

TO: Wilson County / Mt. Juliet Development Board

DATE: September 5, 2025

SUBJECT: Appointment of Secretary and Treasurer for the Wilson County / Mt. Juliet Development Board

Purpose

This memo outlines recommendations for the appointment of a new Secretary and Treasurer for the Wilson County / Mt. Juliet Development Board, along with a summary of the roles and responsibilities of each position. These appointments are necessary with my upcoming retirement, effective December 5, 2025.

Secretary Appointment

Duties of the Secretary:

- Serve as the primary point of contact for the Board.
- Confirm meeting dates ensuring a quorum can be present.
- Ensure the proper publication of Board meetings in the local newspaper, outside bulletin board, and on the City's website.
- Distribute meeting agendas to Board members and publish them on the City website.
- Take and maintain the minutes of all Board meetings.

Recommendation:

I recommend that the person appointed by the City Manager to serve as City Recorder assumes the duties of Secretary for this Board. The City Recorder is well-versed in Tennessee's evolving open meetings laws and public notice requirements, making them best positioned to maintain compliance and ensure transparency.

Treasurer Appointment

Duties of the Treasurer:

- Work with the Board's approved banking institution, Wilson Bank & Trust (approved on 4/27/23).
- Serve as an authorized check signer alongside the Chairperson.
- Balance the monthly bank statement and invest excess funds into CDs at the approved bank.
- Prepare financial documents for the annual audit and present reports to the Board.
- Sign the annual audit contract with the auditor and the Comptroller's Office.
- Deposit two checks annually:
 - One from CC Holdings (cell tower lease at Mundy Park)

- One from Wilson County, related to PILOT agreement for parcels near the former Campbell Hausfeld building (Map 77 – Parcels 58.13, 58.13 P4, 58.13 P3, and 58.14).
- Write approximately six checks per year, including:
 - Four to City of Mt. Juliet Stormwater,
 - One to two for audit-related expenses.

Recommendation:

I recommend assigning the Treasurer duties to the City of Mt. Juliet Finance Director, with support from the Finance Department staff. This approach ensures the following:

- Access to staff who are already performing similar duties.
- Increased separation of duties and reduced liability (noted in the 6/30/24 audit report).
- Streamlined audit preparation, as the same auditor is used by both the City and this Board.
- Better alignment with state law and Comptroller expectations, including consistent compliance with financial reporting standards.

Background

These roles were originally transferred from the Joint Economic and Community Development Board (JECDB) to the City of Mt. Juliet. At the time, I held both the City Recorder and Finance Director positions and thus assumed the Secretary and Treasurer duties. I also maintained my Certified Municipal Finance Officer (CMFO) designation and completed annual training to stay current on state requirements.

Closing Thoughts

I want to extend my sincere gratitude to each of you for your dedication and service on this Board. It has truly been a pleasure working with you all. While I am retiring, I look forward to staying connected with my City family and hope our paths cross again soon.

Thank you for your time and consideration of these recommendations.

Wishing you continued success and a blessed day.