or distributor.

(b) An accurate statement of the net amount of food in the package.

(c) The common or usual name of the food.

(d) The ingredients in the food.

(2) All labeling shall comply with the applicable provisions of the Code of Federal Regulations, Chapter 21, part 101 - FOOD LABELING. Facility may apply for a Small Business Nutritional Labeling Exemption, if applicable.

(3) Lot dates or numbers should be evident on each package or container of food for traceability purposes in the event an issue occurs which may require a market withdrawal of the food. A current distribution list including quantities sold may also be of assistance should an incident occur.

*Authority: T.C.A. § 53-1-105 and §53-1-207. Administrative History: Original rule filed.*

0080-4-11-.08 EXEMPTIONS. Establishments that process non-potentially hazardous foods as defined in 0080-4-11-.01 DEFINITIONS, (2), of this document prepared solely for the intent of sale at single day public events no more than six times per year on non-sequential days in behalf of a non-profit institution or charity are exempt from the requirements of these rules.

*Authority: T.C.A. §53-1-207. Administrative History: Original rule filed.*

## News and Information from the University of Tennessee Institute of Agriculture

### UT Extension Launches Online Domestic Kitchen Certification Course

KNOXVILLE, Tenn. — Earning certification to prepare, manufacture and sell certain foods from a home kitchen is now more convenient for Tennesseans thanks to a new online training module from University of Tennessee Extension.

Domestic Kitchen Food Safety Training, which launches Wednesday, Feb. 1, provides instruction centered around the state's Domestic Kitchen Rule. The rule allows people to commercially prepare, manufacture and sell non-potentially hazardous foods in the home while ensuring the public's health is protected.

Examples of non-potentially hazardous foods include jams, jellies, candies and certain baked goods.

"We think that bringing the Domestic Kitchen Food Safety training online will improve accessibility to the required training for entrepreneurs who wish to produce non-potentially hazardous foods in their domestic kitchen," said Dr. Faith Critzer, an assistant professor in the UT Department of Food Science and Technology and a UT Extension specialist.

Critzer — along with Dr. P. Michael Davidson, professor and head of UT's Department of Food Science and Technology, and John Sanford, Tennessee Department of Agriculture administrator for food manufacturing — will teach the course.

Richard Karel with UT's Office of Information Technology helped Critzer and Davidson transform the course from a traditional classroom format to the new online version. For those who prefer face-to-face training, Critzer and Davidson will continue to lead the course in a traditional classroom setting several times per year.

Participants who successfully complete the program earn certification from the University of Tennessee Food Science and Technology Extension program. Certification is the first step toward meeting requirements to manufacture non-potentially hazardous foods in a domestic kitchen.

Foods are considered non-potentially hazardous if they do not consist mainly of meat, poultry, liquid eggs, partially cooked egg products, fish, milk and milk products, shellfish, partially cooked bakery products, or other ingredients susceptible to the rapid growth of microorganisms when stored out of recommended temperature ranges for cold or hot foods.

Other prohibited foods include low-acid canned vegetables and acidified foods such as salsa or pickled vegetables.

Individuals interested in forming a catering business (made-to-order birthday cakes, wedding cakes, etc.) are not required to take the course and should contact a local health department for information regarding regulations.

In addition, individuals with an inside pet of any kind will not qualify as a food manufacturer under the Domestic Kitchen Rule.

Tennessee residents seeking the online certification should visit the UT Extension Online Learning website at <http://tiny.utk.edu/kitchenert> beginning Feb. 1. The course fee is \$75, which is payable online. First-time site users must create an account.

For more information, contact Nancy Austin in the Department of Food Science and Technology at 865-974-7717 or [naustin@utk.edu](mailto:naustin@utk.edu).

**Domestic Kitchen Registration Form**

Cost: \$100 per person  
Made check or money order payable to:  
The University of Tennessee

Box Lunch Preference: please check one

- Smoked Turkey
- Roast Beef
- Ham
- Veggie

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

Duplicate this form as needed and complete a separate form for each participant.

**Purpose of the Domestic Kitchen Rules:**  
The purpose of these rules is to allow individuals using domestic kitchens to prepare, manufacture and sell non-potentially hazardous foods to the public, while ensuring that the public health is protected by compliance with these rules and inspections by the Department of Agriculture.

**Please note:** If you are in a catering business or are interested in starting a catering business (e.g., made-to-order birthday cakes, wedding cakes, etc.) this course is not a requirement for your business. For that type of business, you need to contact your local Health Department. Also, if you are interested in manufacturing foods that are considered "potentially hazardous," the Domestic Kitchen Rule does not allow these to be produced in a home kitchen. A partial list of common foods that are potentially hazardous and not allowed to be manufactured under the Domestic Kitchen Rule includes: salsa, pickled vegetables, relishes or chow-chow, cheese cakes, canned vegetables or meats, fermented vegetables and dairy or meat products.

**Note:** If you have an inside pet, of any kind, you do not qualify as a food manufacturer under the Domestic Kitchen Rule.

**Course Schedule:**  
Date: \_\_\_\_\_  
Time: 8:30 am to 4:00 pm (CST)

**Registration and General Information:**  
The \$100.00 registration fee includes instruction materials, lunch and certificate earned.

**Enrollment:**  
*Pre-registration with payment is mandatory.*  
Registration fee is non-refundable. To enroll, mail the enclosed registration form and a check or money order payable to The University of Tennessee to:

Nancy Austin  
The University of Tennessee  
Food Science & Technology  
2605 River Drive, 116 FSPB  
Knoxville, TN 37996-4591

Or you may register and pay on-line with a credit card at <https://web.dli.utk.edu/astore/pc-2697-2411-domestic-kitchen-tennessee-food-safety-certification-course-april-27-2012.aspx>

For further information please contact Nancy Austin at  
Phone: 865-974-7717; e-mail: [naustin@utk.edu](mailto:naustin@utk.edu)



TENNESSEE DEPARTMENT OF AGRICULTURE

REGULATORY SERVICES

Julius Johnson  
COMMISSIONER

SUBJECT: Amendments to the Domestic/Home-based Kitchen Requirements,

DATE: June 18, 2012

The Tennessee General Assembly passed legislation allowing non-potentially hazardous foods produced in home-based kitchens to be sold at certain venues without the requirement to be licensed and/or inspected. Public Chapter 1105 found at <http://state.tn.us/sos/acts/107/pub/pcl105.pdf> provides the specific requirements. In general, the resulting requirements are:

Non-inspected, non-licensed, non-potentially hazardous food products may be offered for sale at a person's residence, community or social event (including church bazaars and festivals), flea markets, and farmer's markets provided:

1. A sign with ¾ inch font on 8 ½ by 11 inch paper is prominently displayed at the point of sale stating, "THESE FOOD PRODUCTS WERE MADE IN A PRIVATE HOME NOT LICENSED OR INSPECTED".
2. Each container of product offered for sale shall be labeled with the following information:
  - a. Name and address of the person who prepared the food product
  - b. The common or usual name of the food product
  - c. Date on which the food product was packaged
  - d. The net quantity of the food product
  - e. The statement, "This product was made in a private home not licensed or inspected"
  - f. A list of ingredients in order of predominance of weight. If any ingredient contains milk, eggs, fish crustacean shellfish, tree nuts, wheat, peanuts, or soybeans the list of ingredients shall include the common name of the ingredient

Individuals who process non-potentially hazardous foods are encouraged, but not required, to complete a food safety course and have their recipes and processes reviewed by a knowledgeable party.

Persons holding a current domestic kitchen license through the Department of Agriculture may legally offer their non-potentially hazardous foods at any venue. Those desiring to retain their license, please remit your renewal with the required fee. Those choosing not to retain their license require no further action.

Please be aware that Farmer's Markets have the liberty to require that products offered for sale at their respective market must meet designated standards.

Ellington Agricultural Ctr., Box 40627, Nashville, TN 37204 Phone (615) 837-5150 Fax (615) 837-5335  
Jimmy.Hopper@tn.gov



TENNESSEE DEPARTMENT OF AGRICULTURE  
 REGULATORY SERVICES ATTN: FOOD & DAIRY  
 BOX 40627 MELROSE STATION  
 NASHVILLE, TN 37204  
 PHONE # 615-837-5153 OR 615-837-5534 FAX# 615-837-5005

**DOMESTIC KITCHEN ESTABLISHMENT QUESTIONNAIRE**

To be completed by the owner / operator and submitted to the Regulatory Authority.  
 Please refer to the Tennessee Domestic Kitchen Regulations Chapter 0080-4-11, 21 CFR Part 110 Good Manufacturing Practices,  
 and the basic Requirements for more information. \*\*\* DO NOT SEND MONEY \*\*\*

NAME OF ESTABLISHMENT \_\_\_\_\_ NAME OF OWNER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_ COUNTY \_\_\_\_\_  
 PROPOSED DAYS / HOURS OF OPERATION \_\_\_\_\_ OPENING DATE \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

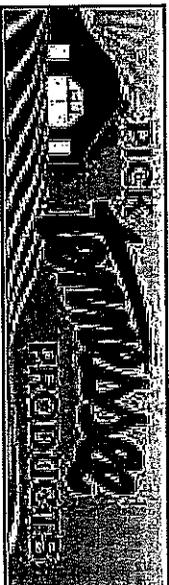
\_\_\_\_\_ COPY OF CERTIFICATE OF COMPLETION OF THE TENNESSEE FOOD SAFETY CERTIFICATION COURSE OR EQUIVALENT COURSE  
 \_\_\_\_\_ NAMES OR PERSON(S) COMPLETING COURSE AND DATE \_\_\_\_\_  
 \_\_\_\_\_ LIST OF ALL PRODUCTS AND HOW MANY UNITS OF EACH SOLD PER WEEK \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ ATTACHE STEPS OF COMPLETE PROCESSING OF PRODUCT \_\_\_\_\_  
 \_\_\_\_\_ LABELING FOR PRODUCTS PRODUCED AND PACKAGED \_\_\_\_\_  
 \_\_\_\_\_ COPY OF HOME OCCUPATION PERMIT (if applicable) \_\_\_\_\_

CHECK ONE: WELL WATER \_\_\_\_\_ CITY WATER \_\_\_\_\_ SPRING \_\_\_\_\_ DATE OF ANALYSIS \_\_\_\_\_  
 Submit well water approval from local Health Department or spring approval from Environment & Conservation  
 CHECK ONE: CITY SEWAGE \_\_\_\_\_ SEPTIC TANK \_\_\_\_\_  
 BUSINESS LICENSE- SUBMIT DOCUMENTATION / COPY \_\_\_\_\_  
 STATEMENT: I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_ DATE: \_\_\_\_\_

ENCLOSE ALL APPROVALS, LABELING INFORMATION AND REQUIRED DOCUMENTATION,  
 PLEASE FORWARD TO THE TENNESSEE DEPARTMENT OF AGRICULTURE.

Revised 7/28/10  
 Ellington Agricultural Center, Box 40627, Nashville, TN 37204 Phone (615) 837-5153 or (615) 837-5534 Fax (615) 837-5005



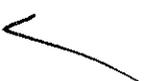
## Bradley Farmers Market North Vendor Application

Return Completed Contracts to:  
Lori Moultre, Bradley County Courthouse, Room 105, P. O. Box 1167, Cleveland, Tennessee 37364  
lmoultre@bradleycountytn.gov

Vendor Name _____	
Name of Business _____	
Address _____ _____	
E-mail Address _____	
Home Phone _____	Work Phone _____
Cell Phone _____	Fax _____
Website _____	
<p>The vendor, a vendor's family member, or a hired worker will be the only persons allowed to sell your products at the market. Please list the names of anyone that will be selling:</p> <p>_____</p> <p>_____</p>	
<p><i>I have received, read and understood, and agree to abide by all rules and regulations governing the Bradley County Farmers Market North. I understand that failure to follow the guidelines may mean my removal from the Market at any time and may mean exclusion from the Market.</i></p>	
Vendor Printed Name _____	Date _____
Vendor's Signature _____	Date _____

**Farmers Market North Committee**  
Louie Alford, Thomas Crye, Gloria Hayes

**For additional information:**  
call 423.728.7105



How long have you been in business? \_\_\_\_\_

Are you a \_\_\_\_\_ grower/producer (fruits, vegetables, flowers, plants, etc)  
\_\_\_\_\_ grower producing prepared product which has been raised on your farm,  
i.e. jams, baked goods, dairy, honey, meat, eggs,  
\_\_\_\_\_ business (bakery, etc. fresh or processed product not grown by you)  
\_\_\_\_\_ organization  
\_\_\_\_\_ home gardener

What type of products do you expect to bring to market? \_\_\_\_\_  
\_\_\_\_\_

How many acres are in production? \_\_\_\_\_

\_\_\_\_\_ certified organic \_\_\_\_\_ sustainable \_\_\_\_\_ conventional

✓



**WAIVER OF BRADLEY COUNTY FARMERS MARKET NORTH  
LIABILITY**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2020,

between \_\_\_\_\_  
(name of vendor)

and the Bradley County Farmers Market North.

I, \_\_\_\_\_, shall  
(print name)

indemnify and agree to hold harmless Bradley County, Bradley County Farmers Market North the Bradley County Parks and Recreation Department from and against any and all liability, damage, expense, cause of action, suits, claims, penalties, or judgments arising from injury to person(s) sustained by anyone as a result of consuming food acquired from me and/or resulting in any way from the operation of my stall/stand and /or vehicle.

I shall, at my own cost and expense, defend any and all suits against myself or the Bradley County Farmers Market North resulting through my participation as a vendor. My failure in defending against any and all suits can result in Bradley County Farmers Market defending such suits at vendor's expense.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

For Farmers Market North Committee Use Only

**APPROVAL**

The Bradley County Farmers Market North has reviewed and approved the contract:

\_\_\_\_\_  
Chair, Bradley County Farmers Market North Committee

\_\_\_\_\_  
Date

Vendor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Application Received: \_\_\_\_\_  
✓



*Bradley County Commission*  
**Johnny Mull, Chairman**

**VOTING SESSION AGENDA**  
March 2, 2020, at 7:00p.m.  
Bradley County Courthouse

1. Call to order
2. Pledge of Allegiance
3. Invocation – The Chapel Pastor Ritchie Johnson
4. Roll Call
5. Approval of Minutes
6. Report from County Mayor
7. Consent Agenda (see pages 3-7)
8. Reports from Committees and/or Districts
9. Unfinished Business
10. Approval of Agenda
11. Agenda Items
  - A. Motion to extend the HCI grant contract term to December 31, 2021 – Commissioner Milan Blake
  - B. Motion to form an ad hoc committee to review the scope, process, and procedures for HCI grants – Commissioner Milan Blake

✓  
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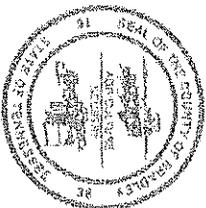
12. Communication from the audience
13. Announcements
14. Adjourn

Next meeting: Work Session – Monday, March 9, at 12:00p.m., Courthouse

Upcoming Events

\*Board of Education, March 5, 5:30p.m., Central Office

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*Bradley County Commission*  
**Johnny Mull, Chairman**  
**WORK SESSION MINUTES**  
February 24, 2020, at 7:00p.m.

Members present: Louie Alford, Milan Blake, Vice Chairman Thomas Crye, Erica Davis, Dennis Eppertson, Bobby Goins, Mike Hughes, Tim Mason, Chairman Johnny Mull, Charlotte Peak, Kevin Raper, Cindy Slater, Howard Thompson, Bill Winters

Members absent: None

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Chairman Johnny Mull called the meeting to order.

Following the Pledge of Allegiance led by Vice Chairman Thomas Crye, Living Word Church Prayer Coordinator Nancy Clark prayed the invocation.

**REPORT FROM COUNTY MAYOR**

County Mayor D. Gary Davis had no report.

**REPORTS FROM COMMITTEES AND/OR DISTRICTS**

**7<sup>th</sup> District**

Commissioner Bill Winters had no report.

Commissioner Kevin Raper congratulated the Cleveland High School wrestling team on another championship and the Bradley Central High School wrestling team on their solid fourth place finish.

**6<sup>th</sup> District**

Commissioner Erica Davis announced the SPCA meeting scheduled for February 26, has been moved to March 18, 2020, at 6:00p.m, at the Juvenile Center.

Commissioner Tim Mason had no report.

**5<sup>th</sup> District**

Commissioner Cindy Slater had no report.

Commissioner Bobby Goins reported rough areas along Wildwood Avenue.

**4<sup>th</sup> District**

Commissioners Howard Thompson and Charlotte Peak had no report.

**3<sup>rd</sup> District**

Commissioner Milan Blake placed on the March 2, 2020, voting session agenda a motion to extend the recently awarded HCI grant contracts term to December 31, 2021.

Commissioner Blake placed on the March 2, 2020, voting session agenda a motion to form an ad hoc committee to review the scope, procedures, and process of the HCL grants.

2<sup>nd</sup> District  
Vice Chairman Thomas Crye and Commissioner Louie Alford had no report.

1<sup>st</sup> District  
Commissioners Mike Hughes and Dennis Epperson had no report.

AGENDA ITEMS  
There were no agenda items.

COMMUNICATION FROM THE AUDIENCE  
Elmer Earls reported ongoing difficulty breathing at his residence near the landfill.

Dan Jones, 905 Forestview Place, expressed concern with the recently passed resolution declaring support for the Second Amendment of the United States. Jones suggested the Commission also consider resolutions declaring support for the 1<sup>st</sup>, 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> amendments, Black History Month, and Equal Rights Amendment.

Christy Durham, 192 Chestnut Drive, requested assistance with resolving the issue of a three hundred dollar (\$300.00) water bill recently received from Ocoee Utility District. Durham reported the utility company informed her there was a transmission issue causing the extra charge. Commissioner Thompson asked Ms. Durham to meet him at February 25, 2020, at 9:00a.m. at the Ocoee Utility District Office.

Earl Johnson, 905 Hancock Road, reported receiving a three hundred eighty-five dollar (\$385.00) water bill from Ocoee Utility District.

Charles Bean, 162 Hancock Oaks Trace Road, reported an average one hundred dollar (\$100.00) water bill from Ocoee Utility District.

#### ANNOUNCEMENTS

\*Next meeting, Voting Session, March 2, 2020, at 7:00p.m., Courthouse

\*North Lee Elementary groundbreaking, February 28, 11:00a.m., North Lee School

\*Black Fox Elementary groundbreaking, February 28, 12:30p.m., Black Fox School

\*Finance Committee, March 2, 11:3a.m., Commission conference room

There being no further business, the meeting was adjourned.