

**Anderson County Board of Commissioners**  
**OPERATIONS COMMITTEE**  
**AGENDA**

**February 13, 2023**  
**6:00 p.m. Room 312**

- 1. Call to Order**
- 2. Prayer / Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Appearance of Citizens**
- 5. Multi-Factor Authentication Policy** – by Kimberly Jeffers-Whitaker and Brian Young
- 6. Sheriff's office wants to be allowed to keep funds from the sale of sheriff fleet vehicles** – by Captain Kenny Sharp
- 7. Drug Court Grant Opportunity** – by Commissioner Vowell and Judge Spitzer
- 8. Mayor's Report**
  1. Request motion to authorize the county mayor to execute the annual Payment In Lieu of Taxes agreement with the U.S. Department of Energy
  2. Draft: Anderson County Logo and Seal Guidance Document
  3. Overview of Solid Waste Department – by Geoff Trabalka and Mayor Frank
- 9. Storm damage and power failure discussion** – requested by Commissioner Verran
- 10. Discussion of a workshop with Planning Commission** – requested by Chairman Isbel
- 11. East Wolf Valley Convenience Center** – from January Operations meeting
- 12. Operations Sub Committee Questions for Discussion**

**New Business**

**Old Business**

**Adjournment**

# Anderson County



## Multi-Factor Authentication (MFA) Policy

## **I. INTRODUCTION**

The purpose of this policy is to define the Multi-Factor Authentication (MFA) requirements for access to the Anderson County Government network and email systems. This policy is designed to minimize the potential security exposure to Anderson County from damages which may result from unauthorized use of internal and external services. Multi-factor authentication (MFA) adds a layer of security which helps deter the use of compromised credentials.

## **II. SCOPE**

This policy applies to all staff members of the Anderson County Government community who access restricted or confidential data outlined within this policy, and for those who may require remote (off site) access to email and the other services within the County's network environment. There may be extraordinary instances when a member has a legitimate need to use the services outside the scope of this policy. The Department Head and IT Director must approve, in advance, exception requests based on the balancing of the benefit versus the risk to the County. Exceptions for individuals with disabilities will be addressed on an individual basis with the County's Human Resources and Risk Management Department (HR).

## **III. DEFINITIONS**

Multi-factor Authentication (MFA) is a method of authentication that requires more than one verification method to ensure it is really you logging into your account. MFA adds a critical second layer of security when users sign-in to their County PC workstations & Microsoft Office 365 Email. It does this by requiring more than one method of verifying that it is really you logging into the account.

Local Access is any access to organizational information systems by users (or processes acting on behalf of users) where such access is obtained by direct connections without the use of networks.

Network Access is access to organizational information systems by users (or processes acting on behalf of users) where such access is obtained through network connections (i.e., nonlocal accesses).

Remote Access is a type of network access that involves communication through external networks (e.g., the Internet).

## **IV. POLICY**

With new technological advances, it is easy for individuals to inadvertently fall victim to highly sophisticated phishing attacks. This could give a hacker unauthorized access to the County network and information system (Network).

The Anderson County Information Technology Department (IT) has taken several steps to protect and monitor our Network. As part of its efforts, the IT Department has established a Multi-Factor Authentication (MFA) Policy which provides a crafted method of protection for

Local Government data processing that utilizes and stores sensitive personal and financial information.

In order to access Government resources and the Network, all individuals will be required to engage in one additional step beyond the normal logon process. Individuals will be required to register a second approved device. The MFA system will send a message to the device which the individual must use to authenticate. Upon successful completion of this two (2) step authentication process, the individual will be able to access the system.

Any exceptions to this policy must be approved by the appropriate department head and the IT Director.

## **V. ENFORCEMENT**

This policy regulates the use of all MFA access to the Anderson County Government network(s) and users must comply with established appropriate and acceptable use policies per the Anderson County Employee Handbook.

All Elected Officials and Department Heads shall ensure their staff and contracted staff use MFA for County access and for all user accounts managed systems.

IT network data and email processing services will be terminated immediately if any suspicious activity is observed. Service will remain disabled until the issue has been identified and resolved. Any Anderson County Government employee found to have intentionally violated the any of the County's acceptable use policies will be subject to loss of privileges. If the matter involves illegal or criminal conduct, the matter will also be referred to the proper law enforcement authority. By choosing to use Anderson County Government systems, you hereby agree to all terms and conditions listed above.

## **VI. USER REQUIREMENTS**

All members are required to register their user credentials for remote access to the County's MS Office 365 environment. If a staff member does not register their user credentials, they will not be permitted remote access to the County's MS Office 365 service.

The County's determined verification method is:

1. Multifactor Authentication App from the App Store or Playstore
2. SMS Text Message with a code
3. Hardware Token that uses Randomly Generated OTP (one-time password)
4. Hardware Token that uses FIDO (USB Key)

## **VII. LOST OR STOLEN DEVICE**

All lost or stolen devices should be reported immediately to the IT Department, so that device may be denied access to the County's MS Office 365 services.

Staff are responsible for securing their personal digital keys/token to safeguard its loss or theft. A replacement charge of \$50.00 may be applied for any lost or stolen digital key/token.

## **VIII. POLICY INFORMATION**

### **Continuous Improvement**

The content of this document is subject to regular review based on input from Anderson County Government Elected officials, department heads and supervisors. All recommendations for development should be submitted to the Anderson County Government IT Director and HR Director for review and consideration.

**Anderson County  
Human Resource Advisory Committee Minutes  
January 11th, 2023  
10:00 a.m. in Room 118A, Courthouse**

**Members Present**

Robby Holbrook, Rachel Comunale as proxy for Jay Yeager, Hal Cousins, Jeff Cole, Gary Long, Johnny Alley, Russell Barker, Tim Shelton, Regina Copeland, and Catherine Denenberg.

**Members Absent**

Terry Frank and Rex Lynch.

**Others Present**

Paul Richardson, Steve Owens, Kim Jeffers-Whitaker, Krystal Burkhart, Andrew Stone, Brian Young, Coby Melton, Tammy Catron, Roger Lloyd, and Karen Ooten.

**Call to Order**

Catherine Denenberg called the meeting to order. Quorum present.

**Approval of Prior Minutes**

Approval of Minutes from the October 26, 2022 meeting.

Motion by Gary Long, seconded by Robby Holbrook. Motion passed by voice vote.

**Approval of Agenda**

Approval of current agenda for the January 11, 2022 meeting.

Motion by Rex Lynch, seconded by Johnny Alley. Motion passed by voice vote.

**HR Director Report**

HR Director Kim Jeffers-Whitaker presented the following items to the committee:

1. Presented a brief summary of the recent Employee Survey.  
Tim Shelton requested some demographics on future surveys to better address concerns.  
The employee request that was brought to the attention to the committee was starting the employee appreciation luncheon again.
2. Presented the clarification of the language in the medical benefit for retiree's.
3. Presented the email that was sent to employees regarding w-2 access.
4. Krystal Burkhart presented the Biggest Loser Challenge Wellness event.

**Old Business**

1. HR Director, Kim Jeffers-Whitaker, presented the Evacuation Plan update. Buildings & Grounds, EMA, and ACSO were represented to provide answers concerning the recent

**Anderson County  
Human Resource Advisory Committee Minutes  
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drill. Some items mentioned were providing vests to the floor monitors, a possible voice alarm, and the possibility of adjusting the emergency exit doors for quicker egress.

2. HR Director, Kim Jeffers-Whitaker, presented requested Longevity Plan examples to the committee. A Motion was made to approve \$50 a year longevity plan beginning the 5th year of continued employment with Anderson County Government, and to create a policy for committee approval. Motion by Gary Long, seconded by Tim Shelton. Motion passed by voice vote.

3. The HR Advisory Committee Resolution, Background checks, and Veteran's Day leave law policy were tabled until the Law Director could be present. The Law Director's proxy handed out materials concerning these three items to the committee.

**New Business**



IT Director, Brian Young, presented the Multifactor Authentication program. Regina Copeland Motioned to begin a policy for the Multifactor Authentication Program. Seconded by Robby Holbrook. Motion passed by voice vote.

**Next Meeting**

April 12<sup>th</sup> 2023 @ 10 a.m. in Room 118A

**Adjourned**



## ANDERSON COUNTY GOVERNMENT

TERRY FRANK  
COUNTY MAYOR

Feb. 8, 2023

Commissioner Tim Isbel  
Chairman, Anderson County Operations Committee

RE: Agenda

Dear Chairman Isbel and Honorable Members of Commission,

I would like to add the following items to the Agenda:

1. Request: Motion to authorize the county mayor to execute the annual Payment in Lieu of Taxes agreement with the U.S. Department of Energy in the amount of \$640,393.14. Excel sheet with history of receipted payments also attached. Agreement attached.
2. DRAFT Anderson County Logo and Seal Guidance Document. Submitting for review. I propose 30 days for your comments, suggestions, and then approval with any proposed changes at the March 2023 Operations Committee. DRAFT attached.
3. Solid Waste. Overview of Department. Presentation by Geoff Trabalka and Mayor Frank. (See attached)

Sincerely,

Terry Frank



**Intergovernmental Agreement Between  
United States Department of Energy  
and  
Anderson County, Tennessee  
Regarding  
Payment in Lieu of Taxes**

This Agreement entered into by the United States Department of Energy's Office of Science Consolidated Service Center (DOE) and the County of Anderson, Tennessee, (Anderson County) concerns the payment of monies in lieu of taxes for tax year 2022.

**RECITALS**

The Parties acknowledge that:

1. The United States Government has acquired and owns land for use in its nuclear and other energy programs located in Anderson County, which land was previously subject to ad valorem property taxes as agricultural property; and
2. The United States Government has erected facilities on said land in Anderson County, which has been and is being used in carrying on the activities of the Atomic Energy Commission and successor agencies, including DOE, under the Atomic Energy Act of 1954, as amended; and
3. The land and facilities owned by the United States Government are not subject to taxation by Anderson County under the Constitution and laws of the United States and the State of Tennessee, and that Anderson County has suffered the loss of the ad valorem property tax on the land acquired by the Government; and
4. The activities of the United States Government in Anderson County have been and are being carried on, in large part, through contractors in the operation, construction, maintenance, or other utilization of said land and facilities; and

5. It is the opinion of Counsel for DOE and Counsel for Anderson County that such contractors are not liable for taxes on, with respect to, or measured by, the value or other use of such United States Government-owned real property under existing state and federal law; and

6. Under and pursuant to the provisions of the Atomic Energy Act of 1954, as amended, in order to render financial assistance to the states and localities in which the activities of DOE are carried on, and in which DOE has acquired property previously subject to state and local taxation, DOE has been and is authorized to make payments in lieu of property taxes; and

7. Anderson County has requested financial assistance from DOE, and has stated that it will waive and release any claims for tax year 2022 for taxes against DOE and its contractors on, with respect to, or for real property owned by the United States Government; and

8. Anderson County represents that it is authorized to make contracts and execute instruments containing such terms and conditions as may be necessary, proper, or advisable to accomplish the purposes for which it was created.

THEREFORE, the Parties agree as follows:

1. For the purpose of rendering financial assistance to Anderson County, DOE will pay Anderson County, as a payment in lieu of property taxes for public purposes, the sum of \$640,393.14 for the tax year 2022. The payment will occur as soon as funding is available. The computation and the basis therefor are shown in more detail in the attached Exhibit 1. This payment represents the amount of the loss of ad valorem tax revenue for public purposes for the tax year 2022 which Anderson County has suffered by reason of the acquisition by the United States of real property in Anderson County for nuclear and other energy purposes. This Agreement does not apply to any other tax years.

2. Such payment shall constitute full satisfaction of any and all claims Anderson County may have for taxes for the tax year 2022 against DOE and DOE's contractors, of any nature whatsoever, on, with respect to, or measured by, the value or use of federally-owned real property which is utilized in carrying on activities of DOE; provided that the acceptance of this payment shall not prejudice eligibility for any payment in lieu of taxes based on the benefits and burdens test prescribed in Section 168 of the Atomic Energy Act. The term "contractors" means and

includes the companies and organizations listed in Exhibit 2, and such other contractors and subcontractors who perform work on DOE real property during the tax year.

3. Payments in lieu of taxes are subject to suspension during the pendency of any lawsuit filed by Anderson County which seeks from the federal government any real property taxes or their equivalent.

4. As further consideration for such payment, Anderson County agrees to and hereby waives and releases, as to each and all of said companies and organizations, any and all claims for said taxes for the tax year 2022, and agrees further that, if requested by DOE, Anderson County will join in friendly litigation before a court having jurisdiction of the Parties and subject matter and in the entry of a consent judgment in keeping with the spirit and intent of this Agreement.

5. No member of or delegate to Congress or resident commissioner shall be admitted to any share or part of this Agreement nor to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

6. Anderson County agrees that DOE and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to and the right to examine any directly pertinent books, documents, papers, and records of Anderson County involving transactions related to this Agreement until the expiration of three years after final payment under this Agreement, unless DOE authorizes their prior disposition. Nothing in this Agreement shall be deemed to preclude an audit by the Government Accountability Office of any transaction under this Agreement.

7. Any requirement for the payment or obligation of funds by DOE established by this Agreement shall be subject to the availability of funds, and no provision herein shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, 31 U.S.C. § 1341.

8. Payment of funds by DOE in lieu of property taxes are not entitlements and nothing in this Agreement modifies the discretionary authority given to the Secretary of Energy by Section 168 of the Atomic Energy Act of 1954, as amended. Said funds are also subject to legislative or administrative reductions in funding levels.

9. The term "DOE" includes any duly authorized representative of DOE.

10. The effective date of this agreement is the date the agreement is signed by the last signatory.

IN WITNESS WHEREOF, the Parties hereby execute this Agreement by the signatures of their authorized representatives.

UNITED STATES OF AMERICA  
DEPARTMENT OF ENERGY

By: \_\_\_\_\_  
Geoffrey G. deBeauclair, Manager  
Office of Science  
Consolidated Service Center

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

COUNTY of ANDERSON

By: \_\_\_\_\_  
Terry Frank  
Anderson County Mayor

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

**EXHIBIT 1**  
**Computation and Basis for Payment in Lieu of Taxes**

	<b>Anderson County</b>
<b>Number of Acres (x)</b>	11,464.16
<b>Value per Acre</b>	\$9,083.00
<b>Total Appraised (x)</b>	\$104,128,965.28
<b>Total Assessment (x) (25%)</b>	\$26,032,241.32
<b>Tax Rate (2.46%)</b>	0.0246
<b>PILT Due</b>	\$640,393.14
<b>Total PILT Due</b>	<b>\$640,393.14</b>

**EXHIBIT 2**  
**DOE Contractors**

UT-Battelle, LLC  
Managing and Operating Contractor  
Oak Ridge National Laboratory  
1 Bethel Valley Road  
Oak Ridge, TN 37830

Consolidated Nuclear Security, LLC  
Managing and Operating Contractor  
Y-12 National Security Complex  
602 Scarboro Road  
Oak Ridge, TN 37830

URS | CH2M Oak Ridge LLC  
Cleanup Contractor  
East Tennessee Technology Park  
2010 TN-58  
Oak Ridge, TN 37830

Oak Ridge Associated Universities  
ORISE Contractor  
100 ORAU Way  
Oak Ridge, TN 37830

**Department of Energy - Payment-**

<b>Year</b>	<b>Amount</b>	<b>Amount Paid</b>		<b>Per acre</b>	<b>Tax Rate</b>
1997	\$348,840.00	\$348,840.00	11,628	\$4,000.00	\$3.00
1998	\$347,092.89	\$332,092.89	11,628	\$4,610.00	\$2.59
1999	\$398,017.72	\$398,017.72	11,628	\$4,610.00	\$2.97
2000	\$420,691.31	\$486,122.05	11,625	\$4,610.00	\$3.14
2001	\$482,400.34	\$488,912.34	11,536	\$5,327.00	\$3.14
2002	\$482,693.05	\$482,693.05	11,543	\$5,327.00	\$3.14
2003	\$482,693.05	\$482,693.05	11,543	\$5,327.00	\$3.14
2004	\$498,626.31	\$494,990.97	11,628	\$5,327.00	\$3.22
2005	\$498,831.00	\$498,830.75		\$6,450.00	\$2.68
2006	\$498,701.10	\$498,701.10	11,540	\$6,450.00	\$2.68
2007	\$498,701.10	\$498,701.10	11,540	\$6,450.00	\$2.68
2008	\$498,408.97	\$498,408.97			
2009	\$498,408.97	\$498,408.97			
2010	\$550,625.11	\$550,625.71	11,533.24	\$8,450.00	\$2.26
2011	\$572,553.28	\$572,553.28	11,533.24	\$8,450.00	\$2.35
2012	\$572,553.28	\$554,100.00	11,533.24	\$8,450.00	\$2.35
2013	\$571,469.84	\$571,469.85	11,526.13	\$8,450.00	\$2.35
2014	\$571,300.78	\$571,300.78	11,522.72	\$8,450.00	\$2.35
2015	\$632,620.49	\$599,755.35	11,522.72	\$8,466.00	\$2.59
2016	\$630,556.17	\$571,663.16	11,485.12	\$8,466.00	\$2.59
2017	\$630,556.00	\$673,379.18	11,485.12	\$8,466.00	\$2.59
2018	\$629,405.43	\$629,405.43	11,464.16	\$8,466.00	\$2.59
2019	\$653,790.64	\$685,563.91	11,464.16	\$8,466.00	\$2.69
2020	\$634,133.73	\$640,393.14	11,464.16	\$8,994.22	\$2.46
2021	\$640,393.14	\$640,393.14	11,464.16	\$9,083.00	\$2.46
2022	\$640,393.14	TO BE BILLED	11,464.16	\$9,083.00	\$2.46

DRAFT

# Anderson County Government Brand

LOGO, WORDMARK AND SEAL





## THE BRAND IDENTITY

DRAFT

[www.andersoncountyttn.gov](http://www.andersoncountyttn.gov)

OUR BRAND IS OUR IDENTITY. OUR IDENTITY INCLUDES HOW WE IMAGINE OURSELVES AND HOW OTHERS PERCEIVE US.

Anderson County has a rich history dating back to our founding in 1801. From coal mining and pearling, to our rise from agricultural infancy to become a world-leading technological powerhouse, our county is unique. Our assets are diverse, from recreation and history, to manufacturing and scientific discovery.

In Anderson County, our brand is to ensure continued economic growth and success for our communities and the people we serve.

The following brand standards are a step toward those goals. This brand guide should be used to set the tone for how we communicate with the public; in it, you'll find the components that define the unique look of our visual communication style.

### ELEMENTS OF OUR IDENTITY

#### **Referencing Anderson County Government**

"Anderson County" is the preferred way to refer to the county. "Anderson County Government" and "The County" are also acceptable.

"Anderson County" should precede any reference to "The County" in written formats. It is also appropriate to use "County" when starting a sentence or describing persons who work for the county.

# THE BRAND IDENTITY

DRAFT

[www.andersoncountyttn.gov](http://www.andersoncountyttn.gov)

## Referencing Departments within Anderson County Government

With many departments represented either under the purview of the Mayor's Office, or a report to the Mayor's Office, it is important that naming those departments in spoken word or print is always consistent. Below is a list of official department titles, they may stand alone and do not need to be preceded by "the office of" or followed by "Department" unless otherwise noted.

- Animal Care & Control
- Archives & Records
- Buildings & Grounds
- Dental Program
- Emergency Management Agency (EMA)
- Emergency Medical Services (EMS) – The department has its own logo, but the county's can be incorporated.
- Fleet Management
- Health Department – The department often uses the State logo, but the county's can be incorporated.
- Office on Aging & Senior Center
- Planning & Development
- Pre-Trial Release
- Solid Waste/Recycling
- Stormwater Management
- Veterans Services

DRAFT  
ANDERSON COUNTY "A" LOGO AND LETTERMARK

The Anderson County "A" should be our most-recognized visual symbol. It should be used in all publications and promotional materials for Anderson County programs and services.

The official logo consists of a two-color branding icon with an "A" in red, outlined in navy blue. A double-circle of three stars, replicating the State Flag, is on the left-hand side of the letter. Below is the County name and state in navy blue. The logo can also be printed in navy blue, and outlined in red, as seen below, or in solid navy blue or solid black. It can also be printed horizontally or vertically.



DRAFT

## Department Logos



ANIMAL CARE & CONTROL



DRAFT

Logo use by other county offices

# OFFICIAL ANDERSON COUNTY SEAL



DRAFT

# THE STORY OF THE ANDERSON COUNTY SEAL

The author and date of creation for the original Anderson County seal is unknown. The Anderson County Operations Committee, in April 2021, formed a committee – consisting of members representing the Mayor's Office, Anderson County Archives, the Chamber of Commerce, Tourism, and County Commission – and an RFP was issued. After examination of the original seal, it was clear that an update was needed. With the closure of Bull Run, the committee opted to move from changing depictions/graphics, and to instead incorporate verbiage of Anderson County - Energy, Commerce, Agriculture, History, Industry, Education, and Recreation – that highlights Anderson County's assets and priorities. The new county seal kept the date of the county's establishment – 1801 – and the words "Anderson County, Tennessee." The new seal contains an image of the Courthouse, and is completed with a three-star double circle in the lower-left quadrant.



Original Seal



2022 Updated Seal

DRAFT

## Type Face for Anderson County Seal

There is only one font used in the new Anderson County Seal. It is important to our brand that the typeface not be changed. You will not need the font because it is converted to paths in the seal. If you find yourself needing to identify the font, it is listed below. The County Seal can be printed in black-and-white or navy-and-white.

Font “Desiderata” in lower case only

<https://creativemarket.com/TortugaStudios/369316-Desiderata>

Cost = \$25.00



## APPENDIX “A”

Anderson County, Tennessee  
Official Logo  
Brand Guide



**ANDERSON**  
**COUNTY**  
**TENNESSEE**

# BRAND GUIDE

**ANDERSON COUNTY TENNESSEE**  
**OFFICIAL LOGO**

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# CONTENTS

- 01. Overview
- 02. Brand Logo
- 03. File Types
- 04. Typography
- 05. Colors
- 06. Misuse

# OVERVIEW

The purpose of this guide is to acknowledge the importance of consistent usage of the components including color, type, shape and usage to build a brand & to allow your audience to learn it and commit to memory. Any change these elements go against this idea.

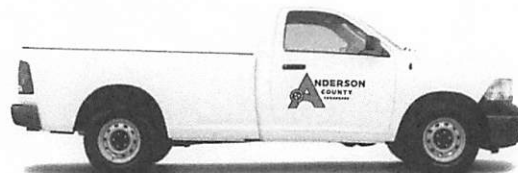
## BRAND LOGO

There is a vertical and horizontal version of the logo mark. Some applications lend themselves to one or the other.

Vertical



Horizontal





# FILE TYPES

Different applications take different file types. Included in your new dropbox is a file for each application, digital or print.

## VECTOR FILES



### AI

#### ADOBE ILLUSTRATOR

AI is a proprietary vector-based file format by Adobe Systems. It is the standard source file for your logo. Some print shops will request this file when prepping a project for print.



### EPS

#### ENCAPSULATED POST SCRIPT

Like a PDF, an EPS can be edited with any vector graphics program. Although it's becoming outdated, some print shops with older software will still request these files so they're good to have on hand.



### PDF

#### PORTABLE DOCUMENT FORMAT

Another editable vector-based file format. Its universal file format makes it extremely versatile. It's typically used for printing and easily sharing documents online.



### SVG

#### SCALABLE VECTOR GRAPHIC

SVGs are great for websites or apps to keep logos and icons sharp and are infinitely scalable without pixelation.



## IMAGE FILES



### JPEG

#### JOINT PHOTOGRAPHIC EXPERTS GROUP

A popular image format that is commonly used for photographs and web graphics. Its lossy compression allows for smaller file sizes than PNG, but does not support transparent backgrounds.



### PNG

#### PORTABLE GRAPHICS NETWORK

Another image file format that is great for web graphics and digital displays. Supporting transparent backgrounds is a key advantage over JPEG, but file sizes are typically larger.





There is only one font used in  
your new Anderson County Logo.  
It is important to your brand that  
you not change the typeface.

**TYPE  
FACE**

## CONNECT

<https://creativemarket.com/TortugaStudios/369316-Desiderata>  
23.00



# COLOR MATCH

## COLOR MATCH

### RGB

#### DIGITAL (RED, GREEN, BLUE)

The colour space for digital displays. These files are used for the digital purposes such as web graphics or photographs. Printing RGB files can result in blurry images with inaccurate colours. Use CMYK or Pantone files for printing purposes.

#### RGB PMS 2768

Red 0  
Green 35  
Blue 78

#### RGB PMS 485

Red 237  
Green 28  
Blue 36

### CMYK

#### PRINT (CYAN, MAGENTA, YELLOW, BLACK)

CMYK stands for Cyan, Magenta, Yellow, and Black. These are the four basic colours used for printing. CMYK files are for any project that will be physically printed such as business cards or brochures. They are not for screen use.

#### CMYK PMS 2768

Cyan 90  
Yellow 60  
Magenta 0  
Black 71

#### CMYK

Cyan 0  
Yellow 100  
Magenta 100  
Black 0

### PANTONE/SPOT

#### OFFSET PRINT

Pantone is a standardize system for colour. Unlike CMYK, A Pantone or spot colour is a single colour created from a precise mixture of inks. Their colour accuracy is superior to CMYK, but can become costly using more than three colours.



Pantone  
2768 C



PANTONE  
485 C





MIS-  
USE

## APPENDIX “B”

Anderson County, Tennessee  
County Seal  
Brand Guide



# BRAND GUIDE

ANDERSON COUNTY TENNESSEE  
COUNTY SEAL



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ANDERSON COUNTY TENNESSEE  
OFFICIAL SEAL

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# BRAND GUIDE

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Updated MARCH 12, 2022

**Graphic standards** provide a sound, flexible structure for using logos, color and typography. Consistent brand application is essential. The logos must appear the same in every instance. They must have the proper color selections, be in the proper proportions and be used in appropriate contexts.

# THE ANDERSON COUNTY TENNESSEE SEAL STORY



original



2022 UPDATE

The author and date of creation for the original Anderson County seal is unknown. After examination of the original seal, it was clear that an update would be necessary. It was decided that the updated verbiage would display words that represent the current Anderson County ideals. These were approved to be Energy, Commerce, Agriculture, History, Industry, Education, and Recreation. We would keep our county established date of 1801 and the words Anderson County, Tennessee. It was also determined that the Anderson County courthouse would be the perfect symbol to represent the county in the seal.



# FILE TYPES

Different applications take different file types. Included in your new dropbox is a file for each application, digital or print.

## VECTOR FILES



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AI is a proprietary vector-based file format by Adobe Systems. It is the standard source file for your logo. Some print shops will request this file when prepping a project for print.



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### PNG

#### PORTABLE GRAPHICS NETWORK

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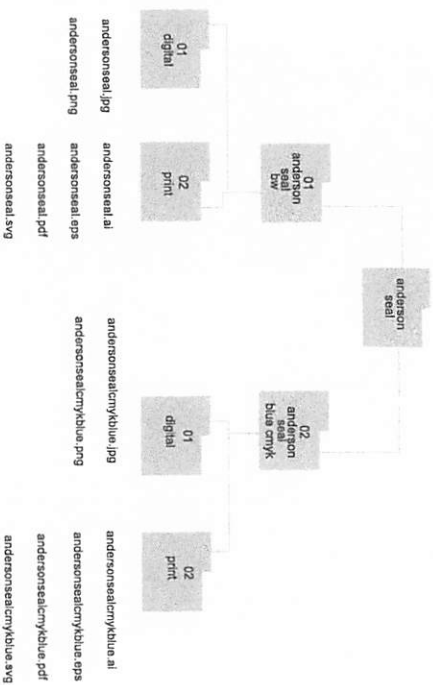


# ACCESSING YOUR FILES



Dropbox Link:  
<https://www.dropbox.com/ef/6k8q3ngq164nh3qmtldn?dl=0&rlkey=PV3smwp0K6J3Cvka12aaZj>

## FILE DIRECTORY





# COLOR MATCH

100% CMYK

## RGB

**DIGITAL, RED, GREEN, BLUE**

The colour space for digital displays. These files are used for the digital purposes such as web graphics or photography. Printing RGB files can result in blurry images with inaccurate colours. Use CMYK or Pantone files for printing purposes.

## RGB

Red 0  
Green 35  
Blue 78

## CMYK

**PRINT CYAN, MAGENTA, YELLOW, BLACK**

CMYK stands for Cyan, Magenta, Yellow and Black. These are the four basic colours used for printing. CMYK files are for any project that will be physically printed such as business cards or brochures. They are not for screen use.

## CMYK

Cyan 90  
Yellow 80  
Magenta 0  
Black 71

## PANTONE/SPOT

**OFFSET PRINT**

Pantone is a standardized system for colour. Unlike CMYK, a Pantone or spot colour is a single colour created from a precise mixture of ink. Their colour accuracy is superior to CMYK, but can become costly using more than three colours.



Pantone  
7105 C





# TYPE FACE

There is only one font used in your new Anderson County Seal.  
It is important to your brand that you not change the typeface.  
You will not need the font because it is converted to paths in  
the seal. If you find yourself needing to identify the font, it is  
listed below.

Font Desiderita in lower case only

**DESIDERITA**

<https://creativemarket.com/TortugaStudios/369316-Desiderata>

Cost = 25.00



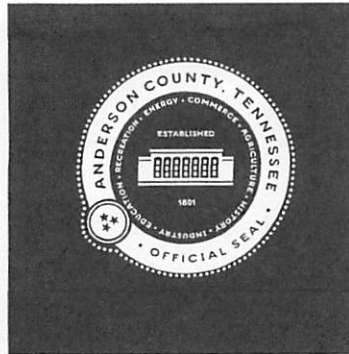
Anderson Seal CMYK PMS 2768  
C=90 M=60 Y=0 K=71



Anderson Seal 1 color black



Anderson Seal Reversed CMYK PMS 2768  
C=90 M=60 Y=0 K=71



Anderson Seal Reversed 1 color Black

## **Solid Waste Department Overview**

### **General Duties**

**Phone calls & emails – Questions on disposal/Hours of operation/complaints, etc.**

**Requisitions/Purchase orders – general supplies for operation/vehicle maintenance**

**Grant Applications - coordinated with Mayor/Grants personnel**

Recycling Equipment Grants

Convenience Center Grants

Waste Reduction Grants

Waste Oil Grants

(TDEC has offered no Grants for the last two years, but is beginning to open Grants again this year)

Special Litter Grants

### **Annual Budget**

#### **Litter Grant**

Daily work schedule – road sheet for Litter Grant Deputy and Litter Crew

Monthly Time-sheets (for TDOT) sent to Grant Administrator

Monthly Litter Collection Statistics (for TDOT) sent to Grant Administrator

Periodic audits of Litter Composition for Monthly Statistics

Anti-Litter presentations at Schools/ by request

Yearly Avg. – 30-35,000 lbs./ 15-18 tons / 200-250 miles of road / 130 lbs. per mile of road avg.

#### **Waste Tire Program**

Waste Tire Hauling Contract w/ Liberty Tire

Coordinate Contract Specifications for contract renewal

Schedule & handle trailer pickups/drops

Collection/Loading of tires

Invoice payment/Record keeping

Avg. - 900 tons/yr. (50-60,000 tires) avg.

#### **Dead Animal Abatement**

Yearly – Avg. 10-20 deer/animals and removed from County roads and taken to Chestnut Ridge landfill for disposal

#### **Maintenance at Convenience centers**

Coordinate with vendors for services – electrical work, fencing, concrete, gravel, etc.

#### **Collection/Loading/Unloading/Baling of Recycling at County Schools and Government Buildings**

Paper – Cardboard – Aluminum

Yearly Avg. - 15 tons mixed paper – 15 tons Cardboard – 1-2 tons Aluminum cans

#### **Annual Progress Report – to TDEC**

Collection of Recycling Statistics for Region – All County and Municipality data, Businesses that will report recycling. Presentation of Annual Progress Report (150-200 pgs.) to Solid Waste Board.

Update to 5yr. plan

## **General Duties – Cont.**

### **Spot Bids for Scrap Metal Recycling**

Yearly Avg. – Collected and processed – 60-100 tons

### **Problem Waste Disposal**

Oil Based Paint

Yearly – Collected and processed – 8-10 tons avg

Electronics

Yearly – Collected and processed – 5-10 tons avg.

### **Unloading and Processing Of Items For Disposal/Recycle At Blockhouse Valley Center**

Oil-based Paint, Scrap Metal, Tires, Electronics/Batteries, Oils/Anti-freeze. Baling, palletizing, loading of materials, coordinating with vendors for pickup.

### **Contracts & Vendor Coordination**

#### **Contract Bids and Renewals/Contract Negotiations, and P.O.'s**

Waste Management Contract for Landfill disposal – **Anderson County Total 32,831 tons (2022)**

Coordinate with Waste Management personnel on any issues with disposal at Chestnut Ridge Landfill

Invoice verification/payment/Record keeping

Waste Connections Contract for Waste Hauling and Convenience Center Operation

**Convenience Centers - 2227 hauls (2022) Schools/Govt. Buildings - 4968 hauls (2022) Total hauls - 7195 (2022)**

Coordinate with Waste Connections personnel on any issues at Convenience Centers or Hauling

Invoice verification/payment/Record keeping

Waste Tire Hauling Contract – Liberty Tire

Schedule & handle trailer pickups/drops

Collection/Loading of Materials

Invoice payment/Record keeping

Recycle Processing – WestRock, Inc.

Invoice payment/Record keeping

E-waste Recycling – E-Cyclers/ Scott Recycling

Collection/Loading of Materials

Invoice payment/reimbursement/Record keeping

Waste Oil Collection– Enterprise Waste Oil, Inc.

Schedule Pickups

Invoice payment/Record keeping

Contracts for Green Box Attendants

Invoice payment/ Record keeping

Lease for Frost Bottom Convenience Center

Invoice payment

**Meetings – Attended As Needed**

County Commission

Budget

Operations

Solid Waste Advisory Board

**Annual Events**

**HHW Event**

Advertising

Site location/ on-site supervision at Event

Coordinate with TDEC and State Contractor and Volunteers

**Clinch River Cleanup partnered with TVA and Trout Unlimited**

River Cleanup

**Coal Creek Easter Cleanup partnered with Coal Creek Watershed**

Cleanup

**Recycling bins at AC Fair, Museum of Appalachia events, Norris Day**

Recycling

## Annette Prewitt

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**From:** Commissioner Tim Isbel  
**Sent:** Wednesday, January 25, 2023 2:44 PM  
**To:** Annette Prewitt  
**Subject:** Fwd: Operations

Sent from my iPad

Begin forwarded message:

**From:** Commissioner Tim Isbel <timisbel@andersoncountyttn.gov>  
**Date:** January 25, 2023 at 11:42:03 AM PST  
**To:** Commissioner Steve Verran <sverran@andersoncountyttn.gov>  
**Cc:** Annette Prewitt <aprewitt@acs.ac>  
**Subject:** Re: Operations

Thanks Steve, we will put it on the agenda for discussion

Sent from my iPad

On Jan 25, 2023, at 11:37 AM, Commissioner Steve Verran <sverran@andersoncountyttn.gov> wrote:

I think we need to review our recent storm damage and power failure problems. I haven't heard of damage to county schools but reported today that Oak Ridge Schools had \$324,000 damages. Of course, we had a problem with the Jolly building, I think in the \$25,000 range.

TVA failures at Cumberland Fossil Plant, Bull Run, John Sevier Gas plant as well as some smaller plants seems to be the culprits for loss of about 40,000 MW.

I'd suggest we collect information on all the county's buildings systems and schools to see how resilient they may be and make ready for future outages, and perhaps see about how schools may serve as shelters during a prolonged outage. Extreme weather events are happening more frequently, and my feeling is that should we have a prolonged outage during extreme cold or heat is that residents may die, or we have massive losses to structures.

I'm not sure exactly the process, but I'm thinking a proposal for our regular operations committee for the full commission to consider a temporary committee to explore all options and let the full commission to vote and participate.

My question is to you, how best to propose this? Should I go to the legal to write a proposal with all the elements in it, or just bring it up under new business?

Stephen Verran  
Get Outlook for iOS

Anderson County Board of Commissioners  
**OPERATIONS COMMITTEE**  
**MINUTES**  
**January 9, 2023**  
**6:00 PM Room 312**

**Members Present:** Tim Isbel, Denise Palmer, Anthony Allen, Tyler Mayes, Joshua Anderson, Robert McKamey and Phil Yager

**Members Absent:** Stephen Verran

**Call to Order:** Chairman Isbel called the meeting to order.

Pack 73 Norris Cub Scouts Parker Zaruda said the Prayer and Jude Q-ins led the Pledge of Allegiance.

Commissioner Mayes made a motion to add under new business the State of Tennessee wanting to construct a salt bin off an exit in Rocky Top. Seconded by Commissioner Yager. Motion passed to approve the amended agenda.

No citizens addressed the Committee.

**Sale of the Welcome Center Building** – Update by the Mayor.  
Discussion. No Action Taken.

**Over-site Committee for Tourism**  
Commissioner Palmer made a motion to create a Sub-Committee of Commissioners that will work workshop style for accessing Tourism, addressing questions and things that have been brought to light and try to come to a good solution for Anderson County. Seconded by Commissioner Mayes. Motion passed unanimous.

**New Jail Accreditation**  
Discussion. No Action Taken.

**Rules Workshop Discussion**  
No Action Taken.

**East Wolf Valley Convenience Center**  
Commissioner Wandell requested to put this item back on next month's agenda.

**Ben's Mobile Home Park**  
Discussion. No Action Taken.

**American Nuclear / TDEC / EPA Update**  
No action taken.

**New Business:**  
Commissioner Anderson made a motion to approve the Law Director to draft a resolution or a letter to TDOT regarding the State of Tennessee's intent to construct a salt bin at an exit off the interstate in Rocky Top. Seconded by Commissioner McKamey. Motion passed unanimously to forward to full commission for approval.



EMS Director, Nathan Sweet discussed the study that was made for property locations for a new station.

No Action Taken.

**Old Business:**

None

Commissioner Palmer made a motion to have the Tourism Sub-committee meeting on January 26, 2023 at 4:30 pm in room 118A. Seconded by Commissioner Mayes. Motion passed.

**Meeting Adjourned**

# **Operations Sub-Committee Minutes**

**Thursday, January 26, 2023  
4:30 PM Room 118A**

1. Chairman Isbel called the meeting to order.
2. Members Present: Denise Palmer, Joshua Anderson , Tyler Mayes, Tim Isbel, Stephen Verran, Robert McKamey, Anthony Allen and Phil Yager
3. Commissioner Palmer handed out a list of questions in three (3) categories for discussion.
  - Assess the location of Tourism Department
  - Assess AC Tourism Department
  - Assess the Statutes, Private Acts, Historical Documents, Governance, Structure, etc.
4. Commissioner Palmer made a motion for the committee members to divide into groups and choose which of the questions they want to research for discussion at the next meeting. Seconded by Commissioner Verran. Commissioner Palmer amended the motion to take up one topic per meeting. Motion passed.
5. Questions added for discussion:
  1. Feasibility study/discussion whether it would be more beneficial for Tourism to be on their own or within Anderson County
  2. Who sets the Hotel/Motel tax rate
  3. Comparison of other office budgets

Next meeting is February 13, 2023 at 6:00 pm in room 312, combined with the Operations meeting.

Adjourn