
Anderson County Charter Commission

Agenda **Monday, March 6, 2017 @ 6:00 p.m.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Prayer**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes (2.6.2017)**
- 6. Appearance of Citizens**
- 7. Appearance of Elected Officials and Heads of Department**
 - A. Jeff Cole – County Clerk**
 - B. Hal Cousins – Clerk & Master**
 - C. Willam Jones – Circuit Court Clerk**
 - D. Rodney Archer - Trustee**
- 8. Unfinished Business**
- 9. New Business**
- 10. Announcements**
- 11. Adjourn**

Respectfully Submitted,
V L Stonecipher, Chairman

**Anderson County Charter Commission
Minutes
February 6, 2017**

BE IT REMEMBERED THAT THE ANDERSON COUNTY CHARTER COMMISSION MET IN REGULAR SESSION ON FEBRUARY 6, 2017 AT 6:00 PM, WITH THE FOLLOWING MEMBERS PRESENT: V L STONECIPHER, MARK ALDERSON, TIM ISBEL, STEVE MEAD, STEVE EMERT, JERRY WHITE, BOB SMALLRIDGE AND DAVID STANLEY ABSENT: NONE

Prayer was led by Commissioner Alderson

Pledge of Allegiance was led by Commissioner Stanley

Upon motion made by Commissioner Alderson, seconded by Commissioner Mead and passed, minutes of the January 3, 2017 meeting were approved.

1. Appearance of Citizens – No Citizens came forward to speak.
2. Appearance of Elected Officials and Heads of Departments – Gary Long, County Road Superintendent, discussed the operations of his department in detail and answered questions. No action was taken.
Tim Shelton, Register of Deeds, discussed the operations of his department and answered questions. No action was taken.
3. Unfinished Business – Commissioner Mead discussed the time-line for preparing and submitting a draft of the charter government.
Commissioner Alderson made a motion, seconded by Commissioner Mead, for the Law Director, Mr. Yeager, to prepare a draft pursuant to the statutes of each department already in place and according to TCA Code.
4. New Business – Commissioner Mead made a motion to establish a quorum of five (5) members required to pass a motion be added to the Rules of Procedure. Seconded by Commissioner Emert, motion carries.

Upon motion made by Commissioner Emert, meeting was adjourned.

Next meeting will be on March 6, 2017 at 6:00 pm.

**OFFICE OF THE COUNTY LAW DIRECTOR
ANDERSON COUNTY, TENNESSEE**

101 South Main Street, Suite 310
CLINTON, TENNESSEE 37716

N. JAY YEAGER
Law Director

TELEPHONE: (865) 457-6290
FACSIMILE: (865) 457-3775
Email: jyeager@aclawdirector.com

MEMORANDUM

TO: William Jones, Circuit Court Clerk
Hal Cousins, Clerk and Master
Rodney Archer, Trustee
Jeff Cole, County Clerk

CC: Annette Prewitt

FROM: N. Jay Yeager *NJY*

DATE: February 27, 2017

RE: **Charter Commission Meeting**

Dear Gentlemen:

The Charter Commission will be meeting on Monday night, March 6th at 6:00 P.M., and they are interested in hearing your views concerning the proposed Anderson County Charter. Please feel free to bring any information you want to share with the commission, including staff employees if needed, to describe the operation of your office.

Please let me know if you can attend the meeting or if you have any questions regarding the process.

Thank you in advance for your cooperation in this matter



**HAROLD P. COUSINS, JR., CLERK & MASTER
SEVENTH JUDICIAL DISTRICT
CHANCERY-PROBATE DIVISION**



**HON. M. NICHOLE CANTRELL,
CHANCELLOR**
Anderson County Courthouse
100 North Main Street, Suite 302
Clinton, Tennessee 37716

Anderson County Courthouse
100 North Main Street, Suite 308
Clinton, Tennessee 37716
Phone: (865) 457-6205
Fax: (865) 457-6267

**HON. DONALD R. ELLEDGE,
JUDGE**
Anderson County Courthouse
100 North Main Street, Suite 300
Clinton, Tennessee 37716

The Anderson County Clerk & Master is custodian of court records for three courts: Chancery Court, Probate Court, and Child Support Court. This involves the filing and maintenance of the various types of lawsuits, i.e., divorce, land disputes, worker's compensation, conservatorships, adoptions/name changes, contract/debt disputes and the administration of probate estates; and the maintenance of the Chancery Court docket.

In addition, the Anderson County Clerk & Master's office is also responsible for the filing of delinquent tax suits filed by Anderson County, the cities of Oak Ridge, Clinton, Oliver Springs, Norris, and Rocky Top. This involves the collection of the delinquent taxes and if necessary, the auction of property as a result of nonpayment.

In all lawsuits, the Clerk & Master is responsible for the billing and collection of state and county litigation taxes as well as court costs. This court clerk's office reports to the state with regard to the collection of litigation taxes and the filing/type of each lawsuit.

The Clerk & Master's office strives to efficiently and courteously assist the public, attorneys, and judges in obtaining access to court records.

Harold P. Cousins, Jr., Clerk & Master



(<http://www.ctas.tennessee.edu>)

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Tennessee Code Annotated
Reference Number: CTAS-81

Clerks serve an important role in the operation of the Tennessee court system, a role that is outlined generally in Title 18 of the Tennessee Code Annotated. Some of the clerks' duties include the following:

1. Attending each court session with all the papers for the cases on the docket;
2. Administering oaths to parties and witnesses who testify;
3. Keeping minutes of the court in a well-bound book or in an electronic format so long as certain rules relating to the safekeeping of the records are followed;
4. Maintaining the rule docket and an execution docket in which all court judgments or decrees are entered in order of rendition and all receipts and disbursements in a case are entered;
5. Maintaining indexes for all books and dockets that are kept by the office; and (6) investing funds pursuant to T.C.A. § 18-5-105.

T.C.A. §§ 18-5-102, 18-1-105.

The clerk must reside in the county where the court is held and maintain an office in the county seat. T.C.A. § 18-1-102.

General sessions clerks have duties similar to other court clerks:

1. Retaining, preserving, and filing in order all papers in civil cases;
2. Transmitting papers when an appeal has been taken to circuit court; and
3. Keeping in a well-bound book a docket of all judgments and executions, or storing such information in an electronic format in accordance with rules for the safekeeping of these records.

T.C.A. § 16-15-303.

Because court clerks deal with voluminous paperwork, the storage and retention of documents are important aspects of these offices, and it is extremely important that the records of the clerk's office be well organized and accurate. Clerks collect state and county litigation taxes, criminal injuries compensation tax in courts with criminal jurisdiction, county expense fees, and depending upon the particular court, funds for the impaired driver's trust fund, Tennessee Bureau of Investigation fees, misdemeanor jail per diems, fines, sheriff's fees, clerk's fees, witness fees and other items of court costs. Clerks prepare bills of costs in cases, account for these monies and make collection efforts when these amounts are unpaid. Clerks maintain a cash journal (general ledger) to account for and summarize the cash transactions of the office and issue receipts for all collections.

Clerks invest idle funds according to T.C.A. § 8-21-401, and often serve in a fiduciary capacity to invest funds held for third parties. Additionally, clerks and masters conduct delinquent tax sales, and clerks more generally may conduct sales of property ordered by the court. Clerks, depending upon the particular court, may collect support, including alimony and child support, pursuant to

court order and the general law although the responsibility for collecting support in many cases has been transferred to a central state collecting agency. It is the official duty of each clerk of court to attend meetings of the state court clerks' conference unless the clerk is otherwise officially engaged or is unable to attend for good and sufficient reasons. T.C.A. § 18-1-501 *et seq.*

<p>◀ Deputies and Assistants-Clerks of Court (/reference/deputies-and-assistants-clerks-court)</p>	<p>up</p>	<p>Relationship to County Legislative Body and Other Officials-Clerks of Court (/reference/relationship-county-legislative-body-and-other-officials-clerks-court)</p>
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Get In Touch



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Email CTAS (<mailto:ctas@tennessee.edu>) | CTAS Time Reporting (<http://ctas-notes.ips.utk.edu/ctastimereporting.nsf/AllEntries.xsp>) | CTAS D2I (<https://staff.ctas.tennessee.edu/D2I/D2I.aspx>) | Web Admin (/user/login)