
Anderson County Board of Commissioners

**Public Hearing - Rezoning of the property located at 1505 Oak Ridge Highway, Clinton, TN 37716.
Parcel 7.0, Anderson County Tax Map 88C, Group A. @6:00 p.m.**

Consent Agenda Tuesday, February 18, 2020 @ 6:30 p.m.

- 1. Approval and corrections of January 2020 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Courtesy Resolutions/Proclamations**
- 4. Committee Reports**
 - ADA Oversight Committee Minutes (1/6/20)
 - IT Advisory Board Minutes (2/6/20)
 - Anderson County Tourism Board Minutes (1/28/20)
 - Anderson County Library Board Minutes (11/21/19)

**Respectfully Submitted,
Tracy Wandell, Chairman**

LEGAL NOTICE OF PUBLIC HEARING
[Published in Compliance with TCA 13-7-105]

LEGAL NOTICE OF PUBLIC HEARING
[Published in Compliance with TCA 13-7-105]

The Anderson County Board of Commissioners will hold a Public Hearing on February 18, 2020 in Room 312 of the Anderson County Courthouse, 100 N. Main Street, Clinton, Tennessee to consider an amendment to the Anderson County Zoning Resolution to include the rezoning of the property at 1505 Oak Ridge Highway, Clinton, TN 37716. Parcel 7.0: Anderson County Tax Map 88C, Group A. A copy of the proposed zoning amendment is available at the Planning and Zoning Office of the Anderson County Public Works Department.


David Crowley,

Anderson County Building Commissioner

WHEREAS the Anderson County Regional Planning Commission has reviewed and made recommendations regarding the proposed amendment of the "Zoning Resolution of Anderson County, Tennessee", in accordance with Section 13-7-105 (a) of the Tennessee Code Annotated; and

NOW, THEREFORE, BE IT RESOLVED that the Anderson County Board of Commissioners does hereby amend the Anderson County Zoning Resolution.

This resolution shall take effect immediately after its notification and passage, the public welfare requiring it.

Chairman Tracy Wandell

ATTEST:

Jeff Cole, County Clerk

DATE:

RESOLUTION 20-2-800

A RESOLUTION AMENDING THE "ZONING RESOLUTION OF ANDERSON COUNTY, TENNESSEE" BY REZONING PARCEL 7.0; ANDERSON COUNTY TAX MAP 88C Group A FROM R-1 (Suburban-Residential District) TO C-1 (General Commercial District)

WHERE AS, The Anderson County Commission, in accordance with Section 13-7-105 of *Tennessee code Annotated*, may amend the zoning resolution and the "Zoning Map of Anderson County, Tennessee" and

WHERE AS, the Anderson County Regional Planning Commission has forwarded its recommendation to the Anderson County Commission regarding the amendment to the "Zoning Map of Anderson County, Tennessee";

NOW, THEREFORE BE IT ORDAINED by the Anderson County Commission of Anderson County, Tennessee that:

Section 1. The zoning Map of Anderson County, Tennessee is hereby amended by rezoning Parcel 7.0; Anderson County Tax Map 88C Group A from R-1 (Suburban-Residential District) to C-1 (General Commercial District). Said territory located at 1505 Oak Ridge Highway, Clinton, TN 37716; and being more clearly defined by the attached map that is made a part of this resolution:

Section 2. This resolution shall be effective from and after its passage and publication, as required by Section 13-7-105 (b) of *Tennessee Code Annotated*, the public welfare requiring it.

Adopted this _____ day of _____, _____.

Chairman Tracy Wandell

Mayor Terry Frank

Public Hearing Held _____

Resolved and Approved _____

Clerk Jeff Cole

MEMORANDUM

To: Anderson County Planning Commission members

From: Joe Barrett, Staff Planner

Date: January 14, 2020

Re: **COOK REZONING REQUEST FROM R-1 TO C-1**

Anderson County is fortunate to have an adopted land use plan in place that offers guidance for individual land use decisions and a comprehensive approach to growth and development in the county. The Anderson County Zoning Resolution is considered a planning tool that assists in implementing the development goals and objectives of the county. As such, the zoning pattern within counties often encompasses large areas that may hinder rezoning requests due to the predominate zoning arrangement for an area. This is when the Land Use Plan is most relevant. The overarching consideration is to consider a rezoning request based on several factors besides solely the zoning arrangement. The following is a comparison of some of these factors whenever a county considers a rezoning request:


- Are the permitted uses that would be allowed in the proposed zone suitable for the property?
- Is the zoning arrangement consistent with the zoning classification?
- Based on the proposed permitted uses, are there possible negative traffic impacts associated with these uses?
- Is there adequate infrastructure available to serve potential permitted uses for the requested zone?
- Would the rezoning be consistent with the adopted land use policies?
- Is this the "highest and best use" of the property?
- Is the request consistent and compatible with the existing land use activities in the area?
- Are there potential negative impacts to residences in the vicinity of the property?

COOK REZONING REQUEST FROM R-1 DISTRICT TO A C-1 DISTRICT:

The request is from an R-1, Suburban Residential District to a C-1, General Commercial District. The current zoning district is the most restrictive district and limits permitted uses generally to residential uses while the requested district would primarily allow commercial and retail activities. The intent of the R-1 District is to encourage low density residential uses while the intent of the C-1 District is to afford areas for general and highway commercial activities. Some factors specific to the request include:

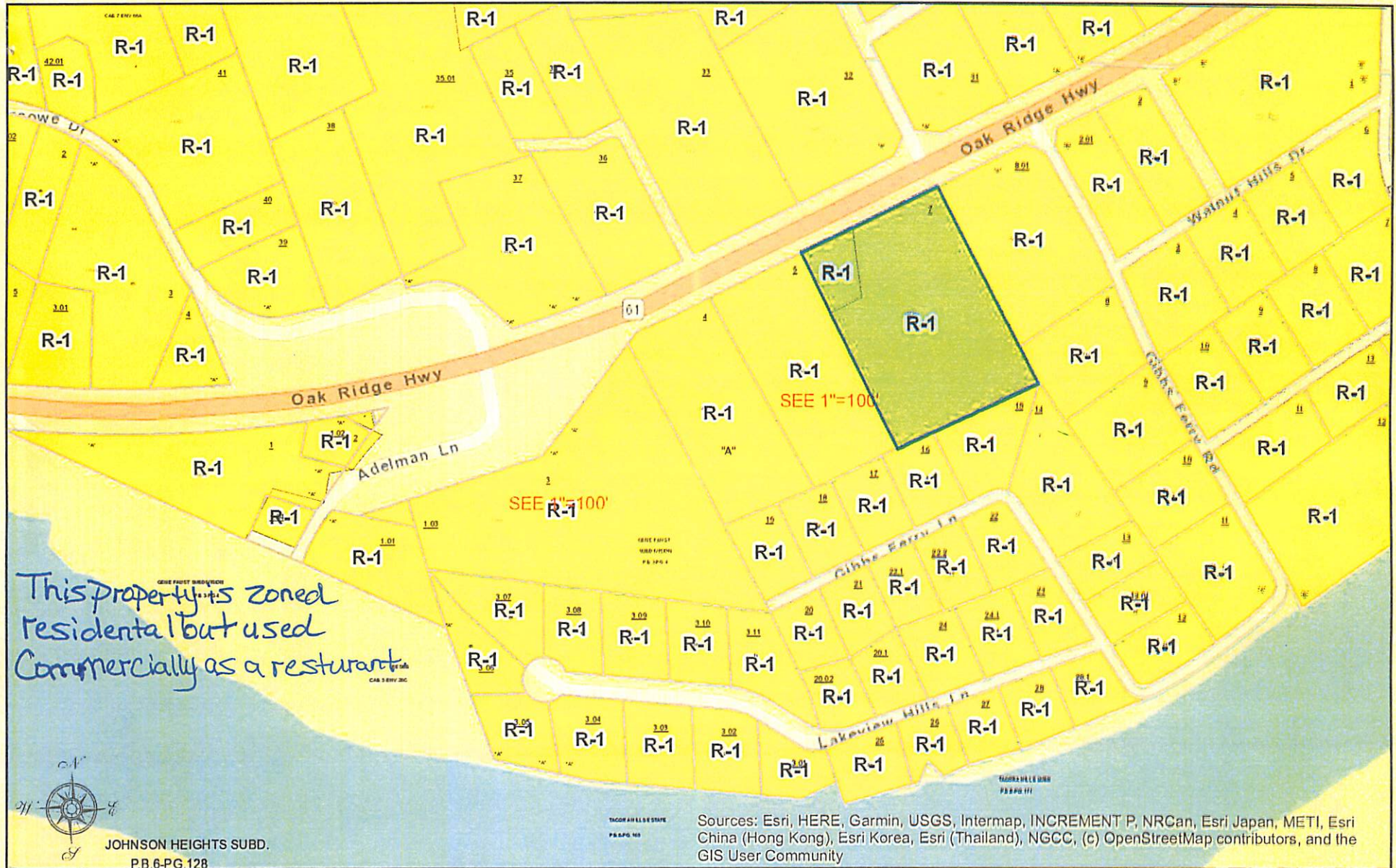
- The property is located on the Oak Ridge Highway (SR 61), which is classified as a Major Arterial. Primary access to any future development would be directly off the highway.
- The property is relatively large, which minimizes any contention of "spot zoning".
- Any negative traffic impacts likely would be minimal due to frontage and direct access off of a major arterial.
- The request is not inconsistent with adopted commercial policies contained within the land use plan that encourage commercial developments in the county with minimal traffic impacts, proper infrastructure afforded, and absent potential negative impacts to residential neighborhoods.
- There are some land use activities in proximity to the property that are also commercial related (*not currently zoned as commercial*).

All of these factors should be evaluated carefully when considering the zoning request before a recommendation is forwarded to the county commission.


Joe Barrett, Staff Planner

Cc: Terry Frank, County Mayor

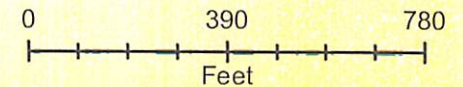
1505 Oak Ridge Hwy. Cook Property



ANDERSON COUNTY, TENNESSEE

DISCLAIMER: THIS MAP IS FOR PROPERTY TAX ASSESSMENT PURPOSES ONLY. IT WAS CONSTRUCTED FROM PROPERTY INFORMATION RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS AND IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP.

MAP DATE: January 29, 2020



Anderson County ADA Oversight Committee
Minutes for ADA meeting on January 6, 2020
and walk through of the Faith Promise Church on January 14, 2020

Minutes:

Present: Commissioner Jerry Creasey, ADA coordinator Roger Lloyd and Louise McKown, chair

Oak Ridge History Museum:

Roger will be able to give one of the accessible parking signs to the Oak Ridge History Museum who recently striped part of parking lot in front of the building, including some of the accessible parking spaces. But one of their poles does not have a sign on it. That building is a polling site and unfortunately because of the lack of striping with designated parking spots and access aisles, voters were parking in front of the ramps. Other things are in question about that site to its true compliance with the ADA, but at least people with mobility devices can get to the ramp now. Louise said that they were doing some work on the museum thanks to a grant they received. She will go over when they are open to check it out.

Courthouse accessible parking spaces and side entrance:

Because of two operations to his legs in December, Roger was not able to do much about the entrance to the Courthouse. Jerry and Louise were just very glad he addressed his health problems as soon as he did before things got worse and that his recovery time was not long. However, he was able to talk with Mayor Frank about hiring Cannon and Cannon to advise us on how to deal with the parking spaces nearest to the ramp, and sidewalks that they identified in the survey that needs attention. The ramp itself may need some attention because of the handrail not being flat at the end of the ramp.

Because so many of our buildings have incompliant door hardware, Louise asked that Roger also ask Cannon and Cannon about just what is compliant.

Polling sites: Louise cited that a statistic that the majority of the ADA complaints the Department of Justice receives are about incompliant polling sites. Our transition plan does include them. Anderson County and Oak Ridge Schools systems have created time lines for when their schools will correct the problems noted in the survey. We still have to talk with the City of Clinton Schools, Norris City officials and some of the nonprofit entities where elections are held.

In the mean time, some steps by poll workers can easily address some of the access issues. Louise produced a five and half page document dealing what if anything poll workers should consider at Early Voting and Election Day sites, but also what problems existed at each site. The ADA committee approved of the report and that it go to the Election Commission when they meet January 13th. Mark Stephens has taken some steps to help with access. This report tackles all of them. Mayor Frank has offered assistance in this matter and not only sent it to the Election office, but also Dr. Rainey, chair of the election commission. Our hope is that each precinct captain will be given the section for his//her polling site and do what they can to increase access. Mayor Frank reported to Louise that Dr. Rainey was very pleased to see the report.

ADA inspection of Faith Promise Church for possible use as a Senior Center January 14, 2020

Present: ADA coordinator Roger Lloyd, Office on Aging Director Cherie Phillips, County Commissioners Jerry Creasey, Robert McKamey and Catherine Denenberg, and Louise McKown, chair of the ADA committee

Upon learning that the Faith Promise Church was being discussed by County Commission as a possible Senior Center that had never been seen by the ADA committee and that a second vote would occur during January 21st meeting, Louise requested that the ADA committee see it. Mayor Frank was able to get the realtor or owners of the church to open it up on January 14th for a walk through.

The only problem we saw on this relatively flat piece of land is the parking lot. It had two accessible parking spaces in the front and two in the back of the building. But none of them were Van accessible with a wider parking space than regular accessible parking spaces. However, we measured the two parking spaces in front near the accessible spaces and it is wide enough for a van accessible space and an access aisle. Nearby, are more spaces that can be converted into accessible parking spots to make up for the fact that Cherie isn't certain that the back door to the building will always be open for those people needing accessible parking. We have plenty of poles for signs left over from the Oak Ridge General sessions Court parking lot that does not need as many accessible parking spaces as were at the building when its use was the Oak Ridge Senior Center. I suggested to Cherie that she could sell the playground equipment to help pay for restriping the accessible parking spaces.

Jerry and Louise measured door weights and restroom equipment. Some of the doors need to be adjusted a little lighter, but Roger assured us that would not be a problem.

Louise pointed out to Cherie that any signs beside the rooms would need to be Large raised print and Braille and that she could see those at the Courthouse or the O'Connor Senior center in Knoxville.

There is no doubt that the present senior center is almost totally noncompliant with the ADA. The two supposedly accessible parking spaces are on a hill. The sidewalk is not wide enough such that people using walkers have a hard time opening and maneuvering their walkers through the door. Cherie said one woman got herself and her walker all caught up in the door that it took three people to unhook her. The restroom doesn't meet code in any and all respects. Nor could it be made so it is accessible.

Minutes are written and submitted by Louise McKown.

Anderson County Board of Commissioners
Information Technology Advisory Board
MINUTES

February 6, 2020

Room 118A

Members Present: Jeff Cole, Mayor Terry Frank, Robby Holbrook and Kim Jeffers-Whitaker

Others Present: Brian Young, Tammy Catron, Karen Holbrook and Danny Phillips

Members Absent: Johnny Alley, Gary Long, Regina Copeland, Hal Cousins
Tim Shelton, Phil Yager, Rex Lynch, Jay Yeager

Chairman Jeff Cole called the meeting to order.

Disaster Recovery

1. Working Disaster Recovery was successful.
2. Individual Department Recovery Plans to be discussed at the next meeting.
3. Global Response County Wide discussed. No action taken.
4. Trust Wave Security has been purchased and is in place at this time.
Mayor Frank made a motion to have two other people, the Chairman and the Sheriff's Department, along with the Finance Director, be back-up to IT Director for Trust Wave Security. Robbie Holbrook seconded the motion. Motion passed.
5. Department Websites:
Mayor Frank made a motion to have Brian approach County Commission for funding for the County Clerk and Planning Offices to start with and see what kind of time line there is then reassess the other departments from there. Robby Holbrook seconded the motion. Motion carries.

Mayor Frank made a motion to create an IT Sub-Committee to do a study of other IT Departments in other Counties and come up with a proposal to bring back to this Committee to set guidelines for the IT Director to follow. Members of the Sub-Committee to be the following: Jeff Cole, Mayor Frank, Robby Holbrook, Rex Lynch, Brian Young and Phil Yager. Robby seconded the motion. Motion Passed.

New Business

None.

Old Business

None.

Adjournment - There being no further business meeting was adjourned.



Board of Directors Meeting January 28, 2020 Minutes

Location: Anderson County Health Department

Call to Order: Meeting was called to order by Maria Hooks, Chairperson

Members Present: Maria Hooks, Tim Isbel, Beth Hickman, Rick Meredith, Jim Folck, Jason Brown, Michael Foster, and Stephanie Wells

Members Absent: Katy Jett, Brent Galloway, Art Miller, Parker Hardy, James Peacock, Trish Lay, Robert McKamey, Terry Frank, Veronica Greer and Omer Cox

Approval of Minutes: A motion was made by Michael Foster and seconded by Jason Brown to approve the October 2019 minutes. Motion passed.

Financial Report: A motion was made by Michael Foster and seconded by Beth Hickman to approve the FY 2020 Quarterly Financial Report. Motion passed. Report attached.

Old Business/New Business

- A motion was made by Michael Foster and seconded by Beth Hickman to approve the FY 2021 Budget. Motion passed.
- A motion was made by Michael Foster and seconded by Jim Folck to transfer money to the appropriate code to purchase a touch screen TV and displays for the welcome center. Motion passed.

Executive Directors Report

- Wells presented the Quarterly Advertising Report and reported that website users, sessions and page views were up 17%, 15% and 54% respectively from the second quarter of FY 2019. The tourism council staff have written 22 blogs since July 1, 2019 that have combined views of 49,859 users. Blog content helps with search engine optimization and increases traffic to the website. Wells also reported that Facebook page reach and post reach were up 90.2% and 87.6% from the previous fiscal year second quarter. The goal for the third quarter of FY 2020 is to create more videos and stories for social media. Report attached.
- Wells reported that the tourism staff attended the Cincinnati Outdoor Show from January 17th to the 26th and will be attending the Indianapolis Outdoor Show from February 14th to the 23rd. Wells will also be attending the Ideal Living Show in Newark, NJ from February 7th to 9th.
- Wells reported that Adventure Anderson County will be advertising in Southern Living Magazine in the April edition and creating a vacation guide with Explore Oak Ridge.
- The Norris Lake Cleanup will be on March 28th and volunteers will be launching from Sequoyah Marina.

Adjourn: A motion was made by Michael Foster to adjourn the meeting.

Respectfully Submitted By: Stephanie Wells, Secretary/Executive Director

Anderson County Tourism Council

FY 2020 Revenues

Month	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Difference FY19-20
July	\$33,343.69	\$33,372.54	\$35,390.14	\$39,494.85	\$45,466.42	\$44,642.72	-\$823.70
August	\$27,019.28	\$25,173.86	\$22,676.52	\$32,515.54	\$30,214.80	\$33,517.36	\$3,302.56
September	\$33,553.69	\$34,133.80	\$42,691.73	\$36,006.04	\$36,829.91	\$32,538.64	-\$4,291.27
October	\$28,333.48	\$30,355.29	\$41,615.89	\$35,373.27	\$35,463.77	\$39,950.65	\$4,486.88
November	\$22,778.46	\$26,347.79	\$28,667.20	\$29,138.49	\$30,641.21		
December	\$15,993.87	\$20,913.90	\$19,872.15	\$23,969.51	\$22,075.39		
January	\$16,462.05	\$19,568.71	\$18,731.45	\$24,192.95	\$20,274.72		
February	\$18,520.41	\$32,420.50	\$21,020.38	\$22,188.81	\$21,884.48		
March	\$51,965.48	\$37,828.30	\$29,367.17	\$32,488.11	\$20,104.57		
April	\$32,282.38	\$32,073.13	\$31,626.24	\$34,255.78	\$56,253.16		
May	\$32,442.41	\$30,965.58	\$31,210.49	\$37,887.18	\$39,179.70		
June	\$27,563.94	\$31,277.82	\$41,512.55	\$37,337.92	\$37,483.72		
Misc	\$0.00						
Total	\$340,259.14	\$354,431.22	\$364,381.91	\$384,848.45	\$395,871.85	\$150,649.37	\$2,674.47
Percentage of Gross	9.97%	4.17%	2.81%	5.62%			

Anderson County Tourism Council

FY 2020 Financial Report-as of 12/31/19

Revenues

Account Number	Description	Budget	Actual Revenues	Balance	% of Budget
128-40220	Hotel Motel Tax	385,000.00	150,649.37	234,350.63	39.13%
128-34535	Transfers from Fund Balance	0.00	70,000.00	-70,000.00	
128-46980	State Grants	30,000.00		30,000.00	0.00%
Total Revenues		415,000.00	220,649.37	194,350.63	53.17%

Fund Balance

Account Number	Description	Beginning Balance	Transfer to Operational	Balance
128-34535	Transfers from Fund Balance	367,460.42	70,000.00	297,460.42

Expenses

Account Number	Description	Budget	Actual	Balance	% of
128-58110 105	Director	57,625.32	27,492.75	30,132.57	47.71%
128-58110 162	Clerical	82,874.05	25,547.02	57,327.03	30.83%
128-58110 201	Social Security	8,667.00	3,239.28	5,427.72	37.37%
128-58110 204	State Retirement	6,816.00	3,403.95	3,412.05	49.94%
128-58110 206	Life Insurance	90.00	78.00	12.00	86.67%
128-58110 207	Medical Insurance	15,528.00	7,860.00	7,668.00	50.62%
128-58110 208	Dental Insurance	589.00	274.80	314.20	46.66%
128-58110 209	Short Term Disability	631.00	216.48	414.52	34.31%
128-58110 210	Unemployment Comp	280.00	23.04	256.96	8.23%
128-58110 212	Employer Medicare	2,027.00	757.53	1,269.47	37.37%
128-58110 302	Advertising	97,000.00	54,927.40	42,072.60	56.63%
128-58110 302 2000	Advertising-State Grant	60,000.00	60,000.00	0.00	100.00%
128-58110 302 4000	Advertising-Move to Anderson	28,000.00	3,000.00	25,000.00	10.71%
128-58110 307	Communication	500.00	0.00	500.00	0.00%
128-58110 307 0100	Cellular Communications	1,600.00	410.90	1,189.10	25.68%
128-58110 307 0200	Internet Communication	2,000.00	1,107.87	892.13	55.39%
128-58110 316	Anderson County Chamber	38,500.00	18,625.18	19,874.82	48.38%
128-58110 316 1000	Contributions	10,000.00	0.00	10,000.00	0.00%
128-58110 320	Dues and Memberships	4,000.00	3,690.00	310.00	92.25%
128-58110 335	Maint and Repair-Building	4,500.00	1,213.50	3,286.50	26.97%
128-58110 338	Vehicle-Repair and Maint.	500.00	27.21	472.79	5.44%
128-58110 348	Postal Charges	3,000.00	1,034.10	1,965.90	34.47%
128-58110 348 4000	Postal Charges-Move to Anderson	2,000.00	198.05	1,801.95	9.90%
128-58110 349	Printing and Stationary	1,000.00	500.00	500.00	50.00%
128-58110 349 4000	Printing-Move to Anderson County	1,000.00	1,000.00	0.00	100.00%
128-58110 351	Rentals-Copier	1,560.00	1,560.00	0.00	100.00%
128-58110 355	Travel	7,000.00	521.72	6,478.28	7.45%
128-58110 355 4000	Travel-Move to Anderson	2,000.00	1,985.28	14.72	99.26%
128-58110 399	Other Contracted Services	28,500.00	2,050.00	26,450.00	7.19%
128-58110 425	Gasoline	2,500.00	1,000.00	1,500.00	40.00%
128-58110 435	Office Supplies	1,828.00	1,000.00	828.00	54.70%
128-58110 451	Uniforms	500	0.00	500.00	0.00%
128-58110 452	Utilities	4,000.00	1,651.08	2,348.92	41.28%
128-58110 499	Other Supplies	1,500.00	1,000.00	500.00	66.67%
128-58110 502	Bldg and Content Insurance	750.00	750.00	0.00	100.00%
128-58110 506	Liability Insurance	911.00	911.00	0.00	100.00%
128-58110 510	Trustee Commission	3,850.00	2,273.14	1,576.86	59.04%
128-58110 513	Worker's Compensation	259.00	259.00	0.00	100.00%
128-58110 524	Staff Development	2,000.00	1,025.00	975.00	51.25%
128-58110 599	Other	1,000.00	700.00	300.00	70.00%
128-58110 709	Data Processing Equipment	1,000.00	0.00	1,000.00	0.00%
Total Expenses		487,885.37	231,313.28	256,572.09	47%

**Anderson County Tourism Council
FY 2021 Proposed Budget**

Revenues

Account Number	Description	FY 2020 Budget Amended	FY 2021 Budget Proposed	Difference from Proposed Budget
128-40220	Hotel Motel Tax	385,000.00	385,000.00	0.00
128-46980	State Grants	30,000.00	30,000.00	0.00
Total Revenues		415,000.00	415,000.00	0.00

Expenses

Account Number	Description	FY 2020 Budget Amended	FY 2021 Budget Proposed	Difference from Proposed Budget
128-58110 105	Director	57,625.32	57,626.00	0.68
128-58110 162	Clerical	82,874.05	82,874.00	-0.05
128-58110 201	Social Security	8,667.00	8,667.00	0.00
128-58110 204	State Retirement	6,816.00	6,816.00	0.00
128-58110 206	Life Insurance	90.00	90.00	0.00
128-58110 207	Medical Insurance	15,528.00	15,528.00	0.00
128-58110 208	Dental Insurance	589.00	589.00	0.00
128-58110 209	Short Term Disability	531.00	531.00	0.00
128-58110 210	Unemployment Comp	280.00	280.00	0.00
128-58110 212	Employer Medicare	2,027.00	2,027.00	0.00
128-58110 302	Advertising	97,000.00	80,000.00	-17,000.00
128-58110 302 2000	Advertising	60,000.00	60,000.00	0.00
128-58110 302 4000	Advertising-Move to Anderson	28,000.00	10,000.00	-18,000.00
128-58110 307	Communication	500.00	500.00	0.00
128-58110 307 0100	Cellular Communications	1,600.00	1,600.00	0.00
128-58110 307 0200	Internet Communication	2,000.00	2,500.00	500.00
128-58110 316	Anderson County Chamber	38,500.00	38,500.00	0.00
128-58110 320	Dues and Memberships	4,000.00	4,000.00	0.00
128-58110 335	Maint and Repair-Building	4,500.00	4,000.00	-500.00
128-58110 338	Main and Repair-Car	500.00	500.00	0.00
128-58110 348	Postal Charges	3,000.00	2,000.00	-1,000.00
128-58110 348 2000	Postal Charges-Move to AC	2,000.00	2,000.00	0.00
128-58110 349	Printing and Stationary	1,000.00	1,000.00	0.00
128-58110 349 4000	Printing-Move to AC	1,000.00	1,000.00	0.00
128-58110 351	Rentals-Copier	1,560.00	1,560.00	0.00
128-58110 355	Travel	7,000.00	6,000.00	-1,000.00
128-58110 355 4000	Travel-Move to Anderson	2,000.00	2,000.00	0.00
128-58110 399	Other Contracted Serices	28,500.00	3,000.00	-25,500.00
128-58110 425	Gasoline	2,500.00	2,500.00	0.00
128-58110 435	Office Supplies	1,828.00	2,000.00	172.00
128-58110 451	Uniforms	500.00	500.00	0.00
128-58110 452	Utilities	4,000.00	4,000.00	0.00
128-58110 499	Other Supplies	1,500.00	1,000.00	-500.00
128-58110 502	Bldg and Content Insurance	750.00	750.00	0.00
128-58110 506	Liability Insurance	911.00	911.00	0.00
128-58110 510	Trustee Commission	3,850.00	3,850.00	0.00
128-58110 513	Worker's Compensation	259.00	259.00	0.00
128-58110 524	Staff Development	2,000.00	2,000.00	0.00
128-58110 599	Other	1,000.00	1,042.00	42.00
128-58110 709	Data Processing	1,000.00	1,000.00	0.00
Total Expenses		477,785.37	415,000.00	-62,785.37

Quarterly Report-Website and Facebook

Adventure Anderson County

		FY 2019								FY 2020				
		First Quarter		Second Quarter		Third Quarter		Fourth Quarter		First Quarter		Second Quarter		
		July-Sept	%Change	Oct-Dec	%Change	Jan-Mar	%Change	Apr-June	%Change	July-Sept	%Change	Oct-Dec	%Change	
Users		21,350	63%	12,581	44%	27,834	79%	43,892	68%	18,695	-14%	15,197	17%	
Sessions		25,344	59%	14,960	45%	32,328	79%	51,566	67%	21,593	-17%	17,559	15%	
Page Views		50,155	37%	31,262	28%	60,515	68%	113,518	66%	89,689	44%	68,345	54%	
Average Time on Page		1:27	-3%	1:15	-25%	0:59	-14%	0:47	-72%	1:18	-12%	1:12	-4%	
The percentage of change is from FY 2019 to FY 2020														
Top 10 Cities		City	Users	City	Users	City	Users	City	Users	City	Users	City	Users	
		Nashville	2,744	Nashville	1648	Nashville	3040	Nashville	5,290	Nashville	3,024	Nashville	2147	
		Knoxville	1,653	Knoxville	1248	Atlanta	1694	Atlanta	3,357	Knoxville	1,660	Knoxville	1093	
		Oak Ridge	1,185	Oak Ridge	1227	Knoxville	915	Knoxville	1,369	Oak Ridge	1,167	Oak Ridge	1068	
		Atlanta	1,166	Clinton	622	Chicago	696	Chicago	1,075	Clinton	624	Atlanta	859	
		Clinton	721	Atlanta	590	Oak Ridge	693	Oak Ridge	1,025	Atlanta	390	Clinton	690	
		Cincinnati	630	LaFollette	238	Ann Arbor	629	Louisville	918	LaFollette	372	Chicago	313	
		Chicago	406	Rocky Top	200	Indianapolis	577	Cincinnati	729	Chicago	337	Charloltte	232	
		LaFollette	386	Norris	163	Cincinnati	502	Indianapolis	700	Cincinnati	261	Louisville	225	
		Louisville	334	Ann Arbor	144	Louisville	487	AnnArbor	691	Louisville	215	LaFallette	221	
Columbus	311	New York	142	Clinton	358	Detroit	610	Norris	209	Irvine	189			
Top 5 States		State	Users	State	Users	State	Users	State	Users	State	Users	State	Users	
		Tennessee	8,909	Tennessee	6,798	Tennessee	8,455	TN	13,815	Tennessee	9,037	Tennessee	7,243	
		Ohio	2,558	Georgia	855	Georgia	4,366	GA	8,081	Ohio	1,356	Georgia	1,402	
		Georgia	1,622	Ohio	483	Michigan	2,737	MI	3,997	Georgia	1,200	Kentucky	699	
		Kentucky	1,139	Kentucky	342	Kentucky	2,100	KY	3,789	Kentucky	808	Ohio	644	
Illinois	684	N Carolina	324	Ohio	2,061	IN	2,869	Illinois	608	N. Carolina	599			
Target Users/Metro Area		Users	%Change	Users	%Change	Users	%Change	Users	%Change	Users	%Change	Users	%Change	
		Nashville	3,121	35%	1,922	31%	4,927	84%	8,519	77%	3,510	11%	4,318	55%
		Asheville/Greenville	271	55%	134	46%	251	72%	356	50%	279	3%	184	27%
		Cincinnati	1,359	695%	221	207%	1,458	92%	2,224	71%	744	-83%	389	43%
		Columbus	579	589%	120	500%	378	87%	512	49%	285	-103%	128	6%
		Dayton	401	568%	79	276%	236	81%	265	23%	188	-113%	79	0%
		Indianapolis	435	7%	133	-31%	1,672	92%	2,339	89%	393	-11%	260	49%
		Chicago	589	233%	250	127%	920	86%	1,344	74%	523	-13%	449	44%
		Detroit	477	326%	276	463%	2,336	97%	3,448	93%	494	3%	324	15%
		Lexington	338	150%	128	125%	1,017	95%	1,876	89%	299	-13%	253	49%
		Louisville	413	335%	111	118%	617	91%	1,096	84%	275	-50%	276	60%
Atlanta	1,428	56%	748	29%	4,082	92%	7,605	88%	1,066	-34%	1,270	41%		
The percentage of change is from FY 2019 to FY 2020														
Channels		Views	% Change	Views	% Change	Views	% Change	Views	% Change	Views	% Change	Views	% Change	
		Organic Search	14,244	No Data	7,776	No Data	6,984	46%	9,947	20%	11,499	-24%	7,970	2%
		Direct	4,049		1,961		1,949	34%	2,593	-36%	2,765	-46%	2,249	13%
		Social	1,864		1,926		2,771	80%	2,412	40%	2,487	25%	3,125	38%
		Referrals	863		585		2,700	92%	446	-91%	405	-113%	257	-128%
		Email	-		7		1,786	N/A	1,730	N/A	-	n/a	29	76%
		YouTube					316	N/A	721	N/A	-	n/a	1	100%
		Display									1,380	n/a	131	100%
Paid	844	1	14,400		N/A		25,768	98%	92	-817%	1,507	100%		
The percentage of change is from FY 2019 to FY 2020														
Pageviews		Views	% Change	Views	% Change	Views	% Change	Views	% Change	Views	% Change	Views	% Change	
		Things to Do	12,543	No Data	1,400	No Data	1,835	17%	3,318	-123%	8,848	-42%	1,948	28%
		Where to Eat	848		299		660	52%	900	3%	1,327	36%	557	46%
		Where to Stay	2,536		496		1,276	24%	1,944	22%	1,696	-50%	962	48%
		Events	14,606		10,330		1,128	-37%	3,072	-210%	11,623	-26%	9,519	-9%
		Weddings and More	481		315		493	-251%	424	-73%	660	27%	674	53%
		Relocation	N/A		N/A		1,385	N/A	1,082	N/A	1,781	n/a	1,285	N/A
		Listings									26,572	100%	21,276	100%
Blog	3,715	3,495	6,235		72%		12,956	76%	25,648	86%	21,294	84%		
The percentage of change is from FY 2019 to FY 2020														
Top Ten Pageviews						Page	Views	Page	Views	Page	Views			
						ATV	10,532	Events	4,903	Events	4,994			
						Trails	7,585	Home	4,053	ATV Page	2,880			
						Water	5,711	Fishing	3,261	Home	2,762			
						fishing	4,761	TDO	2,980	TDO	1,948			
						biking	4,282	RT	2,389	Haunted	1,919			
						Windrock	3,666	Norris L	2,381	Rocky Top	1,876			
						hiking	3,435	Resaurants	1,645	Hiking	1,457			
						TDO	3,318	ATVs	1,600	WR Camp	1,396			
						Events	3,072	Windrock	1,489	Windrock	1,322			
				Blog-fishing	2,225	AC Park	1,422	Tea Rm	1,314					

Quarterly Report-Website and Facebook

Adventure Anderson County

		FY 2019								FY 2020			
		First Quarter		Second Quarter		Third Quarter		Fourth Quarter		First Quarter		Second Quarter	
		July-Sept	%Change	Oct-Dec	%Change	Jan-Mar	%Change	Apr-June	%Change	July-Sept	%Change	Oct-Dec	%Change
Facebook	Likes	15,175	5%	15,230	0.4%	15,681	3%	16,436	5%	16,597	9%	16,672	0.4%
	Engaged Users	8,410	-20%	7,888	-6.2%	36,441	78%	64,110	43%	5,869	-43%	52,535	88.8%
	The number of people who engaged with the Page. Engagement includes any click or story created. (Unique Users)-Percentage of change is from month to month												
	Page Reach	190,319	-199%	140,681	77.7%	1,053,501	74%	2,970,825	91%	79,749	-139%	814,789	90.2%
	Organic Page Reach	93,125	-232%	85,963	-56.5%	181,896	39%	199,785	63%	66,807	-39%	618,259	89.2%
	Paid Page Reach	98,180	-165%	56,102	-217.2%	871,605	81%	2,786,458	93%	12,751	-670%	196,530	93.5%
	The number of people who had any content from the Page or about your Page enter their screen. This includes posts, check-ins, ads, social information from people who interact with your Page and more. (Unique Users)-Percentage of change is from year to year												
	Post Reach	155,643	-257%	140,518	-125.0%	73,578	-267%	68,170	-82%	79,073	-97%	640,230	87.6%
	Organic Post Reach	92,753	-225%	85,827	-54.2%	73,578	-50%	681,700	89%	66,500	-39%	600,251	88.9%
	Paid Post Reach	64,121	-297%	56,102	-217.2%	0	0%	0	0%	12,751	-403%	39,979	68.1%
	The number of people who had any of the Page's posts enter their screen. Posts include statuses, photos, links, videos and more. (Unique Users)-Percentage of change is from year to year												

Anderson County Library Board
Minutes of Regular Meeting
Rocky Top Public Library
Thursday, November 21, 2019

Present:

Library Board Members: John Selser, Debra Cox, Lake McCoy, Susan Miceli, Katherine Smith, Janine Brewer, Theresa Venable, Mary Jane Berry (Regional Board)

Library Directors: Meg Harrison (Clinton), Norma Day (Rocky Top), Daphne Windham (Briceville), Jenny Heffron (Norris), Matthew Jordan (Regional)

Absent: Josh Anderson (Regional), Steve Mead (Anderson County Commissioners)

Guests: Bessie Davis (Tennessee State Library Director of Regional Libraries), Kim Jeffers-Whittaker (Human Resources and Risk Management Director/Anderson County), Stephanie Strickland (Benefits Administrator/Anderson County)

Call to Order and Revisions to Agenda:

Vice-Chair John Selser called the meeting to order at 4:00 pm. There were no revisions to the agenda.

The Board welcomed Bessie Davis to our meeting. As the new Director of Regional Libraries for the Tennessee State Library, she has been visiting Matthew Jordan and the Clinch River Regional Library and touring our area. It was good to have her with us today.

We also welcomed Kim Jeffers-Whittaker (Human Resources and Risk Management Director) and Stephanie Strickland (Benefits Administrator) of Anderson County

Appearance of Citizens:

None

Approval of Minutes:

Susan Miceli moved to approve the minutes of October 17, 2019. Lake McCoy seconded the motion. The motion passed unanimously.

Treasurer's Report:

Susan Miceli presented the Treasurer's Report, which is appended to these minutes. There were budget transfer requests for Rocky Top, Briceville, and the Board, with explanations for each. Katherine Smith moved to approve the transfer for Rocky Top Public Library for \$5,740, and Lake McCoy seconded the motion. The motion passes unanimously. Lake McCoy moved to approve the transfer for Briceville Public Library for \$3,102, and Debra Cox seconded the motion. The motion passes unanimously. Mary Jane Berry moved to approve the transfer for the Library Board for \$134, and Lake McCoy seconded the motion. The motion passed unanimously.

Library Director Reports: See Library Director Reports Attachment
Director Reports were given by the directors. A few items are highlighted here.

Briceville Public Library – Daphne Windham

- Students from Briceville Elementary School attended the Halloween Program. 140 treat bags were given out, books were read to each class, and lots of pictures were taken.
- The Home School Group had a Halloween party. They made Thanksgiving turkeys to give away. Board members received one!
- Daily book and snack program going well. One day of Lego is being added.
- Stephanie Byrge will be decorating the Library for Christmas. The theme will be "How the Grinch Stole Christmas." Look for pictures on Facebook and come visit.
- An incident resulted in learning how to report and handle difficult situations
- Surge protectors for public use computers replaced, parking lot to be restriped.

Clinton Public Library – Meg Harrison

- Next Saturday matinee will be the new *Lion King*
- Fandom Friday will be December 13th – a Harry Potter Yule Ball
- Food for Fines is back. All donated items will go to Anderson County Community Action Food Pantry
- Cookbook Club will be using *The Official Downton Abbey Cookbook* and tea will be served.
- Distributed candy, bookmarks, and used children's books (from Friends Booksale) to nearly 1,000 children at Community Center's Trunk or Treat.
- There will be periodic closings as flooring remodel progresses.

Norris Public Library – Jenny Heffron

- Total attendance for Movies on the Commons was 339.
- Alden is visiting Norris Health and Rehab weekly and Meadowview Senior Living monthly.
- Facebook Pumpkin Design Contest produced some very cute pumpkins, with a "Beetlejuice" pumpkin as the winner.
- A Lego Wall Winter Wonderland will be made for behind the front desk.
- A good cart will be set up in foyer with non-perishable foods items and basic hygiene items for people to take if needed.
- New library cards are being given out.

- Jenny included a summary of her PLMI sessions
- Jenny handed out a Strategic Plan for Norris, which will be considered in January.

Rocky Top Public Library – Norma Day

- STEAM Homeschool group went on a field trip to Museum of Science and Energy.
- December craft class will be a party with snacks, games, and lots of fun things to make.
- Friends of Library annual Christmas party will be on Tuesday, Dec. 3.
- The Lighting of the Christmas tree behind the library will be on Thursday, Dec. 5. Friends will serve refreshments.
- A new Cannon copier has arrived.
- Jerry White donated \$500 to the Friends of the Library.
- FOL are getting estimates for some type of window covering to help with sun and heat in summer.
- All computers will be updated and have new software installed.

Clinch River Regional Library – Matthew Jordan

- Kudos to all libraries for finishing the Public Library Survey.
- Consider the concept of “library as place.” What kind of feeling does your library create when a patron enters? Vibrant? Calm? Refuge? Comfort? Creative? Learning? Public Gathering? Perhaps all of these?
- 2019 Standards Survey Overview – some highlights shared
- Upcoming In-Services – Health and Wellness Resources for a Healthy Community and Excel

Reports of Committees – Chair John Selser is adding this section to the Agenda. He would like committee members to propose what they think the by-laws should say about the role/responsibilities of their standing committees. The current Standing Committees are Budget (Susan Miceli), Policy (John Selser, Lake McCoy, Theresa Venable), Personnel & Evaluation (John Selser, Susan Miceli, Katherine Smith). There is an additional Ad Hoc Committee on Capital Building and Planning (John Selser, Susan Miceli, Katherine Smith, Theresa Venable, Lake McCoy).

John set a meeting of the Personnel & Evaluation Committee for Monday, December 9th, at 1 p.m., at the Clinton Library.

Prez’s Corner – John Selser ACLB Evaluating Ourselves

1. What are the expectations of the Anderson County library board? (Directors, what do you expect from us? AND
2. What are the expectations we should have of each Anderson County Library Trustee? (Directors, what do you expect from us?)

John Selser asked the Board and Directors to combine these first two questions and use them as “homework questions.”

Each Trustee should ask himself or herself –

1. Why did you join the library board? What do you want to accomplish?
2. Present your own list of responsibilities on each committee.

New Business:

- Getting to know the Anderson County Employee Handbook - Kim Jeffers-Whittaker talked to the board about the Anderson County Employee Handbook. She stated that she has put the Board on the Anderson County mailings. We will receive info sent out from Human Resources. She is hoping the problem with sending emails to her has been fixed, and our emails will get through to her. Kim told the Board that updates for the salary tables is in progress
- Salary Discussion, especially consideration of ACLB salary adjustment policies after a director completes PMLI.
 1. Jenny Heffron has requested a pay raise after completing her PMLI Certification.
 2. Norma Day stated that no salary increase was given in the past following PMLI Certification.
 3. Mary Jane Berry suggested a salary audit.
 4. Kim Jeffers-Whittaker offered to do a pay audit for the library in regard to salaries. The board will look forward to getting that information.
 5. Trustees felt that more needed to be studied on this topic before any decisions are reached. It is important to consider disparity versus inequality and equal pay for equal work. Performance evaluations need to be considered as well.
 6. Matthew Jordan said any increases made later could always be made retroactive to the extent that the Board could justify and afford.
 7. No further action was taken at this time.

Unfinished Business / Updates

- Election of Vice-Chair – There were no nominations and no volunteers for this position.
- Proposed Amendment to the By-Laws
Article VI (Meetings and Conduct), Section 7 of the By-Laws shall be amended by adding the following after the first sentence:
“The most current Robert’s Rules of Order shall decide points of procedure, including the more informal rules for conduction business in boards with fewer than a dozen members except as follows:
b. All motions require a second before they may be voted on.”
Mary Jane Berry motioned to approve this amendment, and Katherine Smith seconded the motion. The motion passed unanimously.
- Continuing Discussion of Director Evaluations (with input from Directors)
In consideration of time, this item will be tabled until the January meeting.

Announcements/Next Meeting:

The next meeting will be Thursday, January 16, 2020, at 4:00 p.m., at the Briceville Public Library.

Susan Miceli moved for adjournment at 6:02 p.m. Lake McCoy seconded the motion, and the meeting adjourned.

Respectfully submitted,
Katherine Smith, Secretary