
Anderson County Board of Commissioners
Meeting will be electronically pursuant to Resolution 20-04-812

Courtesy Resolutions/Proclamations/Presentations @ 6:00 p.m.
Proclamation - Gilbert "Gil" Anderson – requested by Mayor Terry Frank
Resolution Honoring the Americans with Disabilities Act

Public Hearing - Rezoning of the property located at 1505 Oak Ridge Highway, Clinton, TN
Parcel 7.0: Anderson County Tax Map 88C, Group A. @6:15 p.m.

Presentation – by Mr. John LeCroy – requested by Commissioner Denenberg

Consent Agenda
Monday July 20, 2020 @ 6:30 p.m.

- 1. Approval and corrections of June 2020 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Courtesy Resolutions/Proclamations**
 - Proclamation – Gilbert "Gil" Anderson
 - Resolution Honoring the Americans with Disabilities Act
- 4. Committee Reports**
 - ADA Oversight Committee Minutes (6/2/20) (6/29/20) (7/6/20)
 - Anderson County Library Board Minutes (5/21/20) (6/4/20)
 - Anderson County Fire Commission Minutes (7/7/20)
 - IT Advisory Board Minutes (6/23/20)
 - Intergovernmental Committee Minutes (7/13/20)

Respectfully Submitted,
Tracy Wandell, Chairman

Proclamation
Anderson County Board of Commissioners
Anderson County, Tennessee

WHEREAS, Gilbert “Gil” Anderson moved to Tennessee in 1988, by way of Washington State, after serving 22 years in the United States Air Force, and living at numerous military posts around the world; and

WHEREAS, born in Michigan, but raised in Menominee, Wisconsin, on the shores of Green Bay, Gil Anderson graduated from high school and soon joined the Air Force because he was told it would allow him to see the world and get an education; and

WHEREAS, after completing basic training in California, Gil requested, and was granted, his first station on the East Coast of the United States in New Hampshire. It was there he began his studies and, though he amassed numerous course credits and hours throughout his Air Force career, his only degree came in police administration; and

WHEREAS, during his career in the United States Air Force, Gil Anderson served at posts in Korea, Japan, North Africa, Spain, Thailand, the Philippines, and Vietnam. Gil recalls that, while stationed in Korea, he was partnered with a young airman, Carlos Ray Norris, who, he remembered, soon took on the nickname, “Chuck.” Also, during his time in Korea, Gil was assigned to the security detail for the 1957 Bob Hope Christmas Tour and was the escort for vocalist Erin O’Brien; and

WHEREAS, Gil Anderson was stationed in North Africa when John F. Kennedy was elected president, and soon, Gil found himself stationed in Massachusetts as part of President Kennedy’s security team at the Summer White House. Gil was one of only 28 Air Force personnel selected for that honor. He recalls when a young Caroline Kennedy often would sit on his knee and draw with markers on the clear plastic sheet that covered the checklists on his desk; and

WHEREAS, at the height of the Cold War, Gil Anderson was appointed to a highly secret and crucial defense position while stationed in North Dakota. He was awarded the Meritorious Service Medal for his service there; and

WHEREAS, Gil Anderson completed his military service in Alaska where he was police superintendent. He was in that position when then-President Gerald Ford visited Alaska to inspect the Alaska Pipeline and was leader while coordinating with the Secret Service for President Ford’s security detail. Years later, when President George W. Bush was elected to his first term, Mr. Anderson was invited to dinner at the White House, in appreciation for his work on Bush’s campaign in Tennessee; and

WHEREAS, for his dedicated service to his country, Gil Anderson was awarded many honors and decorations, including the Bronze Star, Republic of Vietnam Cross of Gallantry with Palm, Vietnam Service Medal, and the Republic of Vietnam Service Medal; and

WHEREAS, in addition to his military service, Gil was a 32nd Degree Mason and worked extensively with the Shriners, particularly with fundraising for Shriners Hospitals; and

WHEREAS, Gil moved to Clinton in 1991 to work at the Clinton Post Office and, when he retired from there in 1999, Gil worked in corporate security. His last job was as safety and security supervisor at the Advanced Auto Parts warehouse in Andersonville. For the last few years, Gil has been a strong, behind-the-scenes supporter of the Anderson County Community Veterans Appreciation Breakfast. Gil passed away June 27, 2020.

NOW, THEREFORE, WE, Anderson County Mayor Terry Frank and members of the Board of Anderson County Commissioners, do hereby posthumously recognize, with heartfelt appreciation, Mr. Gil Anderson for his prolific life of service and his unending dedication to his community and country. In grateful thanks, we do hereby proclaim Monday, July 27, 2020 as Mr. Gil Anderson Day in Anderson County. We call on all Anderson County citizens to remember Mr. Anderson as the witness to history he was for all these years.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the official seal of Anderson County, Tennessee, to be affixed on this, the 20th day of July, 2020.

Mrs. Terry Frank, County Mayor

Tracy Wandell, Commission Chairman

ATTEST: _____
Jeff Cole, County Clerk

Anderson County ADA Oversight Committee
June 2, 2020

Present: Mayor Terry Frank, ADA Coordinator Roger Lloyd, Commissioner Jerry Creasey, and Louise McKown---chair of the committee

The committee had not met since March because of COVID-19 and Louise did not have virtual meeting capability until getting a webcam for her computer. This was a virtual meeting, and depending on if Governor Lee will allow future virtual government meetings after July 1st, we will meet again June 29th or 30th OR July 6th.

Old Business:

Letter to Anderson County Schools about Election Accommodations to be held the schools:

On the Election Day for the March primaries, Louise toured many of the election sites in the county to see if poll workers had incorporated the accommodations with temporary parking signs and orange cones to mark off spaces for van accessible parking and portable doorbells that the Election Office already owns at sites where Louise had written up suggestions for them to follow. This is because almost every polling site, except the Larry Dickens building, according to the Cannon and Cannon ADA Transition plan survey is not 100% compliant with the ADA.

She did not get to all the polling sites, but to those she did go to, in most cases (but not all) the poll workers had not done anything. She also learned where during this primary election where elections were held in the schools. She also noted that Oak Ridge Schools maintenance department had done little to correct its problems also, but they assured us when we met with them earlier that they would do anything asked of them to make more accessible parking available, especially at Robertsville Middle School. Anderson County Schools also had previously given us a five-year transition plan for their schools, but Louise did not see any work already done at the schools she visited. She suspects both school systems were waiting until school vacations in the summer.

We decided before going back to the Election Commission, we would see if the Anderson County Schools had any problems with the suggestions Louise made. The ADA committee members had no objections to Louise's letter.

Since the meeting Mayor Frank willingly put the letter that Louise wrote to Clay McKamey, maintenance supervisor, on the Mayor's letterhead, and got it to the schools. Dr. Parrott soon after receiving the letter wrote back a letter saying that they had no objections to our suggestions.

Mayor Frank has asked that the ADA Oversight committee to be added to the agenda for the next Election Commissioner's meeting on June 18th at 5pm.

New Senior Center: PLEASE PUT THIS ON COMMISSION'S AGENDA FOR JUNE 15TH!

Louise learned that Cherie Phillips has been working on the new senior center before it officially opens. Louise asked Commissioner Robert McKamey if they were going to restripe the parking lot to provide one van accessible parking space and at least two more for cars. And she asked if they needed measurements and signs for them. His reply was this would be done before the senior center opened.

Roger may have Clinton specific signs that we could give them, but he wasn't how many. But if he does, the County Commission must first approve that Roger gives them to the senior center.

One accessible parking sign still missing at the Oak Ridge Mid-Town Community Center:

During Early Voting, Louise and Jerry went to the Mid-town Center to ask if anyone involved with its operation had ordered one accessible parking sign. We had one we could give them, considering that the center is a polling site for both Early Voting and Election Day. One of the two women involved with the museum said he would call the powers that be for the museum to find out. Jerry later on went back to the center to be told it was taken care of. As of late May, the sign has not been installed on the post already for it. Jerry will follow up with Commissioner Bob Smallridge, who is on the board for the museum. Jerry still has the sign in his car.

Public Defender's New Building:

Louise saw a sign earlier in the year that the Public Defender's office had moved. We have yet to inspect it for ADA compliance issues. Mayor Frank said she would make an appointment with Ms. Ann Coria to tour her office at 425 S. Charles G. Seivers Blvd. across the street from the Y-12 Credit Union.

New Business:

ADA budget:

Louise said she hadn't studied the budget completely for FY 2020-2021. He asked if there is a line item for ADA. Mayor Franks aid she would ask the finance director. Robby said it was at \$5,000. Mayor Frank asked that it be a total of \$18,000. And he said that was possible.

New Courthouse entrance:

The ADA committee previously decided o renovate the parking, sidewalk and grab bar on the existing ramp as our first priority. And then we got word that the judges wished to have one new entrance constructed. And because we didn't have a Plan B, Louise was concerned that county commission would like to know what we were going to do with ADA funding for the next year. Roger and Mayor Frank agreed with Louise who asked previously that the existing ramp still be a secondary emergency exist.

Roger once again has asked that our initial \$18,000 be rolled over to the next fiscal year. And apparently that has been accepted. Once this new entrance is approved by commission and the work done---using some ADA funds in the project to also include a push button door---the same contracted workers would then deal with the existing ramp, sidewalk and parking s paces---some of it being done by the City of Clinton who own the parking strip and the outside sidewalk.

Louise also went through the rest of the list of projects for the Courthouse, some of which we need to ask Cannon and Cannon about their assessments and recommendations of where we get some items, like tactile items on the wall or floor before a person who is blind runs into the drinking fountains.

Louise sited that the light switch is too high in the Commissioner's meeting room, but Roger said it automatically turned on. Good, we can cross that off the list. But Louise also said the surveyors did not go into the meeting room 118A, because that light switch is too high. That is when Mayor Frank said that room will be reconfigured and made larger when we renovate the courthouse entrance. She assured the ADA committee that they will see the plans before work begins.

Courtrooms are the biggest jobs dealing with integrated seating and making the restroom in the jury deliberation room accessible, as well as dealing with the jury box and installing an automatic door

opener to the General Sessions Court in the courthouse. Mayor Frank suggested possibly we can tackle that when we deal with the Courthouse entrance and the meeting room on the first floor.

All these items in the Courthouse that we need to do, have estimated costs beside them in the transition plan, most of them are under \$3,000. Louise then asked that we do what the TDOT ADA coordinator, Margaret Mahler, asked of us to do in the training meeting we all attended. That is to make at least a five-year plan for when each item will be done. That is what the Schools gave us, letting us know when to expect ADA work done on their entrances, which should please the Election office to know when they need to put up temporary parking spaces and when they will no longer have to deal with school polling sites.

Just saying we will do the Courthouse first, when the Jolley Building doesn't quite cut it. Louise basically said, "When we didn't have as much funding as we will now, we (actually it was Louise) just picked one item out of the list," and said, "we will do this now or save the money for this bigger project down the road. That is not how we should continue to do this, especially with all these low-cost items." Mayor Frank basically said, "OK, but we won't get this done by next month, but the idea is doable."

Somehow, we got all this done in one hour.

The next meeting will be either June 29th or 30th or July 6th.

Minutes respectfully written and submitted by Louise McKown, chair of the committee.

Anderson County ADA Oversight Committee
Minutes for June 29, 2020
Inspection of the new Public Defender's office
AND the temporary Early Voting site in Clinton at the Fair Association Building

Present: Mayor Frank, ADA coordinator Roger Lloyd, Commissioner Jerry Creasey, and Louise McKown, chair of the committee.

Note: The committee met June 29th so that we would meet virtually instead of in-person in July, because in late June, we did not know if the governor would still allow governmental virtual meetings due to COVID-19 being in our midst. Two of the ADA committee members are over 60 with pre-existing conditions and who would prefer to meet virtually.

Old Business:

Accessible Signage for Parking Lots:

- 1) Roger reported we have one spare Clinton sign that can be used by the new Senior Center. Louise emailed Commissioner McKamey earlier to see if the senior center needed it, but has not received an answer. Earlier, he emailed her that all this would be taken care of before the building opened. NOTE: Upon inspection of the new Public Defender's office, they need two signs, one of which needs to be van accessible, which we do not have.
- 2) The Oak Ridge History Museum, which is an Early Voting site as well as a polling site for Election day has restriped their parking lot. But one of the accessible parking spot had a pavement wheelchair sign and a pole, but not an accessible sign on it. That has been that way for months. We had an extra Oak Ridge sign to give them, but we were unsure if they actually had purchased one and just not put it on the pole. Finally, we got an answer and Commissioner Creasey put it up on the sign for them.

Date to meet with Public Defender Ann Coria: Mayor Frank contacted Ms. Coria who will be glad to arrange to have the ADA committee come to the new office. Louise will email her to set up the date and time.

Election Commission meeting: Mayor Frank asked Mr. Stephens, election administrator, to add the ADA committee to their agenda to their June 17th meeting. Louise and Mayor Frank attended the meeting. Louise gave a report to the ADA committee about the meeting.

Louise did a tour of most but not all polling sites on Election day in March and realized that not many of the easy to do accommodations that the committee had documented and given to the Election office were implemented that day---such as marking accessible parking spaces where there were none at polling sites or putting up temporary doorbells when doors were heavy, thresholds were slanted making it hard for wheelchair users to open the door, or the door was not propped open. At the election commission meeting she told about her experience and that she was disappointed.

To his credit, Mr. Stephens passed out the document the committee sent to them, with notes of where we will make sure these needs will be met. Election Commissioner Bear Stephenson asked why the schools weren't doing their bit on this considering most of the polling sites are at schools. Louise then handed out a document that had been created by Anderson County Schools giving their time line over six years stating when various things would be done at the schools based on Cannon and Cannons' survey. However, this exercise of going to most of the election sites showed her exactly where elections

were taking place at schools and that Louise also said that when the committee met earlier with Oak Ridge Schools' maintenance department that they were under a Office of Civil Rights notice to get all their parking lots and entrances done by the end of this fiscal year. Louise noted that this had not been done by March, but they were probably waiting until school closed for the Summer break or possibly had problems getting the work done because of COVID-19. She also told election commissioners that it was a good exercise to do because it was obvious the Cannon and Cannon surveyor did not always know where elections were held in those schools.

Louise also said at the meeting she had read some of the Secretary of State's guidelines for accessibility that would better ably poll workers and voters to vote safely in August and November considering it is more than likely COVID-19 will still be with us then. One of the recommendations Louise noted is that voters are to be asked to put on masks and gloves if they had them when they enter their polling site. She asked if Mr. Stephens had masks to give voters. His answer was "no." Louise suggested that Mr. Stephens should let voters know ahead of time in his public notices in the newspapers that voters will be asked to put on their masks and gloves. However, she also noted that some people with disabilities and some health care conditions will not be able to wear masks, and are protected by the ADA if they won't put them on.

After the meeting, Louise wrote Mr. Stephens a thank you note for allowing the committee to come to the meeting. She included in his letter some of the problems at the polling sites that she only discovered after going to see them on March's Election Day----that were not addressed in the original document that was given to the Election office in February. Louise also apologized for not possibly getting the document to him early enough to absorb all the places he needed to address in March.

NEW BUSINESS:

Louise asked Mayor Frank and Roger how soon they thought the new courthouse entrance would be done. Mayor Frank once again assured the committee that we will be able to see the architecture's designs before the work will start. Louise asked this so that we can start thinking of other things that need to be addressed in the Courthouse while all this is being done...given that we have not spent much of this year's ADA allocation and need to plan for next year's funding, even if it is relatively inexpensive items because we don't know how much ADA funds will be used in the renovation of the entrance or the cost to making the existing ramp entrance done for a second emergency exit.

She suggested some ideas and gave some prices that she had seen online for restroom signs. In many cases restroom signs are on the door and not beside the door as the ADA requires them to be placed. Louise said other than the Courthouse, she did not know how many elsewhere in the county needed another sign. She asked Roger to ask his staff who clean our buildings to count how many were needed, so possibly we can get a discount on them when buying in bulk. Roger worries that just taking signs off the doors may damage the finish on the doors.

She also asked Roger to find out how much the flip down trays would cost to be placed at various departments in the Courthouse, so that we aren't cutting into marble counter tops and under counter tops so that wheelchair users can be handed a clipboard to sign various forms without having to balance them on their laps.

We also discussed approaching judges about the number of things that need to be done in their courtrooms.

The next meeting will be August 3, 2020. It will be virtual.

**Inspection of the New Location for the Public Defender's Office
July 6, 2020 at 1:30 p.m.**

Present: Public Defender Ann Coria, ADA coordinator Roger Lloyd, County Commissioner Jerry Creasey, and Louise McKown---chair of the ADA Oversight Committee

Within the last four months, Public Defender Ann Coria moved her office from right across the street from the Courthouse to 425 S. Charles G. Seiver's Blvd. She found the old office problematic for people with physical disabilities to climb the stairs up to the office. Even with a posted sign on the door saying to call the office and one of their attorneys would meet them in the office next to their entrance that did not have any steps, their clients with disabilities were not calling the number and climbing the stairs.

The new office is much more accessible, but the ADA committee did find the following problems with it:

1. Parking lot has enough marked accessible parking spaces, but one is not wide enough to be Van Accessible. The access aisle is also not wide enough to meet ADA standards. It also needs poles and pole signs. The curb ramp is also not wide enough leading to the sidewalk.
2. Restroom:
 - a. The round door knob needs to be replaced with lever hardware.
 - b. Insulation of sink pipes is nonexistent.
 - c. A toilet paper and paper towel dispenser need to be installed
 - d. A grab bar on the back wall needs to be installed behind the toilet.

Because this space is rented, not owned by the county, Ann will contact the landlord to see if he will help pay for these accommodations. She will discuss them when her contract with the landlord comes due in a few years. Roger offered to help her with specific measurements needed for the correct ADA standards. He will also add this list to the County's ADA transition plan list that is on the county's website. As they get done, he will mark them done on the list. Ultimately, if these issues are not addressed, the county will be responsible to correct them.

Louise let her know that we have prioritized what needs to be done in other buildings first. They are the Courthouse, followed by the Jolley Building and the Health Department. We will also approach entities who own polling sites to make them accessible, and ask that they pay for the accommodations. Roger told Ann that things could be addressed over time, and did not have to be done immediately. Louise also let her know that the phrase "grandfathered in" is nowhere stated in the ADA. But if it is an undue burden, then there is some leniency allowed. However, Louise let her know that the ADA is a 30-year-old law, and it is time we must start to comply with it. Thankfully, Ann took this graciously and truly wants to comply with it.

Inspection of Anderson County Fair Association Building that will become an Early Voting polling site from July 17th until August 1st, because the Clinton Community Center will not be open until Aug. 3rd.
July 6, 2020 at 2:00 p.m.

Location: 218 Nave Street. According to Mayor Frank who received a letter along with a separate letter to her husband, the election office has mailed directions and a map to this site to every registered voter in Clinton. It is also posted on the Election office's website.

Present: ADA Coordinator Roger Lloyd, County Commissioner Jerry Creasy, City of Clinton's Steve Queener who has the key to the Fair Building, and Louise McKown, chair of the ADA Committee

Plenty of accessible parking spaces are available at a Roane State Community College building near the Fair building. Fortunately, Roane State will be closed during Early Voting. The parking lot is on a hill that is not very steep. It is not well striped, but there are parking signs at each accessible parking space. Because this is going to be a temporary polling site, only for Early Voting, we are overlooking the fact that the signs are not high enough to be ADA compliant.

The entrance to the building and to the huge room that will be used for voting is really accessible. There are plenty of long tables available that poll workers can set up to be six feet away from voters.

Polling sites are not required to have restrooms, but the building does have them. The only compliance issues we told Steve that needed to be corrected is the mirror over the sinks need to be lowered, and the restroom signs need to be taken off the door and placed on the wall five feet off the floor and nearest to latch side of the door.

Louise will get back to Steve Queener to give him the specific measurements of how high the mirror should be mounted. And remind hi of the restroom sign placement.

Louise emailed Mr. Mark Stephens to let him know we liked his choice, but suggested that the big VOTE HERE signs they put up for the March elections need to be placed near Nave Street, because the Fair Building itself is down a long driveway and newly registered voters new to the area who never go to county fairs, will not know see the building from the road. The only direction sign is a Roane State banner attached to a fence, near the entrance that says nothing about the county fair.

Minutes written and submitted by Louise McKown

Anderson County Library Board
Minutes of Regular Meeting
Online Zoom meeting
Thursday, May 21, 2020

It was necessary for this meeting to be held electronically in order to protect the public health, safety, and welfare in light of the COVID-19 crisis.

Present: Attending via Zoom

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

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

Absent: Steve Mead (Anderson County Commissioners), Janine Brewer

Call to Order and Revisions to Agenda:

Chair John Selser called the meeting to order at 4:05 pm.

Appearance of Citizens: None

Approval of Minutes:

Susan Miceli moved to approve the minutes of April 16, 2020, as amended. Lake McCoy seconded the motion. The motion passed unanimously.

Treasurer's Report:

Susan Miceli presented transfers from each of the libraries.

Briceville –

To Decrease -

From Local Restricted Funds, \$800.00, from Other Charges \$198.00, from Travel, \$100.00, from Periodical \$9.34, from Data Processing \$36.34, and from Furniture & Fixtures \$17.00 – for a total of \$1,166.68.

To Increase -

Utilities by \$760.00 and Communications by \$400.00 – for a total of \$1,160.68, to cover projected shortfalls in two accounts.

Katherine Smith moved approval of this transfer, and Debra Cox seconded the motion. The motion was approved unanimously.

Clinton -

To Decrease

Dedicated Reserve by \$18,169.88, Part Time Salaries by \$19,708.00, and Unemployment by \$42.00 – for a total of \$37,919.88.

To Increase

Full Time Salaries by \$20,985.00, Social Security by \$61.00, Retirement by \$1,538.00, S/T Disability by \$142.00, Medicare by \$14.00, Medical Insurance by \$14,530.56, Dental Insurance by \$571.32, and Life Insurance by \$78.00 – for a total of \$37,919.88.

These transfers are to consolidate two part-time positions into a full-time position for the 2020/2021 budget year. A part-time employee retired and rather than refill that position, we are increasing the hours of our children's programmer and making her full-time, which is something the library has needed for a while. This also adjusts two part-time positions to the new suggested minimums.

Katherine Smith moved that this transfer be approved, and Josh Anderson seconded the motion. The transfer was approved unanimously.

Norris –

To Decrease –

Dues and Memberships by \$5.00, Postal by \$30.00, Travel by \$50.00, Staff Development by \$95.00, and Other Supplies and Materials by \$1960.00 – for a total of \$2140.00.

To Increase –

Library Books by \$2140.00

Due to the COVID-19 pandemic, we will have extra funds in certain accounts at the end of this year. I would like to transfer those funds into Library Books to be used to purchase e-books through TN Reads.

Katherine Smith moved approval of this transfer, and Debra Cox seconded the motion. The transfer was passed unanimously.

Rocky Top –

To Decrease –

Librarians by \$1500.00, Communication by \$140.00, Maintenance agreements by \$1269.99, Travel by \$390.00, Utilities by \$139.00, and Staff Development by \$129.00 for a total of \$4,219.00.

To Increase –

Part Time by \$1500.00, Library Books by \$800.00, Periodicals by \$119.00, and Furniture and Fixtures by \$1800.00 for a total of \$4,219.00.

Transfers to be used to finish physical year and purchase computer chairs.

Katherine Smith moved approval of this transfer, and Lake McCoy seconded the motion. The transfer was passed unanimously.

Susan Miceli explained that there are funds in various accounts set by the directors for travel, etc. In the current budget, these will go unused because of the COVID-19 crisis. She is asking the director to track these dollars. After the current year closes on June 30, 2020, they can let her know the amounts, and she will add that amount into their 2021 budget. John Selser moved to allow the transfer of any remaining money due to the unique circumstances of this year into next year's budgets. Katherine Smith seconded the motion, and the motion was passed unanimously.

Prez's Corner – Vacancies and other trustee issues

John asked for suggestions for a possible new member for the Board from Norris. He requested that other board members ask at various local meetings, such as the Norris Woman's Club, the Lions Club, and other civic organizations. This is difficult now, of course, due to the pandemic. Debra suggested that people who had run for political office in the past might make good candidates, too.

John also said that Debra Cox and Jeanine Brewer need to be assigned to Board Committees. He is asking them to think about committees on which they may be interested in serving.

There were no Committee Reports this month.

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

Briceville Public Library – Daphne Windham

Daphne Windham said Facebook story times are popular, with requests from parents and grandparents say "hi" to their kids. Parking lot visits with social distancing have been held with Homeschool families, and Daphne has tried to continue their STEM program in this way. Summer Reading will start next week. They will offer packets for different reading and/or age levels. These can be requested through Facebook, email, or by phone. A time will be arranged to pick up the packets at the library. Packets will include library books, an art activity, a STEM activity, a coloring page, and a small incentive prize. The hope to include snacks as well. Families will be encouraged to send pictures or information on their child's use of the packed, and tickets will be issued for a drawing at the end of summer.

Curbside service has been offered since the library closed its doors to the public on March 23rd. Books have been checked out, questions have been answered, and fax and copying services have been available. New patron library cards have even been issued.

Daphne and Brandy have cleaned all surfaces, books, toys, etc. They have initiated a genealogy project that includes making a list for patrons, giving them a reference guide to find the information they seek. The list will correspond with spine labels for each piece of reference material. In partnership with Briceville Elementary, a Blessing Box has been installed on the library grounds. The box is filled by individuals, local churches, Briceville Friendship Center, and the library, offering various items for individuals and families in need.

A webinar entitled "The Librarian's Guide to Homelessness – Core Training" was completed.

Clinton Public Library – Meg Harrison

All in person programs canceled until August at the earliest. An entirely online summer reading program is planned, using a variety of platforms. There will be storytimes via Facebook live, and several of their performers will come in to do pre-recorded performances. A D and D game for teens will be on their Discord server. Kickoff will be a phot scavenger hunt around town. An online escape room has been designed. There will be 3 online book clubs via Zoom or GoToMeeting. Several interactive Facebook live programs will be offered, including a fractured fairytale improv hour and a Royal Tea. Patrons can register for Summer Reading on ReadSquared via the library website. Hours read will be tracked instead of books read.

The Friends of the Library have canceled the Spring Book Sale and are planning a Fall Book Sale in October.

The Library is continuing to respond to inquiring patrons. New card applications and curbside service are going well. The FOL purchased sneeze guards for the library. Dorothy has retired, and Kelly has been promoted to full time status. The library will be instituting credit card processing capability. The library is partnering with United Way of Anderson County through wi-fi installation at ASAP of Anderson in Clinton and Contact Careline in Oak Ridge, as well as upcoming installations at a food pantry in Oak Ridge and in Norris. The library is partnering with the AC Health Department. Meg is applying for a Tech grant and CARES grant,

Norris Public Library – Jenny Heffron

Curbside service is going well. So far, they have had 36 pickups.

Jenny is applying for both the Tech Grant and the new CARES Grant this month. With the Tech grant, she hopes to get a new fax machine, a scanner for her office, new public printers, and possibly replace staff computers. With the CARES Grant, she hopes to purchase a few WIFI hotspots, as well as to be reimbursed for the protective and sanitary equipment they purchased because of COVID-19.

For Summer Reading, they may do a couple of Facebook events in June and July, but those will be planned once they are back up and running. Patrons can register for the program in person when they reopen or online anytime beginning on 5/25/2020. Norris will offer packets with an info sheet, activity/coloring sheets, and a Norris Area Scavenger Hunt. Patrons can pick up packets at the library or have them emailed to them. Tickets will be issued for each book read and can be submitted online this year. Prizes will be available for completion of the Scavenger Hunt and the program. "Big prizes" will be available at the drawing at the end of summer. A party will be planned for late July, subject to social distancing/group gathering guidelines at that time.

Rocky Top Public Library – Norma Day

Norma reported that they will be finished the weeding project tomorrow. The paperbacks have been reduced to a small section, and it is much easier to browse the collection. They have shifted and removed furniture to better follow the CDC distancing requirements, especially for staff and library customers once they reopen.

Curbside delivery is going well. They are still receiving calls for tax forms and copy services, too. Norma is considering applying for the CARES Grant.

Summer Reading registration is underway. The program starts June 5th and will be offered for one month this year. LeAnn put together packets by age groups, with directions for the program. Parents may stop by to register their children and pick up packets using curbside service.

Carrie is finishing the Homeschool annual. Storytimes continue on Fridays and Saturdays via Facebook. A craft class will be available once a month via Facebook, beginning in June and continuing until they are fully reopened.

Clinch River Regional Library – Debra Mattingly

Debra Mattingly attended the meeting in place of Matthew Jordan.

Library director and boards around the region and state are making various plans for gradually phasing back in to increased services and the Governor's Stay-at-Home orders have been updated. Plans include procedures for cleaning/quarantining, protective equipment, and social distancing, and allow for flexibility with changing conditions. Clinch River libraries continue to step up for their communities and have represented our region well statewide!

They hope to have information soon from the State Library regarding federal CARES (Coronavirus Aid, Relief, and Economic Security) Act grant funding for libraries, which should be a great opportunity for libraries to purchase hotspots, devices for lending and video conferencing equipment,

Unfinished Business / Updates

Update – Libraries’ responses to COVID-19 from this point forward –

Each Library presented a plan of action for the re-opening of the libraries. Those plans and procedures are appended to these minutes. Meg has prepared a comprehensive plan of action, and all the libraries will use and adapt this as a guideline to their own plans. The Board would like for the procedures to be as uniform as possible among the 4 libraries. All of the plans will be put into action in phases, depending on the metrics of the COVID-19 guidelines. There will be changes in the plans if there is a surge in new cases in the County. At all times, the libraries will comply with guidelines and practices issued from federal, state, and Anderson County authorities during the Coronavirus pandemic.

There was discussion about patrons wanting to have the libraries re-opened. Library staff are also eager to restore services, but they want to be sure to abide by the procedures and policies that are dictated by federal, state, and county guidelines in this crisis situation. Library directors and board members will continue to seek guidance in re-opening procedures, and they will study the metrics in order to make the best decisions possible in this situation. This is an ongoing and fluid process.

Update – Performance Evaluations in the Time of COviD-19

The performance reviews of the directors will be done when the libraries are fully back in operation again.

New Business:

Expiration of term of office for Debra Cox and Theresa Venable (both serving a first term under the new state law

Debra Cox and Theresa Venable will need to be reappointed by the appropriate appointing body. Debra Cox is appointed by the City of Norris, and Theresa Venable is an at-large appointee by the County.

Election of Officers

The annual election of officers for the offices of President, Vice-President, Treasurer, and Secretary will be held in June. Anyone wishes to nominate someone for office or to offer to serve in an office should be preparing to do so.

Announcements/Next Meeting:

This meeting has been held on Zoom due to COVID-19 concerns and the shelter in place protocols.

The next meeting will be a special meeting on Thursday, June 4, 2020, at 4:00 p.m., via Zoom because of the continuing COVID-19 crisis.

The regular June meeting will be held on Thursday, June 25 at the Norris Public Library or via Zoom, depending on the current status of the COVID-19 crisis at that time.

Lake McCoy moved for adjournment at 6:10 p.m. Katherine Smith seconded the motion, and the meeting adjourned.

Respectfully submitted,
Katherine Smith, Secretary

Anderson County Library Board
Minutes of Special Meeting
Online Zoom meeting
Thursday, June 4, 2020

It was necessary for this meeting to be held electronically in order to protect the public health, safety, and welfare in light of the COVID-19 crisis.

Present: Attending via Zoom

Library Board Members: John Selser, Debra Cox, Lake McCoy, Susan Miceli, Katherine Smith, Mary Jane Berry (Regional Board), Theresa Venable, Josh Anderson (Regional Board), Jeanine Brewer, Steve Mead, County Commissioners

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

Absent: None

Call to Order and Revisions to Agenda:

Chair John Selser called the meeting to order at 4:19 pm., after phone calls to some members. There were no additions to the agenda.

Appearance of Citizens: Sally Bruno, Friends of the Clinton Library – no comments

Approval of Minutes:

Susan Miceli moved to approve the minutes of May 21, 2020, as amended. Mary Jane Berry seconded the motion. The motion passed unanimously.

Unfinished Business / Updates

Appointment of trustee to fill the seat currently held by Katherine Smith

(Katherine was appointed to fill a vacancy on the board and is presently eligible, under the new guidelines, for two full terms as a trustee.)

Susan Miceli moved to appoint Katherine Smith to a position on the board, representing the Clinton Library. Steve Mead seconded the motion, and the motion passed unanimously.

Progress on nominating a new board member to represent the Norris area

No nominations were made. Katherine suggested that she send an email to the Norris Woman's Club, asking for possible volunteers, and Jenny Heffron said she would post the information on the Norris Library's Facebook page.

Election of Officers (President, Vice-President, Secretary, and Treasurer)

Following discussion, the following nominations were made for the board officers:

President – Josh Anderson – nominated by Katherine Smith and seconded by Steve Mead. The motion passed unanimously.

Vice-President – Susan Miceli – nominated by Katherine Smith and seconded by Steve Mead. The motion passed unanimously.

Secretary – Katherine Smith – nominated by Mary Jane Berry and seconded by Steve Mead. The motion passed unanimously.

Treasurer – Susan Miceli – nominated by Katherine Smith and seconded by Steve Mead. The motion passed unanimously.

Library re-opening plans and discussion of benchmarks for moving from one phase of re-opening to the next phase (or back again.)

President John Selser had put together a detailed Relaunch Strategy for the Anderson County Library System for Staged Reopening. The plan was presented for study, evaluation, and discussion. He initiated an effort to develop a plan for all of the libraries to use as they move forward, realizing that they will be concerned with certain benchmarks and that assessment may be reviewed and/or revised bi-weekly. Some issues will differ for each library, but a unified plan of progress is sought. Great concern will be given to the current number of active COVID-19 cases in Anderson County. Any marked increases may result in moving back in the steps of re-opening.

He suggested that the re-opening plans be considered in four stages as follows: Stage 1: no contact library services; Stage 2: limited public access to the libraries; Stage 3: expanded public access and Stage 4 would be a return to normal, with any adjustments necessary for the “new” normal.

The libraries have been operating in Stage 1. They will move to Stage 2 when agreed upon benchmarks have been made, including the number of active cases in Anderson County being less than 5. Stage 2 will continue for at least 2 weeks. ~~After that time,~~ with if the number of active COVID-19 cases being less than 5 has been less than 5 for a month, the libraries will move to Stage 3, where they will remain for at least 1 month. Stage 3 will see the libraries move toward a new normal. Each library will move through the same stages, but the timetable may vary. At any time, if the number of active COVID-19 cases moves to 6 or more, the month count will start all over. Any surge in active cases will mean a re-evaluation of the re-opening procedures.

This meeting was lengthy and intense. All directors are eager to serve their patrons to the best of their ability, while protecting the health and well-being of their staff members and patrons. Members of the board share those goals. All are working to make

informed decisions and plan procedures that will allow the libraries to offer quality services to the public, while protecting the health and well-being of all. This is an unprecedented situation, and all are working to make the best decisions possible for all concerned.

The members of the board felt strongly that patrons should wear masks while in the libraries. Some of the directors were concerned that some patrons could not afford masks or would not be willing to wear them. In order to protect the members of the library staff, however, the board strongly advocated requiring masks. Directors were told to buy disposable masks to give out, if necessary. Patrons can use a scarf or something else, but they should be willing to cover their noses and mouths, for the safety of others.

~~_____ ++++++moved and ++++++seconded the-
*****. It was moved and seconded to approve the parts
of the Relaunch Strategy, as modified during the discussion, that were accepted by the
board. The motion passed unanimously.~~

_____President John Selser will revise the Relaunch Strategy for the Anderson County Library System for Staged Reopening to reflect those parts that were voted to approve and those parts that were not approved at this time, but will be discussed at the next meeting. That report, and it will be appended to these minutes.

Announcements/Next Meeting:

This meeting has been held on Zoom due to COVID-19 concerns.

The regular June meeting will be held on Thursday, June 18th at the Norris Public Library or via Zoom, depending on the current status of the COVID-19 crisis at that time.

Susan Miceli moved for adjournment at 7:20 p.m. John Selser seconded the motion, and the meeting adjourned.

Respectfully submitted,
Katherine Smith, Secretary

Anderson County Fire Commission

July 7, 2020 Meeting Minutes

Meeting called to order by Justin Bailey at 6:30pm.

Members Present: Ambrea Peters, Nathan Wells (Medford), Denver Waddell, Stephanie Fox, Matthew Wilson (ACEMS), Dusty Sharpe, Daniel Adams (Clinton), Justin Bailey, Jamie Brewster, and Ronnie Spitzer.

Old Business

- No old business was discussed

New Business

- EMR class is scheduled to start August 4th through October 22nd, with a limit of 16 students. Classes will be held on Tuesday and Thursday nights from 6:00pm-10:00pm. ACEMS is also planning an EMR refresher class in August, weekend to be determined.
- EMA is looking to host HMA and HMO classes potentially in September.
- Intro and Basic class schedules
 - Marlow Volunteer Fire Department is hosting an intro class on July 11th and 12th, 8:00am-5:00pm both days at their station located on Oliver Springs Hwy.
 - Claxton Volunteer Fire Department is looking to host a 64 class potentially in the Spring 2021.

Department Reports

- **Andersonville VFD** – 5 members just completed a rescue swimmer course, and after the 15th of this month they will have 5 certified divers.
They now have the boat donated to them by TVA a few years ago in service.

Anderson County Fire Commission

- **Briceville VFD** – still working to get the new station built.
Having a boot drive in Rocky Top this Saturday.
- **Claxton VFD** – air trailer is currently out of service.
- **Marlow VFD** – no report
- **Medford VFD** – no report
- **Anderson County Rescue Squad** – not present
- **Clinton FD** – no report
- **Rocky Top FD** – cascade system is currently out of service.
- **Norris VFD** – not present
- **Oak Ridge FD** – not present
- **Oliver Springs FD** – currently in search of a used apparatus, which will replace engine 3 which has been out of service.
- **Commissioner Theresa Scott** – not present
- **Commissioner Denver Waddell** – no report
- **Anderson County EMS** – no report
- **Anderson County EMA** – EMA is continuing to order PPE through TEMA; if your department has a need please reach out to Karen.
- **Anderson County Sheriff's Office** – not present

Meeting adjourned at 6:50pm

Next scheduled meeting is September 1st at 6:30pm

Submitted this the 7th day of July 2020

Anderson County Board of Commissioners
Information Technology Advisory Board
MINUTES

June 23, 2020 10:00 am
Room 118A

Members Present: Jeff Cole, Mayor Terry Frank, Robby Holbrook, Phil Yager, Kim Jeffers-Whitaker, Gary Long, Tim Shelton and Rex Lynch

Others Present: Brian Young, Tammy Catron

Members Absent: Johnny Alley, Regina Copeland, Hal Cousins,
Jay Yeager

Chairman Cole called the meeting to order.

1. IT Department Relocation – Discussion. No Action Taken.
2. Funding for additional employee – Tim Shelton made a motion to provide funding for seasonal help through August. Mayor Frank seconded the motion. Motion passed to forward to full Commission for approval.

IT Sub-Committee will meet July 6, 2020 at 3:00 pm in room 118A.

New Business

None

Old Business

None

Adjournment - There being no further business meeting adjourned.