Voter Registration Office Relocation and Facility Reallocation Plan

Submitted by: John C. Isbell, Ph.D., TCEcD

Date: September, 2026

Subject: Relocation of the Voter Registration office and the associated reallocation of county facility space

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I. Executive Summary

This proposal presents a coordinated plan to relocate the Sumner County Voter Registration office and to reallocate the space made available by that move, together with related adjustments to the basement, the Archives building, and the county building at 1019 Union School Road.

The plan is not a single move but a sequence of connected changes. Each step creates the space required by the next: vacating the basement equipment area produces secure storage; that storage relieves the Archives vault; relocating the maintenance department relieves the Archives building; and the space vacated by Voter Registration allows the Trustee's office to expand into a configuration that protects the privacy of seniors seeking tax relief. The plan concludes by returning voter registration services to citizens through a satellite location in the County Administration Building.

Taken together, the plan optimizes existing county-owned space without new construction, improves the security of sensitive public records, and enhances the confidentiality and accessibility of services delivered to Sumner County residents.

II. Background and Original Intent

The original intent of the relocation was to create additional space for several Constitutional officers. Several county offices face parallel constraints. The Register of Deeds, the County Clerk, and the Trustee each hold records that must be retained in a secure location, and each has outgrown the storage presently available. The Archives vault currently houses sensitive documents belonging to the Trustee's office, consuming capacity that would otherwise support the county's archival mission. The Trustee, meanwhile, administers the senior tax freeze and tax relief programs from desks set up in her lobby area — an arrangement that offers no privacy to residents discussing their income and financial circumstances.

This proposal addresses those constraints as a single, sequenced plan.

III. Components of the Plan

A. Conversion of the Basement to Secure Departmental Storage

With the removal of the equipment previously housed in the basement, that area will be converted to secure storage serving three Constitutional offices:

- The Register of Deeds
- The County Clerk
- The Trustee

Each of these offices has storage needs that require a secure location, and the basement provides the controlled access those records demand. Consolidating this storage in a single secured area allows each office to retain custody of its records while relieving the storage pressure now spread across multiple locations.

B. Relocation of Sensitive Documents from the Archives Vault

Sensitive documents belonging to the Trustee's office will be moved from the Archives vault to the new secure basement storage area. This accomplishes two objectives simultaneously: the Trustee's records are consolidated with that office's other secured holdings, and the Archives regains vault capacity for the archival and historical materials the vault was intended to protect.

C. Subdivision of the Vacated Voter Registration Space

The space currently occupied by Voter Registration will be subdivided to provide additional space for the Trustee's office. The purpose of this expansion is to allow the Trustee to deliver senior tax freeze and tax relief services in a secure and confidential setting.

At present, the Trustee handles these matters at desks set up in her lobby area. Seniors applying for tax freeze and tax relief must provide income documentation and discuss their financial circumstances in an open, shared space. The subdivided area will allow those conversations to take place privately, in a manner appropriate to the sensitivity of the information involved and respectful of the residents providing it.

D. Satellite Voter Registration Location

The final component of the vision is the establishment of a satellite voter registration location in the County Administration Building. This ensures that the relocation of the Voter Registration office does not reduce citizen access to registration services, and in fact places a service point in a building citizens already visit for other county business.

IV. Summary of Space Reallocation

The following table summarizes the movement of functions contemplated by this proposal.

Space	Current Use	Proposed Use
Basement	Vacated equipment space	Secure records storage for the Register of Deeds, County Clerk, and Trustee

Space	Current Use	Proposed Use
Archives vault	Trustee's sensitive documents	Reclaimed capacity for archival and historical collections
Voter Registration suite	Voter Registration office	Subdivided to expand the Trustee's office for confidential senior services
County Administration Building	Administrative offices	Satellite voter registration service point for citizens
1019 Union School Rd Bldg	Voter Registration office	Continued use for the Voter Registration and Election Commission

V. Anticipated Benefits

Space Optimization

- Frees space for Constitutional officers
- Creates secure basement storage serving multiple departments simultaneously
- Expands the Trustee's office in support of improved senior services
- Returns Archives vault and Archives building capacity for historical preservation

Safety and Security Improvements

- Provides secure, access-controlled storage for sensitive public records
- Creates confidential service areas for seniors

Service Enhancement

- Establishes a satellite voter registration location for improved citizen access
- Improves privacy for residents applying for senior tax freeze and tax relief
- Positions county offices to absorb continued growth in records and service demand

VI. Implementation Considerations

The sequencing of the plan matters, because each phase depends on the completion of the one before it. The following order is recommended:

1. Complete the removal of equipment from the basement and prepare the area for secure records storage, including access control and any environmental or shelving requirements.
2. Transfer the Trustee's sensitive documents from the Archives vault to the basement storage area and move the storage of the Register of Deeds and County Clerk into their assigned areas.
3. Relocate the Voter Registration office and complete the subdivision of the vacated space for the Trustee's expanded senior services area.
4. Establish the satellite voter registration location in the County Administration Building, including staffing, equipment, and public notice of the new service point.

VII. Recommendation

It is respectfully recommended that this relocation and facility reallocation plan be approved as presented, and that the County Mayor's office be authorized to proceed with the sequenced implementation described above, coordinating with the Administrator of Elections, the Register of Deeds, the County Clerk, the Trustee, and the Archives.

The plan makes fuller use of facilities the county already owns, resolves an identified safety concern, better protects sensitive records, and improves the dignity and privacy of the service Sumner County provides to its seniors.

Respectfully submitted,

John C. Isbell, Ph.D., TCEcD
County Mayor, Sumner County, Tennessee

Outlook

Fw: General Operations Agenda

From Ben Harris <ben.harris@sumnercountytn.gov>
Date Wed 9/2/2026 1:17 PM
To Michelle Oswald <moswald@sumnercountytn.gov>

1 attachment (30 KB)
Voter-Registration-Relocation-Proposal.docx;

I'm sorry Mayor Isabel just sent this could you please add it to the agenda.

Thank You

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From: John C. Isbell <johncisbell@sumnercountytn.gov>
Sent: Wednesday, 02 September 2026 13:13:02
To: Ben Harris <ben.harris@sumnercountytn.gov>; Eric Sitler <esitler@sumnercountytn.gov>; Steven Weiner <sweiner@sumnercountytn.gov>
Subject: General Operations Agenda

Gentlemen,

Please add this to the agenda for discussion. Thank you.

Take Care,

John C. Isbell, Ph.D., TCEcD
County Mayor
Certified Public Administrator
355 N. Belvedere Dr. Room 102
Gallatin, TN 37066
615-452-3604 (office) | 615-788-0865 (cell)