

# Loudon County Commission Workshop

Loudon, Tennessee

Monday, June 21, 2021

Courthouse Annex

6:00 pm

1. Comments by Members of the General Public
2. Mayor Bradshaw
  - A. Three Star Annual Letter
3. Purchasing Director – Susan Huskey
  - A. Multi-Year Mail Machine Lease for Annex Building
4. Commissioner Meers
  - A. Soil Conversation Proposal
5. Commissioner Shaver
  - A. Beer Board Background Checks
6. Director of Accounts and Budgets – Tracy Blair
  - A. Budget Recommendations

Loudon County Commission  
Agenda Item 2-A

# Three Star Annual Letter



Office of Rollen "Buddy" Bradshaw  
LOUDON COUNTY MAYOR

100 River Road • Suite 106 • Loudon, Tennessee 37774

Date:

**Fiscal Strength and Efficient Government Fiscal Confirmation Letter ThreeStar Program requirements**

This document confirms that Loudon County has taken the following actions in accordance with the requirements of the ThreeStar Program:

- The county mayor has reviewed with the county commission at an official meeting the county's debt management policy that is currently on file with the Comptroller of the Treasury Office. The purpose of this requirement is to ensure that local elected officials are aware and knowledgeable of the county's debt management policy.
- The county mayor and county commission acknowledge that an annual cash flow forecast must be prepared and submitted to the Comptroller prior to issuance of debt. The purpose of this requirement is to ensure elected officials are aware that prior to the issuance of debt the county must go through the process of assessing the county's cash flow. This is done to evaluate the county's finances and confirm that sufficient revenues are available to cover additional debt service associated with the proposed issuance of debt.
- The county mayor and county commission acknowledge that all county offices are required to have documented system of internal controls (TCA Section 9-18-102).

**Debt Management Policy**

This is an acknowledgement that *the Debt Management Policy of County is on file with the Office of the Comptroller of the Treasury* and was reviewed with the members of the Loudon County Commission present at the meeting held on the \_\_\_ day of \_\_\_\_\_.

X Minutes of this meeting have been included as documentation of this agenda item.

**Annual Cash Flow Forecast**

This is an acknowledgement that *prior to the issuance of debt an annual cash flow forecast was prepared for the appropriate fund and submitted to the Comptroller's office* and was reviewed with the members of the Loudon County Commission present at the meeting held on the \_\_\_ day of \_\_\_\_\_.

X Minutes of this meeting have been included as documentation of this agenda item.

**Confirmation of Documented Internal Controls Requirement**

This is an acknowledgement that County Commission understands that all county offices are required to develop a documented system of internal control for all offices, funds, and departments under the authority and administration of the elected officials of in compliance with Section 9-18-102 (a), Tennessee Code Annotated.

Acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 2021\_\_.

Buddy Bradshaw  
County Mayor

\_\_\_\_\_  
Signature

Loudon County Commission

Agenda Item 3-A

# Multi-Year Mail Machine Lease for Annex Building

**Customer**

Organization	Loudon County Trustee		
DBA			
Address	100 RIVER RD STE 109		
City State Zip	LOUDON	TN	37774-1042
Phone	(865) 458-4663	Fax	

**Purchase Order - Lease**

NASPO/ValuePoint Contract #: ADSPO 16-169901  
 and / or  
 State Participating Addendum (PA) #: 57416 (TN)

**Vendor**

Company Name	Quadient Leasing USA Inc. FEDERAL ID# 94-2388882		
Attention	Government Sales	DUNS# 150836872	
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

**Ship To**

Organization	Loudon County Trustee		
Attention	Christy Crumley		
Address	101 MULBERRY ST STE 203		
City State Zip	LOUDON	TN	37774-1479
Phone	(865) 458-3103	Email	crumleyc@loudoncounty-tn.gov

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description	Unit Price	Total	
60	Months	Lease Payment	\$223.27	\$13,396.20	

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

**Products**

QTY	Product ID	Description
1	IX7	IX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge
1	IXWP10	IX Series 10 lb Weighing Platform

- Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSPO16-169901. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:  
 Quadient Leasing USA Inc.  
 Dept 3682  
 PO Box 123682  
 Dallas TX 75312-3682
- Send all correspondence to:  
 Quadient Leasing USA Inc.  
 478 Wheelers Farms Rd  
 Milford CT 06461

\_\_\_\_\_  
 Authorized by Date

\_\_\_\_\_  
 Print Name Title



Loudon County Commission

Agenda Item 4-A

# Soil Conservation Proposal

Date: 12 June 2021  
To: Loudon County Budget Committee  
From: Loudon County Soil Conservation District 87  
Subject: **\$9,000 for Year to Year Part Time Employee (Soil Technician)**

Budget Committee,

The Loudon County Soil Conservation District-87 (SCD-87) has **33 agricultural applications** for cost sharing programs that **cannot be approved** due to a **lack of technical support**. Some of the applications were submitted 3 years ago.

SCD-87 request the Budget Committee add to the 2021-2022 **budget \$9,000 for a year to year part time employee (Soil Technician)** to include associated part time employment expenses (Workers Compensation, FICA, etc).

**Primary duties include** (as a minimum) visit Loudon County agricultural sites that apply for cost sharing funds from Tennessee Department of Agriculture (TDA) Agricultural Resources Conservation Funds (ARCF), advise applicants of programs, conduct soil and water evaluations, prepare technical reports, and assist the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) in their Loudon County cost sharing programs.

**Qualifications** of the part time Soil Technician would be (as a minimum) 18 years or older, U S citizen, high school/GED diploma, Tennessee driver license, pass drug screening and a federal background check.

The Soil Technician would be **required to successfully complete online and classroom technical training courses conducted and certified by NRCS.**

**ARFC and NRCS** each have agreed to **match \$9,000 of Loudon County's wages** paid to the Soil Technician.

\$9,000 Loudon County  
\$9,000 ARFC (match Loudon County)  
\$9,000 NRCS (match Loudon County)

Last year, ARFC paid cost sharing agricultural applicants in Monroe County **\$97,000**, Knox County **\$84,000** and **Loudon County \$26,000**. ARFC has budgeted Loudon County \$87,000 for year 2021-2022.

Hiring a Soil Technician will **resolve the 33 pending applications** estimated at \$50,000 and **process new applications** estimated at \$87,000.

Thank you

Loudon County Soil and Water Conservation District-87 Supervisors.

Loudon County Commission  
Agenda Item 5-A

## Beer Board Background Checks



# Qualified Organizations

Tennessee & FBI

Applicant: \$35.15, Volunteer: \$31.15, International Adoptions (Or State Only): \$21.90

**FINGERPRINTS REQUIRED**

Organizations that serve children, the elderly, and the vulnerable population may request fingerprint-based comprehensive criminal histories. [An ORI number is required for this transaction.](#) Please click the link to the vendor below for additional information.



## Obtaining an ORI number

**Qualified agencies, such as those who serve children, the elderly, and the vulnerable population may request an ORI number.**

To establish an ORI number and User Agreement with the TBI, agencies must submit a "letter of purpose" on your agency's letterhead and it should contain the following information:

- a. Your agency name, the type of service(s) you provide such as childcare, elder assistance, etc.
- b. The appropriate T.C.A. (Tennessee Code Annotated) or federal statute authorizing your agency or organization to fingerprint prospective employees and/or volunteers and receive criminal history record information. If your agency employees have unsupervised access to children, the elderly or any other vulnerable population, please indicate NCPA/VCA (National Child Protection Act of 1993, as amended) in addition to the T.C.A., if known.
- c. Include a copy of your license issued by a state agency (E.g. Dept of Education, Mental Health, DCS, or DHS) unless you are a non-profit agency (501c3).

**Please note:** If you are the General Vendor/Contractor working on school property, you must include your contract with the public/private school system and a copy of your business license. Sub-contractors are **NOT** eligible for an ORI number. The TBI requires all sub-contractors to utilize the General Vendor/Contractor's ORI number when fingerprinting sub-contractor employees.

Agencies who submit required documents will receive the appropriate User Agreement, waivers, and privacy rights for your agency.

You may send completed information by fax to 615-744-4657 or by email to [Melissa.R.Smith@tn.gov](mailto:Melissa.R.Smith@tn.gov). You may also mail it to the address below.

Tennessee Bureau of Investigation  
Biometrics Services Unit – Fee Programs  
901 R.S. Gass Blvd.  
Nashville, TN 37216

Attention: Melissa Smith