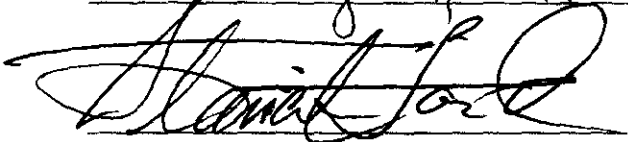
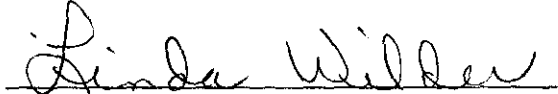


This is to certify that these minutes were approved by the Hamblen County
Legislative Body on

February 24, 2011

A handwritten signature in cursive script, appearing to read "Stancel Ford".

Stancel Ford, Chairman

A handwritten signature in cursive script, appearing to read "Linda Wilder".

Linda Wilder, Hamblen County Clerk

BE IT REMEMBERED that the Legislative Body Session for Hamblen County, Tennessee met at its regular monthly meeting on January 20, 2011 at 5:00 p.m. in the Hamblen County Courthouse with the Honorable Stancil Ford presiding.

The Legislative Body Session was opened by Sheriff Esco Jarnagin.

Invocation was given by Rev. Todd Stinnett, pastor at Grace Baptist Church.

The Pledge of Allegiance was led by Commissioner Nancy Phillips.

Upon roll call the following members were present:

Chair S. Ford	Present	T. Massey	Present	Roll Call
R. Eldridge	Present	H. Shipley	Present	Discussion
L. Baker	Present	N. Phillips	Present	Voting ...
T. Dennison	Present	Tilman Goins	Present	Results
D. Fullington	Present	T. Goins	Present	Agenda
H. Harville	Absent	D. Wampler	Present	Setup
P. LeBel	Present	V - Chair L. Jarvis	Present	Options

Roll Call

Quorum: 8 Present Voters: 13

8 YES Needed >

CONSENT CALENDAR ITEMS

Motion by Paul Lebel, seconded by Louis Jarvis to approve the consent calendar items.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting ...
T.Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(M) YES	V - Chair L. Jarvis	(2) YES	Options

1.a.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote >

REGULAR CALENDAR ITEMS

Motion by Paul Lebel, seconded by Louis Jarvis to approve the regular calendar items.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(M) YES	V - Chair L. Jarvis	(2) YES	Options

1.b.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote >

CONSENT CALENDAR

Motion by Louis Jarvis, seconded by Paul Lebel to approve the consent calendar.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(2) YES	V - Chair L. Jarvis	(M) YES	Options

2.a.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote

>

CONSENT ORDERS

JANUARY 20, 2011

<i>Order No.</i>	<i>Title</i>	<i>Placed From</i>
1	Approval of the Previous Month's Minutes -- • December 16, 2010	Chairman Stancil Ford
2	Operating Summaries 12/31/2010	Finance Committee
3	Trustee's Funds Report – November 2010	Finance Committee
4	County Attorney Invoices – December 2010	Finance Committee
5	Planning Commission Bldg Permit Logs December 2010	Finance Committee
6	Letter from retired Jail Administrator Capt. Ronald "Rookie" Inman	Finance Committee
7	Coroner's Reports – December 2010	Public Services
8	Hamblen County Recovery Court Certification Award Letter	Public Services
9	Notary approvals	County Commission

TRUSTEE'S FUNDS REPORT FOR THE MONTH OF NOVEMBER, 2010

<u>FUND ACCOUNTS</u>	<u>BEGINNING BALANCE</u>	<u>TOTAL RECEIPTS</u>	<u>TOTAL DISBURSEMENTS</u>	<u>ENDING BALANCE</u>
GENERAL FUND	1,195,673.92	1,092,216.69	1,155,987.62	1,131,902.99
GARBAGE FUND	3,196,524.18	139,204.77	175,694.75	3,160,034.20
COUNTY DRUG FUND	18,358.51	1,676.03	4,239.78	15,794.76
SCHOOLS EMPLOYEE INS	22,802.02	2,337.00	2,337.50	22,801.52
SCHOOLS TAX ACCOUNT	347.74	976,963.27	977,084.90	226.11
HIGHWAY FUND	673,874.11	140,034.60	109,436.17	704,472.54
SCHOOLS GENERAL PURPOSE	10,976,539.05	6,511,597.36	5,883,008.26	11,605,128.15
SCHOOLS FEDERAL PROJECTS	452,233.06	1,073,321.79	1,474,761.21	50,793.64
SCHOOLS FOOD SERVICE	1,694,481.64	188,789.04	455,435.20	1,427,835.48
COUNTYWIDE DEBT SERVICE	8,054,092.79	332,237.62	693,422.26	7,692,908.15
SOLID WASTE DEBT SERVICE	178.57	10,450.07	10,450.00	178.64
HOSPITAL DEBT SERVICE	1,277,659.52	639.01	0.00	1,278,298.53
CAPITAL IMPROVEMENTS FUND	52,761.49	2,378,134.55	785,734.23	1,645,161.81
SANITATION PROJECTS	124,023.50	0.00	0.00	124,023.50
HIGHWAY CAPITAL PROJECTS	0.00	214,357.88	2,143.58	212,214.30
EDUCATION CAPITAL PROJECTS	1,777,212.66	-1,592,713.31 *	184,185.94	313.41
QSCB PROJECTS	433.74	43.77	0.00	477.51
H.C. FLEX MEDICAL SPENDING	4,503.66	362.26	723.56	4,142.36
CITIES - SALES TAX	10,955.21	821,271.45	821,271.45	10,955.21
MULTI-CRIMES FUND	3,443.73	0.00	0.00	3,443.73
TRUSTEE	137,808.36	65,403.86	96,995.55	106,216.67
TOTAL FUND ACCOUNTS	29,673,907.46	12,356,327.71	12,832,911.96	29,197,323.21

*THE REDUCTION IN RECEIPTS FOR THE EDUCATION CAPITAL PROJECTS REPRESENTS
THE FUNDS BEING MOVED TO THE CAPITAL IMPROVEMENTS FUND BY LAW.

LAW OFFICES

Capps, Cantwell, Capps & Byrd

SUITE 201, SunTrust Bank Building
400 WEST MAIN STREET
MORRISTOWN, TENNESSEE 37814

PAUL R. CAPPS (1922 - 2003)

FRANK P. CANTWELL, JR.

CHRISTOPHER P. CAPPS

DAVID S. BYRD

MAILING ADDRESS
P. O. BOX 1897
MORRISTOWN, TENN. 37816-1897

(423) 586-3083
FAX 586-0513

PARALEGAL:
DELORIS A. MANTOOTH

December 30, 2010

Mr. Bill Brittain, County Mayor
Hamblen County Courthouse
511 West Second North Street
Morristown, TN 37814

**RE: INVOICES FOR LEGAL SERVICES RENDERED ON BEHALF
OF HAMBLLEN COUNTY, TENNESSEE - DECEMBER, 2010**

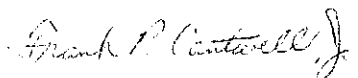
Dear Bill:

Please find enclosed three (3) invoices representing legal services rendered by our firm on behalf of Hamblen County during the month of December, 2010.

As usual, one invoice covers our General/Miscellaneous File, one invoice covers the Sheriff's Department and one invoice covers pending litigation.

Please review these invoices, and if you have any questions concerning any of the matters contained therein, please do not hesitate to contact me.

Very truly yours,



Frank P. Cantwell, Jr.

FPC, JR/alg

Enclosures

LAW OFFICES

Capps, Cantwell, Capps & Byrd
SUITE 201, SUNTRUST BANK BUILDING
400 WEST MAIN STREET
MORRISTOWN, TENNESSEE 37814
423 586-3083

December 30, 2010

HAMBLLEN COUNTY, TENNESSEE

REMIT TO:
P. O. BOX 1897
MORRISTOWN, TENN. 37816-1897

FOR PROFESSIONAL SERVICES:

RE: HAMBLLEN COUNTY, TENNESSEE - GENERAL/MISCELLANEOUS
LEGAL SERVICES RENDERED - DECEMBER, 2010

(See attached invoice)

\$5,047.98

Accounts which remain unpaid after 30 days shall bear interest at the rate of 1½% per month.

RE: HAMBLEN COUNTY, TENNESSEE - GENERAL/MISCELLANEOUS
LEGAL SERVICES RENDERED - DECEMBER, 2010

Hrs.

11/30/10 Interoffice conference with Chris Capps, phone conference with John Baskette re: delinquent tax sale; reviewed copied statute re: authority to name street addresses, copies (2); met with Danny, Tina and Bill to discuss naming of streets and assigning addresses, discussed stormwater permit schedule 2.25

12/01/10 Phone conference with Amber, delivered documents to Bill's office .25

12/02/10 Phone conference with Clint re: status of resolving illegal subdivision issue; returned Tim Harlan's in Attorney General's Office call re: wrongful claim lawsuit; reviewed file, another call to Tim Harlan, delivered documents to Scott Reams; received, reviewed CLB Committee Meeting Notebook 1.25

12/03/10 Began review of cell tower regulation for Monday's meeting; continued review; phone conference with John Baskette re: priority of tax sale liens; interoffice conference with Chris, called John back re: tax sale priorities 1.55

12/06/10 Reviewed file on illegal subdivision, legal research; attended CLB Committee Meetings; reviewed capital outlay not statutes and resolution; phone conference with Joey re: capital outlay note; received, reviewed letter to Mack Johnson returned by postal services; phone conference with Danny re: address for Mack Johnson re: junkyard fence, copies (10); attended Planning Commission Meeting; received, reviewed e-mail from Amber; organized notes from Planning Commission 4.08

12/07/10 Received, downloaded, reviewed e-mail from Bill Brittain; phone conference with Danny re: junkyard issue; received, reviewed e-mail from Bill 1.00

12/08/10 Legal research into authority of humane society officers to make arrests, reviewed statutes, downloaded AGO's, phone conference with Bill, e-mailed county's animal control regulations, copies (36); began research into use of county inmates for labor; continued research, downloaded AGO; returned Charles Currier's call (atty. referred by Mayor's office), copied and mailed copies of franchise agreements with Charter communications; copies (19); phone conference with Bill re: several pending issues 4.10

12/09/10 Reviewed and worked on pending files; further research into jail inmate work programs; phone conference with Rose re: resolutions dealing with workhouse and assigning addresses; dictated legal opinion on jail work release programs for credits against sentence 3.25

12/10/10 Returned Danny Enick's call from Travelers Ins. re: recent lawsuit filed, phone conference with Wayne Mize, called Danny back; proofed and worked on legal opinion re: jail work release programs; finalized opinion letter, mailed to Bill 1.50

12/13/10 Received, reviewed e-mail from Bill, researched statute and county personnel handbook, responded to his e-mail; met with Bill re: several pending issues .90

12/14/10 Reviewed and worked on pending files; returned Bill's call re: expungement order, received, reviewed copy of order, legal research, interoffice conference; phone conference with John Baskette 1.55

12/15/10 Further research on personnel issue for Bill; phone conference with Bill Brittain re: personnel issue; legal research into addressing and naming of streets; returned Nancy's phone call re: animal control issue; phone conference with bill re: establishing uniform system for road naming and address assigning, dictated results of my research to send to bill; phone conference with Bill re: personnel issue, interoffice conference; worked on recommendations for Bill re: streets and addressing 3.25

12/16/10 Proofed road naming procedures .25

12/17/10 Attended CLB monthly meeting; phone conference with Steve Southerland re: introducing a private act to rescind special endorsement, dictated letter to Steve to forward certified copies of resolution requesting same, copies (10); finalized thoughts on interlocal governmental agreements and delivered final draft to Bill 2.50

12/20/10 Legal research into variances in subdivision regulations for Planning Commission illegal subdivision matter; further research into subdivision issue, attempted to call Danny; returned Jeff Taylor's call re: pending litigation, phone conferences with Jeff Atkins, called Jeff back 2.10

12/21/10 Reviewed and worked on pending files; phone conference with Bill re: personnel issue; received, reviewed correspondence from Travelers Insurance Co. re: recently filed lawsuit, marked file up; received, reviewed correspondence faxed by Bill re: personnel issue; phone conference with Jeff Thompson re: several pending lawsuits, phone conference with Jeff Thompson 1.65

12/22/10 Received, reviewed fax from Julia Grant, faxed same documents to Jeff Thompson .35

12/23/10 Phone conference with Jeff Thompson's office re: pending litigation, phone conference with Jeff Thompson; returned Danny Enoch's call at Travelers Ins. re: recently filed lawsuit, provided information on co-defendant .50

LAW OFFICES

Capps, Cantwell, Capps & Byrd
SUITE 201, SUNTRUST BANK BUILDING
400 WEST MAIN STREET
MORRISTOWN, TENNESSEE 37814
423 586-3083

December 30, 2010

HAMLEN COUNTY SHERIFF'S DEPARTMENT

REMIT TO:
P. O. BOX 1897
MORRISTOWN, TENN. 37816-1897

FOR PROFESSIONAL SERVICES:

RE: HAMLEN COUNTY SHERIFF'S DEPARTMENT
LEGAL SERVICES RENDERED - DECEMBER, 2010

(See attached invoice)

\$483.50

Accounts which remain unpaid after 30 days shall bear interest at the rate of 1½% per month.

RE: HAMBLEN COUNTY SHERIFF'S DEPARTMENT
LEGAL SERVICES RENDERED - DECEMBER, 2010

- 11/30/10 Phone conference with Wayne Mize re: civil service system issue
- 12/07/10 Returned Esco's call re: new lawsuit and several other pending matters
- 12/08/10 Reviewed complaint and arrest related documents and dictated a letter to Debra Robinson at Strate Ins. Group; proofed correspondence, mailed documents to Debra, copy to Bill and Esco, copies (14), marked file up; phone conference with Esco re: civil service board issues
- 12/09/10 Legal research, phone conference with Esco re: several civil service issues
- 12/14/10 Phone conference with Esco re: animal control issues
- 12/15/10 Legal research for Esco on deputization issues; phone conferences with Esco and Nancy Phillips

Legal services rendered (3.20 x \$150 =)	\$480.00
Copy expense (14 @ .25)	<u>3.50</u>
TOTAL:	\$483.50

LAW OFFICES

Capps, Cantwell, Capps & Byrd
SUITE 201, SUNTRUST BANK BUILDING
400 WEST MAIN STREET
MORRISTOWN, TENNESSEE 37814
423 586-3083

December 30, 2010

HAMBLLEN COUNTY, TENNESSEE

REMIT TO:
P. O. BOX 1897
MORRISTOWN, TENN. 37816-1897

FOR PROFESSIONAL SERVICES:

RE: SHERIFF ESCO JARNAGIN VS. CIVIL SERVICE BOARD
LEGAL SERVICES RENDERED - DECEMBER, 2010

(See attached invoice)

\$82.50

Accounts which remain unpaid after 30 days shall bear interest at the rate of 1½% per month.

RE: SHERIFF ESCO JARNAGIN VS. CIVIL SERVICE BOARD
LEGAL SERVICES RENDERED - DECEMBER, 2010

11/30/10 Called Wayne Mize to check on appeal of termination of jail
sargent

12/02/10 Reviewed file, phone conference with Wayne Mize re: status of
appeal, closed file

Legal services rendered (.55 x \$150 =)	\$82.50
TOTAL:	\$82.50





December 21, 2010

County Mayor Bill Brittain
Hamblen County Courthouse
511 West Second North Street
Morristown, TN 37814

County Mayor Brittain:

I have informed the Sheriff that I will be retiring on January 7, 2011.

I wanted to take this opportunity to let you and the Hamblen County Commission know how much I appreciate the support you have given me over the years. I will always remember it.

It has been an honor to serve the citizens of Hamblen County for the past 18 years.

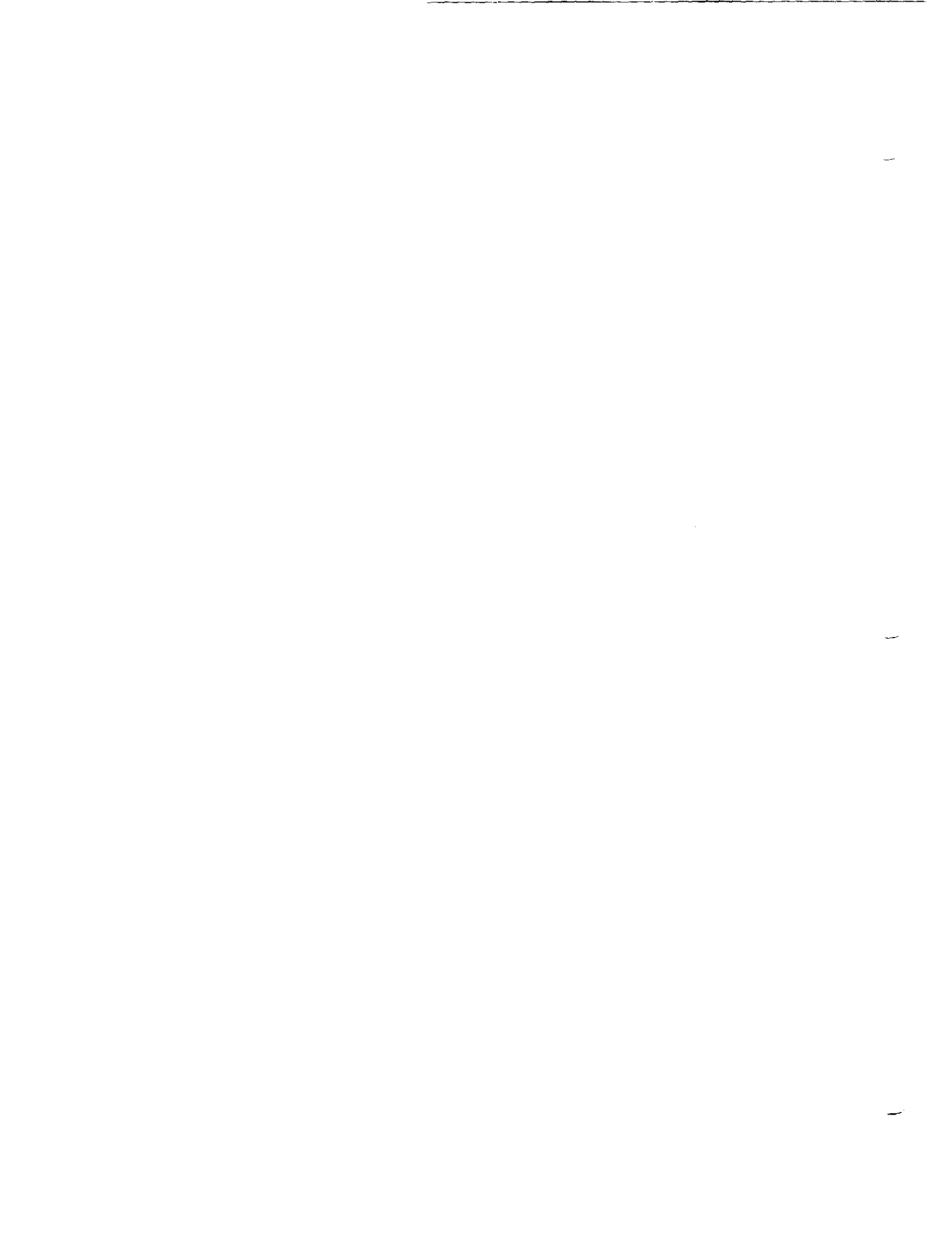
Please let me know if I can ever be of assistance to you in any way.

Thank you.

Sincerely,



Capt. Ronald 'Rookie' Inman
Jail Administrator



MONTHLY REPORT
Hamblen County Coroner
P.O. Box 1479
Morristown, Tennessee 37816-1479
Phones (423)Home & Fax 581-6229 Cell 312-6322

January 3, 2011

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of December, 2010 along with being on call 24/7/365, training, assisting, directing and reviewing the work of all Deputy Coroners and, serving as liaison between Medical Examiner and Pathologist; collecting, preparing and shipping toxicology specimens.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	10383	12-04-10	Mrs. Geneva Gaddy, 4470 Brockwood Drive
2.	10384	12-04-10	Mrs. Georgia Moyers, 80, 4496 Copeland Drive
3.	10385	12-04-10	Mr. Robert Davidson, 63, 3093 Waters Edge Drive
4.	*10387	12-06-10	Mr. Kelly Smith, 49, 2174 East Outer Drive
5.	10389	12-11-10	Mrs. Margaret Watkins, 81, 348 Corpening Hills
5.	10394	12-17-10	Mr. Robert Long, 45, Rutledge, TN
	10395	12-17-10	Mrs. Carolyn Marshall, 90, 2215 North Economy Road
7.	10397	12-19-10	Mr. Howard Bullington, 73, 1641 Warrensburg Road
8.	10398	12-21-10	Mr. Leroy White, 78, 1020 Kidwell Ridge Road
9.	10399	12-22-10	Mr. Paul Hinsley, 96, 2131 Walters Drive
10.	10400	12-22-10	Miss. Charlotte Gladson, 68, 1816 Emerson Street
11.	10401	12-22-10	Mr. Ronald Bible, 61, 2126 Courtney Road
12.	10402	12-23-10	Mr. Francis Rabalais, 73, 4470 Brockwood Drive
13.	10403	12-25-10	Ms. Rita Jones, 58, 316 Locust Street
14.	10404	12-25-10	Mrs. Viola Lawson, 86, 1443 Shields Ferry Road
15.	*10405	12-25-10	Miss. Joni-Sue Craven, 57, 1104 Bacon Lane
16.	10408	12-26-10	Mrs. Shirley Nunan, 86, 5001 Fred Marshall Road
17.	10409	12-26-10	Mr. Earl Young, 57, 3853 Chucky River Road
18.	10410	12-27-10	Mrs. Maxine Yount, 78, 296 Fuller Estate Circle
19.	10411	12-29-10	Ms. Delphia Musick, 81, 4155 Leslie Drive
20.	10412	12-29-10	Ms. Stephanie Brown, 53, 1407 Blackburn Drive

If I may ever provide any additional information or assistance, please feel free to contact me at any time.



Eddie R. Davis
Hamblen County Coroner

CC: Hamblen County Medical Examiner

* Indicates Autopsy Performed

*1 All home addresses are Hamblen County unless otherwise stated.

& Toxicology Samples Sent to Saint Louis University

MONTHLY REPORT
Hamblen County Deputy Coroner
1500 Jarrell-Ray Road
Whitesburg, Tennessee 37891
Phone: 235-4757

January 3, 2011

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of December, 2010.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	10386	12-05-10	Mrs. Mary Fine, 92, 1802 Sherwood Drive
2.	10388	12-10-10	Mrs. Margie Brooks, 78, 421 Lumbardy Drive
3.	10390	12-13-10	Ms. Daphna Hoover, 71, 725 North Henry Street
4.	10391	12-15-10	Mr. Robert Brown, 77, Mooresburg Road
5.	10392	12-15-10	Mr. James Mangum, 21, 1610 Russell Street
6.	*10393	12-16-10	Mr. Lynn Garretson, 26, 4320 Brights Pike
7.	10396	12-18-10	Mr. Olis Black, 84, Newport, TN
8.	10406	12-26-10	Mr. Ricky Howerton, 57, 533 Valley Street
9.	10407	12-26-10	Mr. Larry Albright, 54, White Pine TN

I certify that I attended to the cases listed above. I request the allocated fees of \$30.00 per call:

9 Calls X \$30. = \$270.00

Sincerely,

Signature of File

William B. Love
Deputy Coroner

erd/wbl

CC: Hamblen County Medical Examiner

* Indicates Autopsy Performed

*1 All home addresses are Hamblen County unless otherwise stated.
& Toxicology Samples Sent to Saint Louis University

MONTHLY REPORT
Hamblen County Deputy Coroner
4123 Rambling Road
Morristown, Tennessee 37814
Phone: 587-9707

January 3, 2011

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of December, 2010.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	*10382	12-04-10	Miss. Alexandria Johnson, 19, Washburn, TN

I certify that I attended to the cases listed above. I request the allocated fees of \$30.00 per call:

1 Call X \$30. = \$30.00

Sincerely,

SIGNATURE ON FILE

Brian A. Robinson
Deputy Coroner

erd/wbl

CC: Hamblen County Medical Examiner

* Indicates Autopsy Performed

*1 All home addresses are Hamblen County unless otherwise stated.

MONTHLY AUTOPSIES PENDING REPORT
Hamblen County Coroner
P.O. Box 1479
Morristown, Tennessee 37816-1479
Phone (423): Home & Fax 581-6229 Cell 312-6322
Email: coroner@musfiber.com

January 3, 2011


University of Tennessee Pathology Dept.
Fax number: 865-305-6608

In an effort to keep all files current, the following indicated Hamblen County Coroner/Medical Examiner's cases are not closed pending final autopsy reports from you as of December 31, 2010.

#	CASE#	DATE ORDERED	NAME, AGE	/DATE AUTOPSY REPORT RECEIVED
1.	10113	04-08-10	Mr. Rudolf Pankratz, 50	
2.	10160	05-14-10	Mr. James Self, 40	
3.	10169	05-16-10	Ms. Jullian Latocki, 31	
4.	10171	05-17-10	Mr. James Allen, 55	
5.	10172	05-18-10	Miss. Andrea Harding, 29	
6.	10206	06-25-10	Mr. Barney Bishop, 42	
7.	10213	07-02-10	Mr. Gary Hannah, 45	
8.	10227	07-09-10	Mr. Brian Johnston, 40	
9.	10272	08-18-10	Mr. Wendell Waller, Jr. 49	
10.	10274	08-22-10	Mr. Douglas Dotson, 29	
11.	10304	09-26-10	Miss. Megan Ratliff, 26	
12.	10308	09-30-10	Mr. James Taylor, 56	
13.	10317	10-06-10	Ms. Misty Seals, 30	
14.	10322	10-08-10	Mr. Robert Lane, 34	
15.	10368	11-20-10	Master Tristin Lane, 5 Months	
16.	10382	12-04-10	Miss. Alexandria Johnson, 19	
17.	10387	12-06-10	Mr. Kelly Smith, 49	
18.	10393	12-16-10	Mr. Lynn Garretson, 26	
19.	10405	12-25-10	Miss. Joni-Sue Craven, 57	

If I may provide any additional information or assistance please feel free to contact me at any time.

Sincerely,


Eddie R. Davis
Hamblen County Coroner

CC: Hamblen County Executive & Commission
Hamblen County Medical Examiner
Hamblen County Deputy Coroners



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
RESOURCE DEVELOPMENT AND SUPPORT
OFFICE OF CRIMINAL JUSTICE PROGRAMS
William R. Snodgrass Tennessee Towers Office Building
312 Rosa L. Parks Avenue, Suite 1200
NASHVILLE, TENNESSEE 37243-1102
FAX (615) 532-2989

MIKE MORROW
COMMISSIONER

December 3, 2010

The Honorable Janice Snider
Hamblen County Recovery Court
511 West 2nd North Street
Morristown, TN. 37814

Dear Judge Snider,

The Office of Criminal Justice Programs would like to thank you for the submission of the final revisions to the Hamblen County Recovery Court Application for Drug Court Certification. The original application and submitted revisions have been reviewed by the Office of Criminal Justice Programs and have been **APPROVED for Certification**. For a detailed description of the report findings, see the attached Drug Court Certification Review Final Report.

In the report you will find an overview of the certification scoring method, followed by a brief description of your program and a list of program strengths. In the following section, each Key Component and Benchmark is detailed and determined to have been **Acceptable, Acceptable with Recommendations, or Revisions Required**. Recommendations that are **not required** follow the **Acceptable with Recommendations** score. They are recommendations only.

We are pleased that your drug court program has applied for certification. To thank you for your hard work and dedication, certification of your drug court program will be announced and awarded at the 7th Annual Drug Court Conference on December 8, 2010. If you have any questions or need assistance with this report, do not hesitate to contact Dr. Ann Moore at 615-532-3355 or Ann.Moore@tn.gov.

Sincerely,

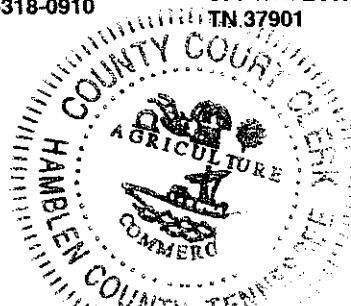
A handwritten signature in cursive script that reads "William Scollon".

William Scollon, Director
Office of Criminal Justice Programs

Public Sec
Jan 2011
(RS)

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC
AS A CLERK OF THE COUNTY OF HAMBLLEN, TENNESSEE I HEREBY CERTIFY TO
THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF
NOTARY PUBLIC DURING THE _____, _____ MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. LISA BOLDEN	2131 SULPHUR SPRINGS RD MORRISTOWN TN 37813	423-586-7231	3101 MILLERS POINT DR MORRISTOWN TN 37814	423-317-0734	HICKMAN, JOHNSON AND SIMMONDS
2. MELISSA RAE BROTHERTON CARSON	746 PRITCHARD DR MORRISTOWN TN 37813	423-307-8249			STRATE INSURANCE CO
3. TARA COOPER	1620 EVERGREEN DRIVE MORRISTOWN TN 37814	423-327-0924	1709 WEST A J HWY MORRISTOWN TN 37814	423-587-8848	FARM BUREAU
4. LARRY DALTON	2737 REED CHAPLE ROAD MORRISTOWN TN 37814	423-317-0950	2580 BUFFALO TRAIL MORRISTOWN TN 37814	423-307-1406	NOTARY PUBLIC UNDERWRITERS INC
5. LINDA F DALTON	571 OLD POPLAR RIDGE ROAD TALBOTT TN 37877	423-581-6146	2348 WEST ANDREW JOHNSON HWY MORRISTOWN TN 37814	423-586-9136	CNA SURETY
6. JO ERVIN	1715 ZIMMERMAN DR MORRISTOWN TN 37814	423-581-2431	1112 W FIRST NORTH ST MORRISTOWN TN 37814	423-586-8021	SOUTHERN STATES
7. REBECCA L GAUT	105 CHURCH ST BULLS GAP TN 37711	423-231-2759	918 WEST 1ST NORTH ST MORRISTOWN TN 37814	423-586-5800	DENISE STAPLETON F BRAXTON TERRY
8. MELODYE J HETTLER	425 NORTH HILL STREET MORRISTOWN TN 37814	423-231-1133	3030 WILDLIFE WAY MORRISTOWN TN 37814	423-587-7037	NOTARY PUBLIC UNDERWRITERS INC
9. MITZI ELLEN KELLER	1711 DALTON FORD RD MORRISTOWN TN 37814	423-231-0479	1711 DALTON FORD RD MORRISTOWN TN 37814	423-231-0479	RUSSELL KELLER PAM THOMPSON
10. PATRICIA R LONG	3075 MISTY HILL LANE MORRISTOWN TN 37814	423-581-1519	2348 WEST ANDREW JOHNSON HIGHW MORRISTOWN TN 37814	423-586-9136	CNA SURETY
11. TERESA MILLS	1394 WINDCREST DRIVE MORRISTOWN TN 37814	423-839-0596	3465 EAST A J HWY STE 4 GREENEVILLE TN 37745	423-638-0420	DENISE STAPLETON F BRAXTON TERRY
12. J RANDALL SHELTON	1330 DOYAL DRIVE MORRISTOWN TN 37814	423-581-1634	617 WEST MAIN STREET MORRISTOWN TN 37814	423-586-0096	CINCINNATI INSURANCE COMPANY
13. GEAN ANN SING	3749 LAKE POINT DRIVE MORRISTOWN TN 37814	423-587-6764	1600 E A J HWY MORRISTOWN TN 37814	423-586-4320	BIBLE INS RLI
14. MARJORIE ANN TARVER	4511 E ANDREW JOHNSON HWY MORRISTOWN TN 37814	423-587-3744	534 PROVIDENCE DRIVE JEFFERSON CITY TN 37760	865-437-7407	MASENGILL MCCRARY
15. ANNA C WALKER	4468 BROCKLAND DRIVE MORRISTOWN TN 37813	423-581-1937	622 WEST FIRST NORTH STREET MORRISTOWN TN 37814	423-581-8345	CUNA MUTUAL
16. LISA M WESTON	2400 OLD FORD RD MORRISTOWN TN 37814	423-318-0910	301 WALL AVE KNOXVILLE TN 37901	865-544-5400	HICKMAN, JOHNSON, & SIMMONDS



Linda Wilder / s/

 SIGNATURE

CLERK OF THE COUNTY OF HAMBLLEN, TENNESSEE

1-13-11

DATE



MONTHLY CHECKS

Motion by Louis Jarvis, seconded by Paul Lebel to approve the monthly checks submitted by the Hamblen County Mayor's office.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(2) YES	V - Chair L. Jarvis	(M) YES	Options
3.a.	Passed (13 YES - 0 NO - 0 ABS - 1 Absent)		Majority Vote	>

ACCNT OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
51300 355	TRAVEL	12/03/10	Ck# 229297	WILLIAM H. BRITAIN	110.28
51400 331	LEGAL SERVICES	12/03/10	Ck# 229300	CAPPS, CANTWELL, CAPPS, & BYRD	5499.68
51400 331	LEGAL SERVICES	12/09/10	Ck# 229378	TRAVELERS	2622.45
51400 ...	COUNTY ATTORNEY.....			Total: 2	8122.13
51500 307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	17.69
51500 312	CONTRACTS WITH PRIVATE AGENCIE	12/03/10	Ck# 229322	MICROVOTE CORPORATION	4000.00
51500 320	DUES & MEMBERSHIPS	12/16/10	Ck# 229517	TN ASSOC OF CO ELECT OFFICIALS	250.00
51500 351	RENTALS	12/23/10	Ck# 229552	OGE IMAGISTICS, INC.	228.00
51500 355	TRAVEL	12/16/10	Ck# 229495	FUELMAN TENNESSEE	19.32
51500 435	OFFICE SUPPLIES	12/23/10	Ck# 229523	ACME PRINTING COMPANY, INC.	275.00
51500 ...	ELECTION COMMISSION.....			Total: 6	4790.01
51600 307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	2.00
51600 709	DATA PROCESSING EQUIPMENT	12/03/10	Ck# 229298	BUSINESS INFORMATION SYSTEMS	1215.20
51600 709	DATA PROCESSING EQUIPMENT	12/03/10	Ck# 229307	EVANS OFFICE SUPPLY CO.	195.00
51600 ...	REGISTER OF DEEDS.....			Total: 3	1412.20
51720 307	COMMUNICATION	12/03/10	Ck# 229335	VERIZON WIRELESS	108.23
51720 307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	3.30
51720 309	CONTRACTS WITH GOVERNMENT AGEN	12/16/10	Ck# 229518	TN DEPT. OF ECONOMIC DEVELOPMNT	3375.00
51720 332	LEGAL NOTICES, RECORDING AND C	12/16/10	Ck# 229485	CITIZEN TRIBUNE	46.80
51720 334	MAINTENANCE AGREEMENTS	12/03/10	Ck# 229291	APPALACHIA BUSINESS	43.00
51720 334	MAINTENANCE AGREEMENTS	12/23/10	Ck# 229527	APPALACHIA BUSINESS	43.00
51720 338	MAINTENANCE AND REPAIR SERVICE	12/03/10	Ck# 229303	CRESCENT WASH & LUBE	6.00
51720 349	PRINTING, STATIONERY AND FORMS	12/23/10	Ck# 229523	ACME PRINTING COMPANY, INC.	110.00
51720 425	GASOLINE	12/16/10	Ck# 229495	FUELMAN TENNESSEE	100.92
51720 ...	PLANNING AND BUILDING PERMITS.....			Total: 9	3836.25
51810 307	COMMUNICATION	12/03/10	Ck# 229335	VERIZON WIRELESS	258.07
51810 335	MAINTENANCE - BUILDING	12/03/10	Ck# 229308	FASTENAL COMPANY	30.86
51810 335	MAINTENANCE - BUILDING	12/03/10	Ck# 229332	TMS SOUTH	240.56
51810 335	MAINTENANCE - BUILDING	12/03/10	Ck# 229334	UNITED PARCEL SERVICE	5.30
51810 335	MAINTENANCE - BUILDING	12/03/10	Ck# 229336	WHOLESALE SUPPLY	9.09
51810 335	MAINTENANCE - BUILDING	12/09/10	Ck# 229341	CITY ELECTRIC SUPPLY	2.99
51810 335	MAINTENANCE - BUILDING	12/09/10	Ck# 229343	CUMMINS CROSSPOINT, LLC	856.44
51810 335	MAINTENANCE - BUILDING	12/09/10	Ck# 229361	LOWE'S	27.33
51810 335	MAINTENANCE - BUILDING	12/09/10	Ck# 229377	TOWN & COUNTRY LOCK & KEY	358.70
51810 335	MAINTENANCE - BUILDING	12/09/10	Ck# 229382	WHOLESALE SUPPLY	27.71
51810 335	MAINTENANCE - BUILDING	12/16/10	Ck# 229482	BILL WADDELL	95.00
51810 335	MAINTENANCE - BUILDING	12/16/10	Ck# 229488	CUMBERLAND GLASS COMPANY	171.45
51810 335	MAINTENANCE - BUILDING	12/16/10	Ck# 229492	FENCO SUPPLY CO.	8.98
51810 335	MAINTENANCE - BUILDING	12/16/10	Ck# 229516	TMS SOUTH	19.40
51810 335	MAINTENANCE - BUILDING	12/16/10	Ck# 229520	TRANE CO.	2370.84
51810 335	MAINTENANCE - BUILDING	12/23/10	Ck# 229536	FASTENAL COMPANY	31.99
51810 336	MAINTENANCE AND REPAIR SERVICE	12/16/10	Ck# 229479	ALPHA OUTDOOR EQUIPMENT	33.89
51810 338	MAINTENANCE - VEHICLES	12/03/10	Ck# 229303	CRESCENT WASH & LUBE	6.00
51810 399	OTHER CONTRACTED SERVICES	12/09/10	Ck# 229342	MARIE CRAINE	270.00
51810 399	OTHER CONTRACTED SERVICES	12/23/10	Ck# 229534	MARIE CRAINE	275.00

ACCT	OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
51810	410	CUSTODIAL SUPPLIES	12/03/10	Ck# 229311	G & K SERVICES	39.60
51810	410	CUSTODIAL SUPPLIES	12/03/10	Ck# 229318	KEL-SAN, INC.	8.86
51810	410	CUSTODIAL SUPPLIES	12/09/10	Ck# 229353	G & K SERVICES	39.60
51810	410	CUSTODIAL SUPPLIES	12/16/10	Ck# 229496	G & K SERVICES	79.20
51810	425	GASOLINE	12/16/10	Ck# 229495	FUELMAN TENNESSEE	252.86
51810	434	NATURAL GAS	12/23/10	Ck# 229528	ATMOS ENERGY	3770.51
51810	451	UNIFORMS	12/03/10	Ck# 229311	G & K SERVICES	74.79
51810	451	UNIFORMS	12/09/10	Ck# 229353	G & K SERVICES	74.79
51810	451	UNIFORMS	12/16/10	Ck# 229496	G & K SERVICES	149.58
51810	...	COUNTY BLDG- COURTHOUSE.....			Total:	29 9589.39
52100	307	COMMUNICATION	12/03/10	Ck# 229335	VERIZON WIRELESS	110.30
52100	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	97.50
52100	355	TRAVEL	12/03/10	Ck# 229292	ASSOCIATION OF COUNTY MAYORS	75.00
52100	355	TRAVEL	12/16/10	Ck# 229495	FUELMAN TENNESSEE	11.71
52100	355	TRAVEL	12/16/10	Ck# 229514	SUNTRUST BANKCARD, N.A.	33.71
52100	524	IN-SERVICE/STAFF DEVELOPMENT	12/23/10	Ck# 229560	THOMSON REUTERS	179.50
52100	...	ACCOUNTS AND BUDGETS.....			Total:	6 507.72
52200	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	.40
52300	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	1.80
52300	338	MAINTENANCE AND REPAIR SERVICE	12/03/10	Ck# 229303	CRESCENT WASH & LUBE	6.00
52300	425	GASOLINE	12/16/10	Ck# 229495	FUELMAN TENNESSEE	253.80
52300	...	PROPERTY ASSESSOR'S OFFICE.....			Total:	3 261.60
52400	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	1.80
52400	349	PRINTING, STATIONERY & FORMS	12/16/10	Ck# 229478	ADVERTISING ADVANTAGE	64.38
52400	349	PRINTING, STATIONERY & FORMS	12/23/10	Ck# 229541	GOODWILL INDUSTRIES OF KNOXVIL	10.00
52400	435	OFFICE SUPPLIES	12/16/10	Ck# 229486	COMMERCIAL EMBLEM COMPANY	67.50
52400	435	OFFICE SUPPLIES	12/16/10	Ck# 229491	EVANS OFFICE SUPPLY CO.	85.00
52400	435	OFFICE SUPPLIES	12/23/10	Ck# 229535	EVANS OFFICE SUPPLY CO.	543.25
52400	...	COUNTY TRUSTEE'S OFFICE.....			Total:	6 771.93
52500	307	COMMUNICATION	12/03/10	Ck# 229335	VERIZON WIRELESS	49.17
52500	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	44.68
52500	349	PRINTING, STATIONERY & FORMS	12/23/10	Ck# 229533	COUNTY RECORD SERVICES	170.12
52500	435	OFFICE SUPPLIES	12/16/10	Ck# 229510	R. CHATFIELD CO., INC.	255.00
52500	435	OFFICE SUPPLIES	12/23/10	Ck# 229535	EVANS OFFICE SUPPLY CO.	861.75
52500	...	COUNTY CLERK'S OFFICE.....			Total:	5 1380.72
52600	317	DATA PROCESSING SERVICES	12/09/10	Ck# 229369	SARATOGA TECHNOLOGIES	101.00
52900	307	COMMUNICATION	12/03/10	Ck# 229335	VERIZON WIRELESS	86.20
52900	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	241.18
52900	330	OPERATING LEASE PAYMENTS	12/09/10	Ck# 229364	MUS FIBERNET	29.61
52900	330	OPERATING LEASE PAYMENTS	12/09/10	Ck# 229373	TIDI WASTE SYSTEMS	70.18
52900	330	OPERATING LEASE PAYMENTS	12/23/10	Ck# 229531	CBL & ASSOCIATES, INC.	6729.54
52900	435	OFFICE SUPPLIES	12/03/10	Ck# 229307	EVANS OFFICE SUPPLY CO.	598.46
52900	435	OFFICE SUPPLIES	12/16/10	Ck# 229500	INK IN A WINK	198.00

ACCNT	OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
52900	719	OFFICE EQUIPMENT	12/03/10	Ck# 229330	THERMOCOPIY OF TENNESSEE	31.22
52900	719	OFFICE EQUIPMENT	12/09/10	Ck# 229372	THERMOCOPIY OF TENNESSEE	12.50
52900	...	OTHER FINANCE - MALL OFFICE.....				
					Total:	9 7996.89
53100	307	COMMUNICATIONS	12/03/10	Ck# 229335	VERIZON WIRELESS	47.46
53100	307	COMMUNICATIONS	12/16/10	Ck# 229481	AT & T	34.58
53100	334	MAINTENANCE AGREEMENTS	12/03/10	Ck# 229299	BUSINESS INFORMATION SYSTEMS	1096.00
53100	349	PRINTING	12/16/10	Ck# 229510	R. CHATFIELD CO., INC.	698.00
53100	351	RENTALS	12/23/10	Ck# 229552	OCE IMAGISTICS, INC.	369.00
53100	435	OFFICE SUPPLIES	12/03/10	Ck# 229307	EVANS OFFICE SUPPLY CO.	175.10
53100	435	OFFICE SUPPLIES	12/03/10	Ck# 229317	INK IN A WINK	93.00
53100	435	OFFICE SUPPLIES	12/03/10	Ck# 229328	SHERWIN WILLIAMS	60.98
53100	435	OFFICE SUPPLIES	12/09/10	Ck# 229348	EVANS OFFICE SUPPLY CO.	41.12
53100	435	OFFICE SUPPLIES	12/16/10	Ck# 229491	EVANS OFFICE SUPPLY CO.	28.44
53100	...	CIRCUIT COURT.....				
					Total:	10 2643.68
53300	307	COMMUNICATIONS	12/16/10	Ck# 229481	AT & T	19.49
53300	435	OFFICE SUPPLIES	12/09/10	Ck# 229360	LEXISNEXIS MATTHEW BENDER	237.92
53300	435	OFFICE SUPPLIES	12/23/10	Ck# 229535	EVANS OFFICE SUPPLY CO.	22.90
53300	435	OFFICE SUPPLIES	12/23/10	Ck# 229555	ROCKY TOP H2O	16.50
53300	...	GENERAL SESSIONS COURT.....				
					Total:	4 296.81
53330	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	.40
53330	322	EVALUATION AND TESTING	12/03/10	Ck# 229306	DRUG TESTING PROGRAM MGMT	632.45
53330	351	RENTALS/OCCUPANCY	12/23/10	Ck# 229552	OCE IMAGISTICS, INC.	135.00
53330	435	OFFICE SUPPLIES	12/16/10	Ck# 229491	EVANS OFFICE SUPPLY CO.	199.99
53330	...	DRUG COURT.....				
					Total:	4 967.84
53400	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	19.09
53400	349	PRINTING	12/03/10	Ck# 229319	LEXISNEXIS MATTHEW BENDER	72.71
53400	349	PRINTING	12/16/10	Ck# 229502	LEXISNEXIS MATTHEW BENDER	13.72
53400	351	RENTALS	12/23/10	Ck# 229552	OCE IMAGISTICS, INC.	188.00
53400	435	OFFICE SUPPLIES	12/09/10	Ck# 229348	EVANS OFFICE SUPPLY CO.	163.60
53400	...	CHANCERY COURT.....				
					Total:	5 457.12
53500	307	COMMUNICATION	12/03/10	Ck# 229335	VERIZON WIRELESS	183.02
53500	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	5.00
53500	308	CONSULTANTS	12/09/10	Ck# 229367	CATHY RICHARDSON	866.61
53500	309	CONTRACTS - GOVERNMENT	12/23/10	Ck# 229554	RICHARD L. BEAN JUVENILE SRV.	7320.00
53500	351	RENTALS	12/23/10	Ck# 229552	OCE IMAGISTICS, INC.	364.50
53500	355	TRAVEL - JUDGE	12/09/10	Ck# 229345	CYNDI TRENT DOTY	61.09
53500	355	TRAVEL - JUDGE	12/09/10	Ck# 229359	JANICE KIMBROUGH	37.17
53500	422	FOOD SUPPLIES	12/23/10	Ck# 229555	ROCKY TOP H2O	11.00
53500	425	GASOLINE	12/16/10	Ck# 229495	FUELMAN TENNESSEE	62.16
53500	435	OFFICE SUPPLIES	12/23/10	Ck# 229555	ROCKY TOP H2O	22.00
53500	...	JUVENILE COURT.....				
					Total:	10 8932.55
53910	451	UNIFORMS	12/23/10	Ck# 229540	GALL'S INC.	275.00
53910	716	LAW ENFORCEMENT EQUIPMENT	12/23/10	Ck# 229530	CARTWRIGHT COMMUNICATION	2695.06
53910	...	SHERIFF - BALIFFS.....				
					Total:	2 2970.06

ACCT#	OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
54110	302	ADVERTISING	12/16/10	Ck# 229485	CITIZEN TRIBUNE	90.44
54110	307	COMMUNICATION	12/03/10	Ck# 229293	AT & T	20.03
54110	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	271.60
54110	307	COMMUNICATION	12/23/10	Ck# 229563	VERIZON WIRELESS	1018.72
54110	338	MAINT & REPAIR SER - VEHICLES	12/03/10	Ck# 229303	CRESCENT WASH & LUBE	1004.46
54110	338	MAINT & REPAIR SER - VEHICLES	12/09/10	Ck# 229346	DRINNON AUTO REPAIR	96.90
54110	338	MAINT & REPAIR SER - VEHICLES	12/09/10	Ck# 229368	RUSTY WALLACE FORD-MERCURY	189.81
54110	338	MAINT & REPAIR SER - VEHICLES	12/16/10	Ck# 229511	SIGNS NOW	150.00
54110	338	MAINT & REPAIR SER - VEHICLES	12/23/10	Ck# 229559	SUNSET SERVICE CENTER	45.00
54110	349	PRINTING, STATIONERY AND FORMS	12/23/10	Ck# 229523	ACME PRINTING COMPANY, INC.	1638.40
54110	351	RENTALS	12/23/10	Ck# 229552	OCE IMAGISTICS, INC.	232.50
54110	353	TOW-IN SERVICES	12/23/10	Ck# 229559	SUNSET SERVICE CENTER	25.00
54110	355	TRAVEL	12/03/10	Ck# 229315	JOHN HARVEY	12.06
54110	355	TRAVEL	12/03/10	Ck# 229316	EDDIE INGRAM	6.16
54110	355	TRAVEL	12/03/10	Ck# 229327	GEORGE SAUCEMAN	23.90
54110	355	TRAVEL	12/16/10	Ck# 229499	EDDIE INGRAM	20.09
54110	355	TRAVEL	12/16/10	Ck# 229514	SUNTRUST BANKCARD, N.A.	874.79
54110	425	GASOLINE	12/16/10	Ck# 229495	FUELMAN TENNESSEE	11332.58
54110	431	LAW ENFORCEMENT SUPPLIES	12/03/10	Ck# 229301	CARTWRIGHT COMMUNICATION	821.36
54110	433	LUBRICANTS	12/03/10	Ck# 229303	CRESCENT WASH & LUBE	416.99
54110	435	OFFICE SUPPLIES	12/03/10	Ck# 229307	EVANS OFFICE SUPPLY CO.	751.13
54110	435	OFFICE SUPPLIES	12/03/10	Ck# 229317	INK IN A WINK	417.00
54110	435	OFFICE SUPPLIES	12/09/10	Ck# 229348	EVANS OFFICE SUPPLY CO.	96.31
54110	435	OFFICE SUPPLIES	12/16/10	Ck# 229491	EVANS OFFICE SUPPLY CO.	335.62
54110	435	OFFICE SUPPLIES	12/23/10	Ck# 229564	WALMART COMMUNITY BRC	28.00
54110	450	TIRES & TUBES	12/09/10	Ck# 229366	PORTER'S TIRE STORE	130.90
54110	450	TIRES & TUBES	12/23/10	Ck# 229540	GALL'S INC.	470.00
54110	599	OTHER CHARGES	12/09/10	Ck# 229349	FEDERAL EXPRESS	56.93
54110	599	OTHER CHARGES	12/09/10	Ck# 229352	FOOD CITY - #607	231.42
54110	599	OTHER CHARGES	12/16/10	Ck# 229514	SUNTRUST BANKCARD, N.A.	318.63
54110	599	OTHER CHARGES	12/16/10	Ck# 229519	TN SHERIFFS ASSOCIATION	428.00
54110	599	OTHER CHARGES	12/23/10	Ck# 229555	ROCKY TOP H2O	22.00
54110	716	LAW ENFORCEMENT EQUIPMENT	12/03/10	Ck# 229295	BIG SKY RACKS	696.65
54110	716	LAW ENFORCEMENT EQUIPMENT	12/03/10	Ck# 229312	GALL'S INC.	234.97
54110	716	LAW ENFORCEMENT EQUIPMENT	12/16/10	Ck# 229487	CRAIG'S FIREARM SUPPLY	17.90
54110	...	SHERIFF'S DEPARTMENT.....			Total:	35 22526.25
54140	307	COMMUNICATION	12/03/10	Ck# 229335	VERIZON WIRELESS	37.46
54140	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	2.10
54140	355	TRAVEL	12/16/10	Ck# 229508	JIM NEWMAN	261.28
54140	...	TAX ENFORCEMENT OFFICE.....			Total:	3 300.84
54150	431	LAW ENFORCEMENT SUPPLIES	12/16/10	Ck# 229491	EVANS OFFICE SUPPLY CO.	8.28
54160	309	CONTRACTS WITH GOVERNMENT AGEN	12/03/10	Ck# 229333	TN BUREAU OF INVESTIGATION	50.00
54210	196	IN-SERVICE TRAINING	12/16/10	Ck# 229514	SUNTRUST BANKCARD, N.A.	795.58
54210	335	MAINTENANCE AND REPAIR SERVICE	12/09/10	Ck# 229381	WALKER SUPPLY	71.55
54210	335	MAINTENANCE AND REPAIR SERVICE	12/16/10	Ck# 229509	PANTHER STEEL CO.	825.00
54210	336	MAINT & REPAIR SER - EQUIPMENT	12/16/10	Ck# 229521	VALLEY PROTEINS, INC.	225.00

ACCT	OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
54210	340	MEDICAL & DENTAL SERVICES	12/09/10	Ck# 229337	AEL - MEMPHIS	347.00
54210	340	MEDICAL & DENTAL SERVICES	12/09/10	Ck# 229347	MORRISTOWN HAMBLEN IP	2184.00
54210	340	MEDICAL & DENTAL SERVICES	12/09/10	Ck# 229351	FRESENIUS MED CARE MORRISTOWN	4400.00
54210	340	MEDICAL & DENTAL SERVICES	12/09/10	Ck# 229356	HAMBLEN ANESTHESIA, PC	1170.00
54210	340	MEDICAL & DENTAL SERVICES	12/09/10	Ck# 229363	MORRISTOWN-HAMBLEN HOSPITAL	335.51
54210	340	MEDICAL & DENTAL SERVICES	12/09/10	Ck# 229370	SOUTHERN HEALTH PARTNERS	14807.23
54210	340	MEDICAL & DENTAL SERVICES	12/16/10	Ck# 229512	SOUTHERN HEALTH PARTNERS	561.00
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229525	AEL - MEMPHIS	310.50
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229539	FRESENIUS MED CARE MORRISTOWN	18040.00
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229543	HEALTHSTAR PHYSICIANS, P.C.	1609.20
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229544	HIGHLANDS PATH. CONSULTANTS PC	64.00
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229549	MORRISTOWN-HAMBLEN HOSPITAL	55.55
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229550	MORRISTOWN HEART CONSULTANTS	48.00
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229551	MORRISTOWN-HAMBLEN HOSPITAL	6439.95
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229553	REGIONAL OBSTETRICAL CONS.	200.00
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229556	SPECTRUM LABORATORY NETWORK	622.25
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229558	WARREN K. STINSON, D.D.S.	500.00
54210	340	MEDICAL & DENTAL SERVICES	12/23/10	Ck# 229561	UNIVERSITY RADIOLOGY	1268.43
54210	351	RENTALS	12/23/10	Ck# 229552	OCE IMAGISTICS, INC.	185.00
54210	410	CUSTODIAL SUPPLIES	12/03/10	Ck# 229318	KEL-SAN, INC.	422.85
54210	410	CUSTODIAL SUPPLIES	12/09/10	Ck# 229358	KEL-SAN, INC.	711.67
54210	410	CUSTODIAL SUPPLIES	12/09/10	Ck# 229373	TIDI WASTE SYSTEMS	357.87
54210	410	CUSTODIAL SUPPLIES	12/16/10	Ck# 229501	KEL-SAN, INC.	746.51
54210	410	CUSTODIAL SUPPLIES	12/23/10	Ck# 229546	KEL-SAN, INC.	516.70
54210	413	DRUGS & MEDICAL SUPPLIES	12/03/10	Ck# 229305	DOCTOR'S HOSPITAL PHARMACY	104.61
54210	413	DRUGS & MEDICAL SUPPLIES	12/16/10	Ck# 229504	MOORE MEDICAL CORP.	1270.68
54210	413	DRUGS & MEDICAL SUPPLIES	12/23/10	Ck# 229548	MOORE MEDICAL CORP.	53.00
54210	422	FOOD SUPPLIES	12/03/10	Ck# 229309	FLAV-O-RICH	750.00
54210	422	FOOD SUPPLIES	12/03/10	Ck# 229310	FLOWERS BAKING COMPANY	968.44
54210	422	FOOD SUPPLIES	12/03/10	Ck# 229324	PFG HALE, INC.	21289.27
54210	422	FOOD SUPPLIES	12/09/10	Ck# 229350	FLOWERS BAKING COMPANY	141.90
54210	422	FOOD SUPPLIES	12/16/10	Ck# 229493	FLAV-O-RICH	425.65
54210	422	FOOD SUPPLIES	12/16/10	Ck# 229494	FLOWERS BAKING COMPANY	668.80
54210	422	FOOD SUPPLIES	12/23/10	Ck# 229537	FLAV-O-RICH	321.90
54210	422	FOOD SUPPLIES	12/23/10	Ck# 229538	FLOWERS BAKING COMPANY	279.18
54210	499	OTHER SUPPLIES AND MATERIALS	12/23/10	Ck# 229564	WALMART COMMUNITY BRC	203.74
54210	599	OTHER CHARGES	12/16/10	Ck# 229513	SPORTS PAGE SCREEN PRINTING	216.00
54210	599	OTHER CHARGES	12/23/10	Ck# 229529	BOB BARKER COMPANY, INC.	125.70
54210	716	LAW ENFORCEMENT EQUIPMENT	12/23/10	Ck# 229529	BOB BARKER COMPANY, INC.	260.15
54210	...	JAIL.....			Total: 43	84899.37
54250	307	COMMUNICATIONS	12/03/10	Ck# 229335	VERIZON WIRELESS	37.46
54250	307	COMMUNICATIONS	12/16/10	Ck# 229481	AT & T	.60
54250	425	GASOLINE	12/16/10	Ck# 229495	FUELMAN TENNESSEE	96.84
54250	435	OFFICE SUPPLIES	12/09/10	Ck# 229348	EVANS OFFICE SUPPLY CO.	7.00
54250	435	OFFICE SUPPLIES	12/23/10	Ck# 229535	EVANS OFFICE SUPPLY CO.	199.99
54250	...	WORK RELEASE PROGRAM.....			Total: 5	341.89
54410	307	COMMUNICATION	12/03/10	Ck# 229335	VERIZON WIRELESS	85.90
54410	307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	.40

ACCNT OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
54410 338	MAINT & REPAIR SER -VEHICLES	12/03/10	Ck# 229303	CRESCENT WASH & LUBE	18.00
54410 425	GASOLINE	12/16/10	Ck# 229495	FUELMAN TENNESSEE	258.58
54410 451	UNIFORMS	12/16/10	Ck# 229514	SUNTRUST BANKCARD, N.A.	47.49
54410 599	OTHER CHARGES (EMERGENCY)	12/03/10	Ck# 229335	VERIZON WIRELESS	60.01
54410 ...	EMERGENCY MANAGEMENT.....			Total: 6	470.38
54420 309	CONTRACTS WITH GOVERNMENT AGEN	12/09/10	Ck# 229354	HAMBLEN CO. 911	11786.33
54610 103	ASSISTANT(S)	12/03/10	Ck# 229294	PAUL BALDY	120.00
54610 103	ASSISTANT(S)	12/03/10	Ck# 229321	WILLIAM B LOVE	300.00
54610 103	ASSISTANT(S)	12/03/10	Ck# 229325	BRIAN A ROBINSON	60.00
54610 103	ASSISTANT(S)	12/16/10	Ck# 229503	WILLIAM B LOVE	300.00
54610 103	ASSISTANT(S)	12/17/10	Ck# 229321	WILLIAM B LOVE	-300.00
54610 189	OTHER SALARIES & WAGES	12/03/10	Ck# 229331	DR. TOM C. THOMPSON, MD	1666.66
54610 189	OTHER SALARIES & WAGES	12/09/10	Ck# 229380	UNIVERSITY PATHOLOGISTS, P.C.	1300.00
54610 189	OTHER SALARIES & WAGES	12/16/10	Ck# 229489	DEPARTMENT OF PATHOLOGY	125.00
54610 399	OTHER CONTRACTED SERVICES	12/09/10	Ck# 229344	EDDIE DAVIS	600.00
54610 ...	COUNTY CORONER/MEDICAL EXAMINER.....			Total: 9	4171.66
55110 309	CONTRACTS WITH GOVERNMENT AGEN	12/03/10	Ck# 229323	MORRISTOWN UTILITIES	1314.00
55110 309	CONTRACTS WITH GOVERNMENT AGEN	12/09/10	Ck# 229357	ALLISON MICHELLE JENKINS	701.50
55110 309	CONTRACTS WITH GOVERNMENT AGEN	12/09/10	Ck# 229373	TIDI WASTE SYSTEMS	59.86
55110 309	CONTRACTS WITH GOVERNMENT AGEN	12/16/10	Ck# 229481	AT & T	135.66
55110 309	CONTRACTS WITH GOVERNMENT AGEN	12/16/10	Ck# 229490	ENGLISH MOUNTAIN COFFEE	69.80
55110 309	CONTRACTS WITH GOVERNMENT AGEN	12/23/10	Ck# 229528	ATMOS ENERGY	47.21
55110 309	CONTRACTS WITH GOVERNMENT AGEN	12/23/10	Ck# 229545	ALLISON MICHELLE JENKINS	701.50
55110 309	CONTRACTS WITH GOVERNMENT AGEN	12/23/10	Ck# 229552	OCE IMAGISTICS, INC.	10.51
55110 309	CONTRACTS WITH GOVERNMENT AGEN	12/23/10	Ck# 229564	WALMART COMMUNITY BRC	254.44
55110 355	TRAVEL	12/03/10	Ck# 229302	ASHLEY BROOKE COBB	22.08
55110 355	TRAVEL	12/03/10	Ck# 229329	KIM SMITH	154.10
55110 ...	LOCAL HEALTH CENTER.....			Total: 11	3470.66
55590 316	CONTRIBUTIONS	12/09/10	Ck# 229383	YOUTH EMERGENCY SHELTER	510.00
56700 307	COMMUNICATION	12/03/10	Ck# 229335	VERIZON WIRELESS	178.29
56700 307	COMMUNICATION	12/16/10	Ck# 229481	AT & T	386.63
56700 410	CUSTODIAL SUPPLIES	12/09/10	Ck# 229373	TIDI WASTE SYSTEMS	172.02
56700 410	CUSTODIAL SUPPLIES	12/23/10	Ck# 229564	WALMART COMMUNITY BRC	91.15
56700 415	ELECTRICITY	12/16/10	Ck# 229480	APPALACHIAN ELECTRIC COOP	20.98
56700 415	ELECTRICITY	12/16/10	Ck# 229505	MORRISTOWN UTILITIES	2001.00
56700 425	GASOLINE	12/16/10	Ck# 229495	FUELMAN TENNESSEE	233.20
56700 454	WATER AND SEWER	12/16/10	Ck# 229505	MORRISTOWN UTILITIES	1316.00
56700 499	OTHER SUPPLIES AND MATERIALS	12/09/10	Ck# 229361	LOWE'S	61.99
56700 599	OTHER CHARGES	12/16/10	Ck# 229514	SUNTRUST BANKCARD, N.A.	21.95
56700 ...	PARK.....			Total: 10	4483.21
57100 316	CONTRIBUTIONS	12/03/10	Ck# 229304	ELIZABETH DOAN-HOBBS	85.10
57100 316	CONTRIBUTIONS	12/03/10	Ck# 229320	DEBRA LONG	64.86
57100 316	CONTRIBUTIONS	12/03/10	Ck# 229335	VERIZON WIRELESS	37.46
57100 316	CONTRIBUTIONS	12/16/10	Ck# 229481	AT & T	1.60

ACCT	OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
57100	316	CONTRIBUTIONS	12/16/10	Ck# 229495	FUELMAN TENNESSEE	11.71
57100	...	AGRICULTURAL EXTENSION SERVICE			Total:	200.73
58300	307	COMMUNICATIONS	12/16/10	Ck# 229481	AT & T	.40
58400	307	COMMUNICATIONS	12/16/10	Ck# 229481	AT & T	2649.12
58400	312	CONTRACTS WITH PRIVATE AGENCIE	12/09/10	Ck# 229369	SARATOGA TECHNOLOGIES	2425.00
58400	312	CONTRACTS WITH PRIVATE AGENCIE	12/16/10	Ck# 229506	MUS FIBERNET	260.40
58400	332	LEGAL NOTICES, RECORDING AND C	12/16/10	Ck# 229485	CITIZEN TRIBUNE	64.74
58400	348	POSTAL CHARGES	12/23/10	Ck# 229524	ADVANCED MAILING SYSTEMS	180.00
58400	351	RENTALS	12/23/10	Ck# 229552	OCE IMAGISTICS, INC.	272.00
58400	435	OFFICE SUPPLIES	12/03/10	Ck# 229317	INK IN A WINK	299.00
58400	435	OFFICE SUPPLIES	12/16/10	Ck# 229486	COMMERCIAL EMBLEM COMPANY	34.00
58400	435	OFFICE SUPPLIES	12/16/10	Ck# 229491	EVANS OFFICE SUPPLY CO.	82.61
58400	508	PREMIUMS - BONDS	12/03/10	Ck# 229313	SOUTHERN STATES-GARDNER INS.	98.00
58400	599	OTHER CHARGES	12/03/10	Ck# 229296	THE BLOSSOM SHOP	60.00
58400	599	OTHER CHARGES	12/03/10	Ck# 229326	ROCKY TOP H2O	143.00
58400	599	OTHER CHARGES	12/09/10	Ck# 229348	EVANS OFFICE SUPPLY CO.	27.60
58400	599	OTHER CHARGES	12/09/10	Ck# 229352	FOOD CITY - #607	563.55
58400	599	OTHER CHARGES	12/09/10	Ck# 229362	MORRISTOWN CREWETTES	690.00
58400	599	OTHER CHARGES	12/16/10	Ck# 229498	HELEN ROSS McNABB CENTER	500.00
58400	599	OTHER CHARGES	12/16/10	Ck# 229514	SUNTRUST BANKCARD, N.A.	178.99
58400	599	OTHER CHARGES	12/16/10	Ck# 229515	TIMELESS ELEGANCE TEA ROOM	160.00
58400	599	OTHER CHARGES	12/23/10	Ck# 229562	USI CONSULTING GROUP	2750.00
58400	599	OTHER CHARGES	12/23/10	Ck# 229564	WALMART COMMUNITY BRC	101.00
58400	...	OTHER CHARGES			Total:	11539.01
58801	307	COMMUNICATION	12/09/10	Ck# 229338	AT & T	87.03
58801	499	OTHER SUPPLIES AND MATERIALS	12/23/10	Ck# 229532	CHARTER COMMUNICATIONS	49.99
58801	...	ARRA DRUG COURT			Total:	137.02
101		GENERAL FUND (101)			Total:	200044.61

ACCNT OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
55710 302	ADVERTISING	12/16/10	Ck# 020117	CITIZEN TRIBUNE	729.59
55710 312	CONTRACTS WITH PRIVATE AGENCIE	12/09/10	Ck# 020098	S & B RECYCLING	4790.60
55710 336	MAINTENANCE AND REPAIR SERVICE	12/03/10	Ck# 020087	ARMADA BATTERY	187.90
55710 336	MAINTENANCE AND REPAIR SERVICE	12/03/10	Ck# 020089	CUMMINS CROSSPOINT, LLC	1099.80
55710 336	MAINTENANCE AND REPAIR SERVICE	12/03/10	Ck# 020090	LANDMARK INTERNATIONAL	128.56
55710 336	MAINTENANCE AND REPAIR SERVICE	12/03/10	Ck# 020091	SCOTT-GROSS CO. INC.	37.75
55710 336	MAINTENANCE AND REPAIR SERVICE	12/09/10	Ck# 020092	A1 NAPA AUTO PARTS	553.39
55710 336	MAINTENANCE AND REPAIR SERVICE	12/23/10	Ck# 020123	SCOTT-GROSS CO. INC.	360.00
55710 359	DISPOSAL FEES	12/09/10	Ck# 020095	HAMBLEN COUNTY-MORRISTOWN	54871.25
55710 412	DIESEL FUEL	12/09/10	Ck# 020101	ZOOMERZ, INC.	796.97
55710 412	DIESEL FUEL	12/16/10	Ck# 020115	BP OIL	8809.37
55710 412	DIESEL FUEL	12/23/10	Ck# 020125	ZOOMERZ, INC.	944.98
55710 425	GASOLINE	12/09/10	Ck# 020101	ZOOMERZ, INC.	45.29
55710 425	GASOLINE	12/16/10	Ck# 020115	BP OIL	98.25
55710 425	GASOLINE	12/23/10	Ck# 020125	ZOOMERZ, INC.	52.44
55710 450	TIRES AND TUBES	12/09/10	Ck# 020097	PORTER'S TIRE STORE	24.00
55710 451	UNIFORMS	12/03/10	Ck# 020088	CINTAS CORP., LOC. 207	100.26
55710 451	UNIFORMS	12/09/10	Ck# 020093	CINTAS CORP., LOC. 207	100.26
55710 451	UNIFORMS	12/16/10	Ck# 020116	CINTAS CORP., LOC. 207	100.26
55710 451	UNIFORMS	12/23/10	Ck# 020121	CINTAS CORP., LOC. 207	121.71
55710 499	OTHER SUPPLIES AND MATERIALS	12/09/10	Ck# 020094	COCKE FARMERS COOP	54.99
55710 499	OTHER SUPPLIES AND MATERIALS	12/16/10	Ck# 020119	RONNIE'S RESTAURANT	770.00
55710 ...	SANITATION MANAGEMENT.....			Total:	22 74777.62
116	SOLID WASTE/SANITATION (116).....			Total:	22 74777.62

ACCT	OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
61000	307	TELEPHONE	12/03/10	ck# 035732	VERIZON WIRELESS	255.65
61000	307	TELEPHONE	12/16/10	ck# 035764	AT & T	68.06
61000	331	LEGAL EXPENSES	12/03/10	ck# 035725	CAPPS, CANTWELL, CAPPS & BYRD	52.50
61000	355	REGULAR TRAVEL	12/16/10	ck# 035775	SUNTRUST BANKCARD, N.A.	22.00
61000	415	ELECTRICITY	12/23/10	ck# 035783	HOLSTON ELECTRIC COOPERATIVE	1116.47
61000	435	OFFICE SUPPLIES	12/09/10	ck# 035741	EVANS OFFICE SUPPLY CO.	41.63
61000	442	PROPANE GAS	12/03/10	ck# 035729	HOLSTON GASES	513.55
61000	442	PROPANE GAS	12/16/10	ck# 035769	HOLSTON GASES	353.55
61000	442	PROPANE GAS	12/23/10	ck# 035784	HOLSTON GASES	551.95
61000	599	OTHER CHARGES	12/03/10	ck# 035730	KEL-SAN, INC.	213.64
61000	599	OTHER CHARGES	12/09/10	ck# 035736	ABLE EXTERMINATORS, INC.	85.00
61000	599	OTHER CHARGES	12/16/10	ck# 035770	JBA - MORRISTOWN VENDING CO.	123.80
61000	599	OTHER CHARGES	12/16/10	ck# 035774	RONNIE'S RESTAURANT	770.00
61000	599	OTHER CHARGES	12/23/10	ck# 035785	KEL-SAN, INC.	39.95
61000	...	ADMINISTRATION			Total:	14 4207.75
62000	312	CONTRACTS WITH PRIVATE AGENCIE	12/09/10	ck# 035748	MORRISTOWN-HAMBLEN HUMANE SOC.	245.00
62000	351	RENTAL EQUIPMENT	12/03/10	ck# 035723	A-1 EQUIPMENT RENTAL	36.00
62000	404	ASPHALT - HOT MIX	12/16/10	ck# 035771	LYONS CONSTRUCTION SERVICES	3689.00
62000	409	CRUSHED STONE	12/03/10	ck# 035733	VULCAN MATERIALS COMPANY	114.38
62000	409	CRUSHED STONE	12/16/10	ck# 035776	VULCAN MATERIALS COMPANY	135.45
62000	443	ROAD SIGNS & STRIPING	12/16/10	ck# 035768	G & C SUPPLY CO.	59.30
62000	444	SALT FOR ICE	12/23/10	ck# 035787	NORTH AMERICAN SALT COMPANY	12578.18
62000	451	UNIFORMS	12/03/10	ck# 035726	CINTAS CORP., LOC. 207	80.76
62000	451	UNIFORMS	12/09/10	ck# 035739	CINTAS CORP., LOC. 207	80.76
62000	451	UNIFORMS	12/16/10	ck# 035767	CINTAS CORP., LOC. 207	80.76
62000	451	UNIFORMS	12/23/10	ck# 035779	CINTAS CORP., LOC. 207	80.76
62000	...	HIGHWAY AND BRIDGE MAINTENANCE			Total:	11 17180.35
63100	412	DIESEL FUEL	12/09/10	ck# 035756	ZOOMERZ, INC.	1254.22
63100	412	DIESEL FUEL	12/16/10	ck# 035765	BP OIL	204.77
63100	412	DIESEL FUEL	12/23/10	ck# 035789	ZOOMERZ, INC.	2094.22
63100	416	MACHINE & EQUIPMENT PARTS	12/03/10	ck# 035731	LANE SALES POWER EQUIPMENT	137.98
63100	416	MACHINE & EQUIPMENT PARTS	12/09/10	ck# 035735	A1 NAPA AUTO PARTS	1135.70
63100	416	MACHINE & EQUIPMENT PARTS	12/09/10	ck# 035742	FASTENAL COMPANY	436.66
63100	416	MACHINE & EQUIPMENT PARTS	12/09/10	ck# 035743	INTERSTATE TRACTOR	30.00
63100	416	MACHINE & EQUIPMENT PARTS	12/09/10	ck# 035751	SMOKY MOUNTAIN TRUCK CENTER	310.48
63100	416	MACHINE & EQUIPMENT PARTS	12/16/10	ck# 035775	SUNTRUST BANKCARD, N.A.	758.52
63100	416	MACHINE & EQUIPMENT PARTS	12/23/10	ck# 035780	CUMMINS CROSSPOINT, LLC	1285.68
63100	416	MACHINE & EQUIPMENT PARTS	12/23/10	ck# 035781	FERGUSON DRIVESHAFTS	24.00
63100	424	GARAGE SUPPLIES	12/09/10	ck# 035737	AIRGAS SAFETY	210.50
63100	424	GARAGE SUPPLIES	12/09/10	ck# 035740	COCKE FARMERS COOP	109.98
63100	424	GARAGE SUPPLIES	12/16/10	ck# 035763	AIRGAS SAFETY	251.75
63100	425	GASOLINE	12/09/10	ck# 035756	ZOOMERZ, INC.	478.74
63100	425	GASOLINE	12/16/10	ck# 035765	BP OIL	741.55
63100	425	GASOLINE	12/23/10	ck# 035789	ZOOMERZ, INC.	531.69
63100	433	LUBRICANTS	12/09/10	ck# 035745	LUBRICORP	91.20
63100	450	TIRES & TUBES	12/09/10	ck# 035750	PORTER'S TIRE STORE	4064.20
63100	499	OTHER SUPPLIES & MATERIALS	12/03/10	ck# 035724	MIKE BARNETT	469.00
63100	499	OTHER SUPPLIES & MATERIALS	12/03/10	ck# 035734	ZEE MEDICAL, INC.	77.66

FUND: 131 HIGHWAY FUND (131)
REPT NAME: COMMISSION APPROVAL LISTING

PAGE: 2
DATE: 01/03/11
TIME: 12:35 PM

ACCT	OBJ	NAME	DATE	REFERENCE	DESCRIPTION	AMOUNT PAID
63100	499	OTHER SUPPLIES & MATERIALS	12/09/10	ck# 035744	LOWE'S	69.09
63100	499	OTHER SUPPLIES & MATERIALS	12/09/10	ck# 035746	LYNN MALONE'S WRECKER SERVICE	225.00
63100	...	OPERATION AND MAINTENANCE OF EQUIPMENT.....		Total:	23	14992.59
66000	513	WORKMANS COMPENSATION	12/23/10	ck# 035778	BERKLEY NET UNDERWRITERS	1444.00
99100	590	TRANSFERS TO OTHER FUNDS	12/03/10	ck# 035727	HAMBLEN COUNTY GENERAL FUND	2001.49
131		HIGHWAY FUND (131).....		Total:	50	39826.18

ROAD PAVING GRANT APPLICATION

Motion by Louis Jarvis, seconded by Paul Lebel to authorize the Highway Department to apply for a \$500,000 STP federal grant using TVA Revenue Sharing money for the 20% match. It would require the county to pay for the projects and when they are completed request reimbursement.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(2) YES	V - Chair L. Jarvis	(M) YES	Options

3.b.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote



TRUSTEE-INVESTING PUBLIC FUNDS

Motion by Louis Jarvis, seconded by Nancy Phillips to authorize Trustee John Baskette and Chief Deputy, Sue Atkins to open accounts to invest public funds.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	(2) YES	Voting ...
T.Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harvill	Absent	D. Wampler	YES	Setup
P. LeBel	YES	V - Chair L. Jarvis	(M) YES	Options

3.c.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote

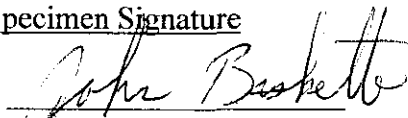



**RESOLUTION TO AUTHORIZE COUNTY TRUSTEE TO OPEN ACCOUNTS
TO INVEST PUBLIC FUNDS**

BE IT RESOLVED that each of the persons designated below is authorized and empowered to open and maintain one or more accounts in the name of **Hamblen County Government** for the purchase and sale of instruments allowed under state law, including but not limited to certificates of deposit, insured money market accounts, U.S. Treasury bills, notes, bonds and other obligations guaranteed as to the principal and interest by the United States government or any of its agencies.

BE IT FURTHER RESOLVED that the following designees are also authorized to approve the substitution of collateral or the release of excess collateral pledged to **Hamblen County Government** on cash deposits in excess of FDIC insurance.

BE IT FURTHER RESOLVED that only those designated below are authorized and approved to conduct transactions with the **Hamblen County Government** investment account and only the person designated below as *Senior Financial Advisor* is authorized and approved to sign transaction confirmations on investment purchases and sale transactions on any account.

<u>Full Name of Authorized Agent</u>	<u>Title</u>	<u>Specimen Signature</u>
John D. Baskette	Trustee/Sr. Financial Advisor	
Sue H. Atkins	Chief Deputy Trustee	

HEALTHCARE 21 COALITION

Motion by Louis Jarvis, seconded by Paul Lebel to contract with HealthCare 21 Business Coalition for a total cost not to exceed \$9000.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(2) YES	V - Chair L. Jarvis	(M) YES	Options

3.d.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote

V

BUDGET AMENDMENT-OTHER POSTEMPLOYMENT BENEFITS

Motion b Louis Jarvis, seconded by Paul Lebel to approve the following budget amendment.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T.Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(2) YES	V - Chair L. Jarvis	(M) YES	Options

3.e.1.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote >

Hamblen County Commission
Finance Committee



Month January Year 2011

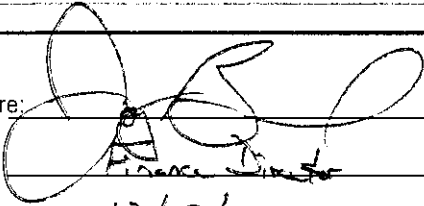
Fund #101

DEPT: County Commission

Account Number	Description	Debit	Credit
51100.399	County Commission - Other Contracted Services	5,500	
39000.000	Undesignated Fund Balance		5,500
		5,500	5,500

Brief Descriptions of issue:

To provide appropriations for actuarial study of Other Postemployment Benefits other than pensions. This is required by Governmental Accounting Standards Board Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions.

Signature: 
 Title: Finance Director
 Date: 12/29/10

For Finance Department Only:
 Reviewed by: _____
 Budget Amendment _____

BUDGET AMENDMENT- COUNTY CLERK'S OFFICE-DATA PROCESSING

Motion by Louis Jarvis, seconded by Paul Lebel to approve the following budget amendment.

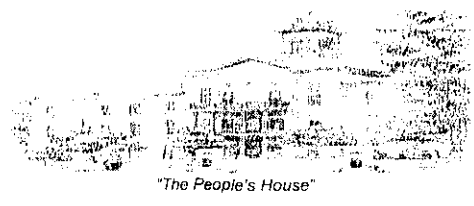
Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(2) YES	V - Chair L. Jarvis	(M) YES	Options

3.e.2.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote >

Hamblen County Commission
Finance Committee



Month January Year 2011

Fund #101

DEPT: County Clerk

Account Number	Description	Debit	Credit
52500-709 34165.000	County Clerk's Office - Data Processing Equipment Reserved for Automation Purposes - Juvenile Court	2,500	2,500
		2,500	2,500

Brief Descriptions of issue:

To provide appropriations for the purchase of digital equipment. These monies are from funds that are legally restricted for automation purposes.

Signature: Linda Wilder
 Title: County Clerk
 Date: 1-3-11

For Finance Department Only: Reviewed by: _____ Budget Amendment _____
--

BUDGET AMENDMENT-2010 HOMELAND SECURITY GRANT

Motion by Louis Jarvis, seconded Nancy Phillips to approve the following budget amendment.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	(2) YES	Voting...
T.Dennison	YES	Tilman Goins	YES	Roll Call
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	YES	V - Chair L. Jarvis	(M) YES	Options

3.e.3.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote

>

BUDGET AMENDMENT-HEALTHCARE 21 BUSINESS COALITION

Motion by Louis Jarvis, seconded by Dana Wampler to approve the following budget amendment.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T.Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	(2) YES	Setup
P. LeBel	YES	V - Chair L. Jarvis	(M) YES	Options

3.e.4

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote

>

Hamblen County Commission
Finance Committee



Month January Year 2011

Fund #101

DEPT: County Mayor

Account Number	Description	Debit	Credit
58600-399	Employee Benefits - Other Contracted Services	9,000	
58400-599	Other Charges - Other Charges		7,712
45620.000	Other Officials		265
43102.000	Other Employee Benefit Charges/Contributions		924
44160.000	Retirees' Insurance Payments		99

9,000 9,000

Brief Descriptions of issue:
 To provide appropriations for HealthCare 21 Business Coalition membership.
 NO NEW MONIES.

Signature: Bill Butcher
 Title: County Mayor
 Date: 12-22-10

For Finance Department Only:
 Reviewed by: _____
 Budget Amendment _____

BUDGET AMENDMENT-COUNTY CORONER

Motion by Louis Jarvis, seconded by Nancy Phillips to approve the following budget amendment.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	(2) YES	Voting...
T.Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	YES	V - Chair L. Jarvis	(M) YES	Options

3.e.5.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote



BUDGET AMENDMENT-FUNDING FOR INCLEMENT WEATHER

Motion by Louis Jarvis, seconded by Howard Shipley to approve the following budget amendment.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	(2) YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T.Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	YES	V - Chair L. Jarvis	(M) YES	Options

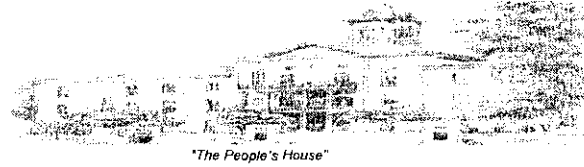
3.e.6.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote



Hamblen County Commission
Finance Committee



Month January Year 2011

Fund #131 DEPT: Highway/Public Works

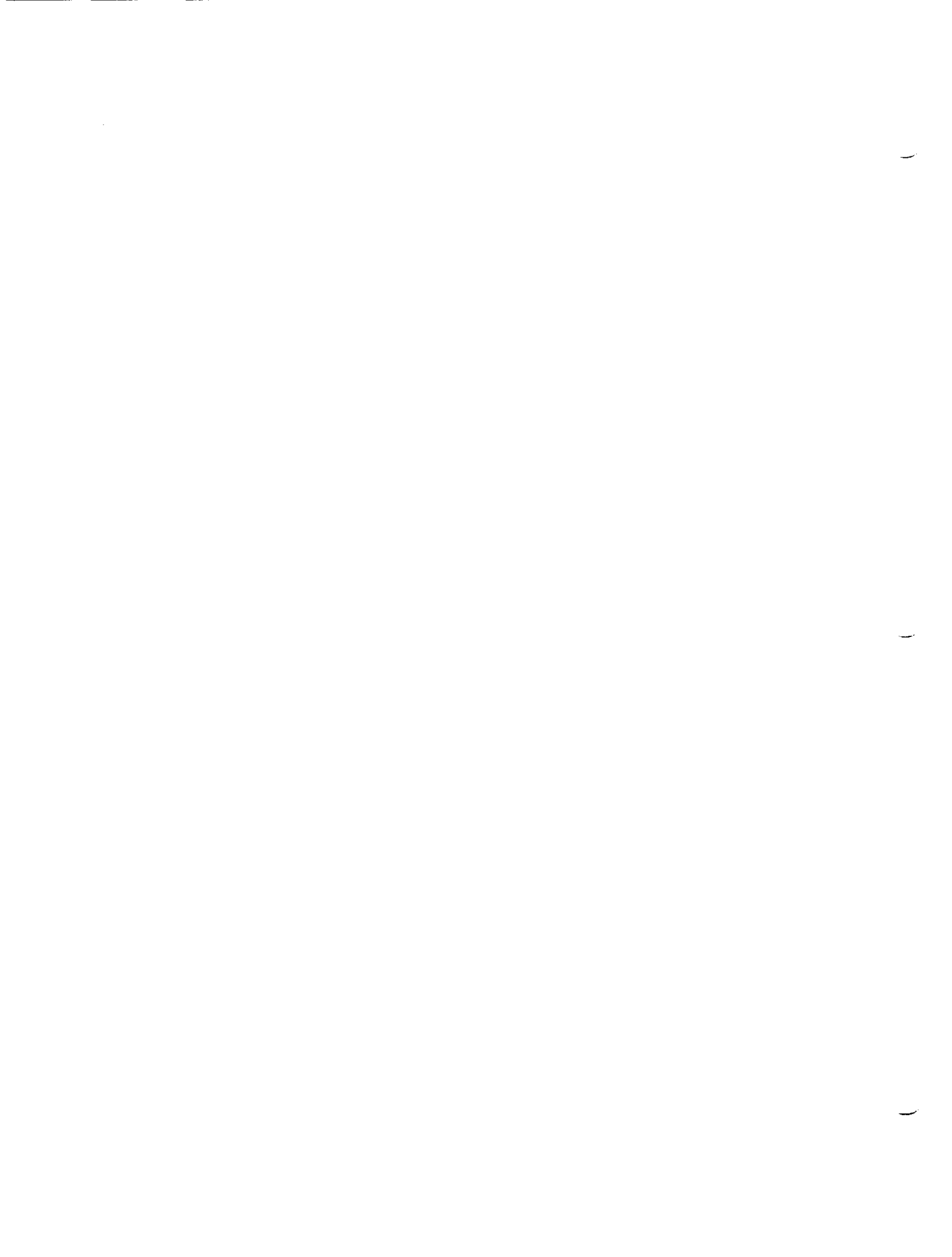
Account Number	Description	Debit	Credit
61000.187	Administration - Overtime Pay	3,000	
62000.187	Highway and Bridge Maintenance - Overtime Pay	11,800	
62000.149	Highway and Bridge Maintenance - Laborers		26,800
62000.409	Highway and Bridge Maintenance - Crushed Stone	10,000	
62000.444	Highway and Bridge Maintenance - Salt	10,000	
62000.467	Highway and Bridge Maintenance - Fencing		4,000
63100.187	Operation and Maintenance of Equipment - Overtime Pay	4,000	
63100.412	Operation and Maintenance of Equipment - Diesel Fuel		5,000
63100.425	Operation and Maintenance of Equipment - Gasoline		3,000
63100.416	Operation and Maintenance of Equipment - Heavy Equipment - Parts		5,000
63100.450	Operation and Maintenance of Equipment - Tires and Tubes	5,000	

43,800 43,800

Brief Descriptions of issue:
NO NEW MONIES. To provide additional funds for overtime required by inclement weather.

Signature: Barry A. Pope
 Title: Hamblen Co. Road Supt.
 Date: 01-04-11

For Finance Department Only:
 Reviewed by: _____
 Budget Amendment _____



BUDGET AMENDMENT-SCHOOL FUND

Motion by Louis Jarvis, seconded by Paul Lebel to approve the following budget amendment.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T.Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(2) YES	V - Chair L. Jarvis	(M) YES	Options

3.e.7.

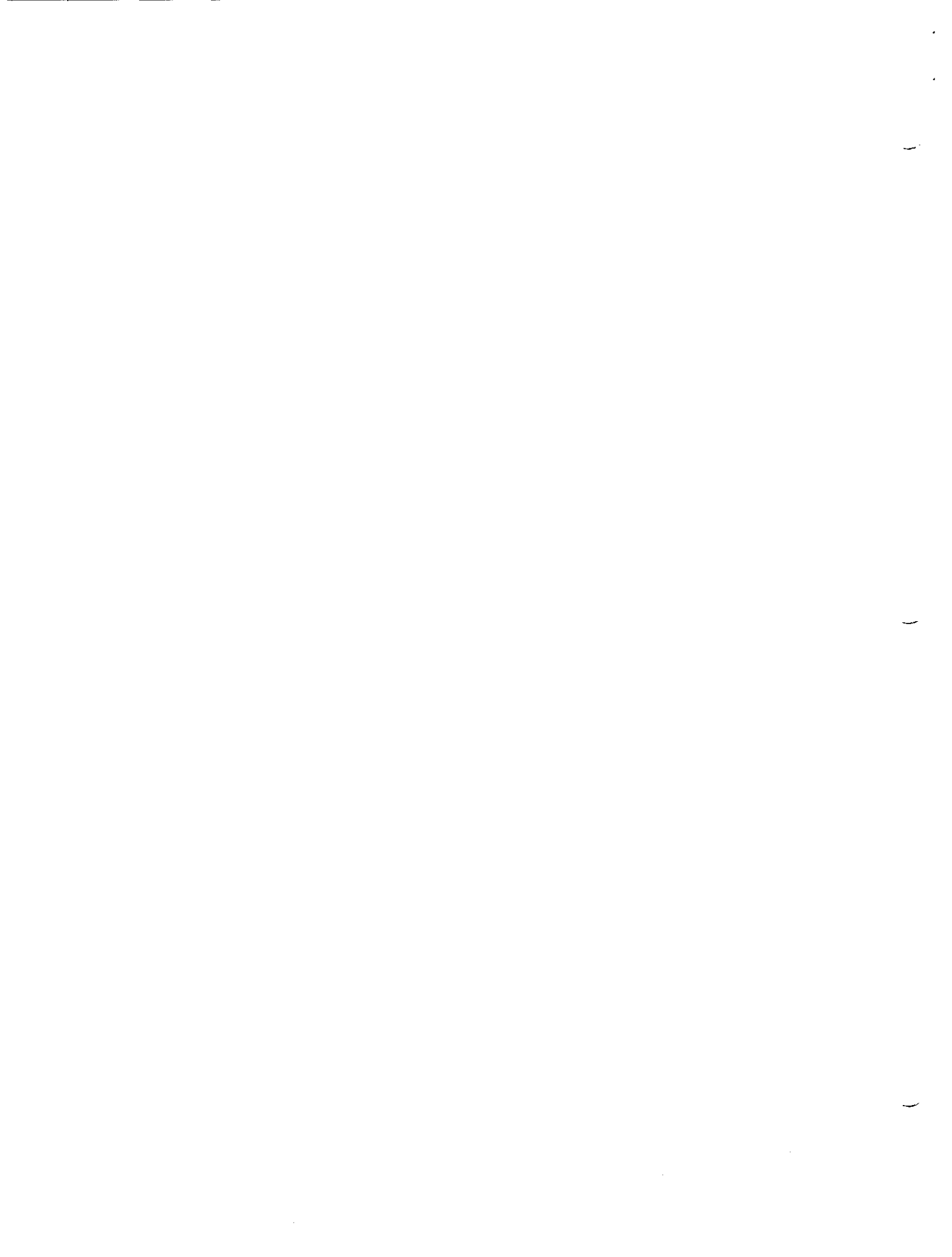
Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote



HAMBLEN COLLEGE SCHOOLS
GENERAL PURPOSE SCHOOL BUDGET
2010-2011
AMENDMENT #2

EXPENDITURE CODE	TITLE	BUDGET	INCREASE	DECREASE	ACTUAL	PURPOSE
71100-127	CAREER LADDER EXTENDED CONTRACTS	\$ 94,850.00	\$ 144,210.00		\$ 239,060.00	ARRA EXTENDED CONTRACT FUNDING
71100-189	OTHER SALARIES AND WAGES	\$ 7,346.00	\$ 3,597.00		\$ 10,943.00	ACT TEACHER AND PEER TUTORING / ALCOA GRANT
71100-201	SOCIAL SECURITY	\$ 1,535,323.00	\$ 9,163.60		\$ 1,544,486.60	ARRA EXTENDED CONTRACT FUNDING (\$8,939.60) ACT TEACHER AND PEER TUTORING / ALCOA GRANT (\$224)
71100-204	STATE RETIREMENT	\$ 2,187,862.00	\$ 13,381.90		\$ 2,201,243.90	ARRA EXTENDED CONTRACT FUNDING (\$13,055.90) ACT TEACHER AND PEER TUTORING / ALCOA GRANT (\$326)
71100-212	EMPLOYER MEDICARE	\$ 361,589.00	\$ 2,144.10		\$ 363,733.10	ARRA EXTENDED CONTRACT FUNDING (\$2,091.10) ACT TEACHER AND PEER TUTORING / ALCOA GRANT (\$53)
71100-429	INSTRUCTIONAL SUPPLIES AND MATERIALS	\$ 397,408.00	\$ 79,268.00		\$ 476,676.00	SNAP INSTRUCTIONAL MATERIALS GRANT (\$76,343) STUDENT ACT MATERIALS / ALCOA GRANT (\$2,925)
71100-499	OTHER SUPPLIES AND MATERIALS	\$ 13,500.00	\$ 375.00		\$ 13,875.00	TEACHER MATERIALS / ALCOA GRANT
71200-198	NON-CERTIFIED SUBSTITUTES	\$ 38,250.00	\$ 11,100.00		\$ 49,350.00	HIGH COST EXPENDITURE REIMBURSEMENT (SPED)
71200-201	SOCIAL SECURITY	\$ 221,548.00	\$ 690.00		\$ 222,238.00	HIGH COST EXPENDITURE REIMBURSEMENT (SPED)
71200-212	EMPLOYER MEDICARE	\$ 51,816.00	\$ 210.00		\$ 52,026.00	HIGH COST EXPENDITURE REIMBURSEMENT (SPED)
71200-399	OTHER CONTRACTED SERVICES	\$ 482,430.00	\$ 78,520.51		\$ 560,950.51	HIGH COST EXPENDITURE REIMBURSEMENT (SPED)
71200-599	OTHER CHARGES	\$ 22,768.00	\$ 20,000.00		\$ 42,768.00	HIGH COST EXPENDITURE REIMBURSEMENT (SPED)
71300-730	VOCATIONAL INSTRUCTION EQUIPMENT	\$ 20,000.00	\$ 17,500.00		\$ 37,500.00	ALCOA GRANT
71600-429	INSTRUCTIONAL SUPPLIES AND MATERIALS	\$ 19,800.00	\$ 11,982.00		\$ 31,782.00	ADULT EDUCATION CRITICAL NEEDS FUNDING
72210-790	OTHER EQUIPMENT	\$ 7,930.00	\$ 49,775.00		\$ 57,705.00	SECURE OUR SCHOOLS GRANT
72220-499	OTHER SUPPLIES AND MATERIALS	\$ 4,500.00	\$ 10,000.00		\$ 14,500.00	HIGH COST EXPENDITURE REIMBURSEMENT (SPED)
72220-524	STAFF DEVELOPMENT	\$ -	\$ 4,000.00		\$ 4,000.00	HIGH COST EXPENDITURE REIMBURSEMENT (SPED)
72810-399	OTHER CONTRACTED SERVICES	\$ 107,770.00	\$ 34,833.00		\$ 142,603.00	ARRA AND STATE INTERNET CONNECTIVITY FUNDS
TOTALS		\$ 5,574,690.00	\$ 490,750.11	\$ -	\$ 6,065,440.11	
NET INCREASE			\$ 490,750.11			



HAMBLEN COUNTY SCHOOLS
GENERAL PURPOSE SCHOOL BUDGET
2010-2011
AMENDMENT #2

REVENUE CODE	TITLE	BUDGET	INCREASE	DECREASE	ACTUAL	PURPOSE
44570	CONTRIBUTIONS AND GIFTS	\$ 16,000.00	\$ 74,775.00		\$ 90,775.00	ALCOA GRANT (\$25,000) SECURE OUR SCHOOLS GRANT (\$49,775)
46590	INTERNET CONNECTIVITY - STATE	\$ -	\$ 5,399.00		\$ 5,399.00	STATE - INTERNET CONNECTIVITY FUNDS
46592	INTERNET CONNECTIVITY - ARRA	\$ -	\$ 29,434.00		\$ 29,434.00	ARRA - INTERNET CONNECTIVITY FUNDS
46615	EXTENDED CONTRACT - ARRA	\$ 121,667.00	\$ 164,344.48		\$ 286,011.48	ARRA - EXTENDED CONTRACT FUNDS
34379	EXTENDED CONTRACT RESERVE	\$ -	\$ 3,952.12		\$ 3,952.12	EXTENDED CONTRACT RESERVE FUNDS
46980	OTHER STATE GRANTS	\$ 73,148.90	\$ 2,995.00		\$ 76,143.90	ADULT EDUCATION CRITICAL NEEDS FUNDING
47143	EDUCATION OF THE HANDICAPPED - IDEA	\$ 3,000.00	\$ 124,520.51		\$ 127,520.51	HIGH COST EXPENDITURE REIMBURSEMENT (SPED)
47590	OTHER FEDERAL THROUGH THE STATE	\$ 40,777.00	\$ 76,343.00		\$ 117,120.00	SNAP INSTRUCTIONAL MATERIALS GRANT
47120	ADULT BASIC EDUCATION - FEDERAL	\$ 130,713.10	\$ 8,987.00		\$ 139,700.10	ADULT EDUCATION CRITICAL NEEDS FUNDING
TOTALS		\$ 385,306.00	\$ 490,750.11	\$ -	\$ 876,058.11	
NET INCREASE			\$ 490,750.11			



ANNUAL ROAD LIST

Motion by Tom Massey, seconded by Dana Wampler that the annual road list be approved and filed.

Chair S. Ford	YES	T. Massey	(M) YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	(2) YES	Setup
P. LeBel	YES	V - Chair L. Jarvis	YES	Options
4.a.1.	Passed (13 YES - 0 NO - 0 ABS - 1 Absent)		Majority Vote	V

At this time Chairman Ford recessed and opened as a public hearing for a rezoning request. No one made any comments regarding the rezoning request. The public hearing was closed and reconvened as County Commission.

REZONING REQUEST

Motion by Tom Massey, seconded by Howard Shipley to approve the following rezoning request.

Chair S. Ford	YES	T. Massey	(M) YES	Roll Call
R. Eldridge	YES	H. Shipley	(2) YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	ABSTAIN	V - Chair L. Jarvis	YES	Options

4.a.2.

Passed (12 YES - 0 NO - 1 ABS - 1 Absent)

Majority Vote



RESOLUTION

A RESOLUTION TO AMEND THE ZONING MAP
OF HAMBLÉN COUNTY, TENNESSEE BY REZONING
DIST 05, TAX MAP 042, PARCEL 070.02
2490 OLD HWY. 25-E MORRISTOWN, TN. 37813
FROM A-1 TO I-1

WHEREAS, The Morristown City Planning Commission heard the request to Amend the Hamblen County Zoning Map from A-1 to I-1 on Tax Map 042, Parcel 070.02 located inside the Urban Growth Area:

WHEREAS, The Morristown City Planning Commission does hereby recommend for the rezoning request:

NOW, THEREFORE, BE IT RESOLVED that the Hamblen County Board of Commissioners does hereby approve the rezoning and map amendment from A-1 to I-1 according to the attached map.

Motion was made by Tom MASSEY

Second by HOWARD SHIPLEY

Voting For:

All

Voting Against:

None

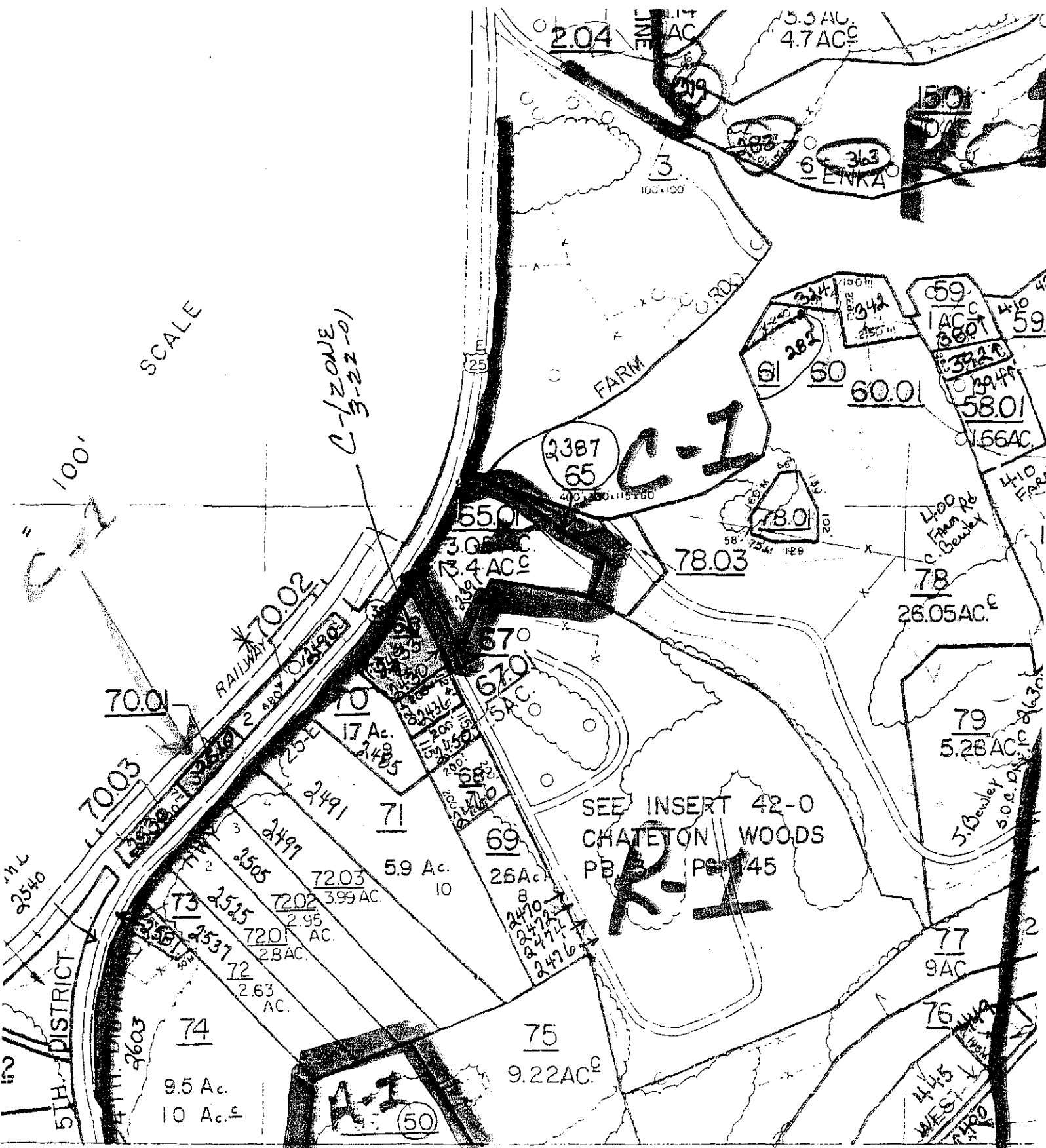
ATTEST:

Linda Wilder
County Clerk

AUTHENTICATED:

Bill Butcher
County Mayor

1-27-11
Date:



SCALE

C-1 ZONE
C-3-22-01

C-1

SEE INSERT 42-0
CHATELON WOODS
PB 3 PG 45

R-1

A-1
(50)

- ① PARCEL NUMBER
- ⊕ PARCEL HOOK
- INTERIOR TRACT LINE
- DISTRICT LINE
- ② SUBS. LOT NO.

- ③ PARCEL & CONTROL NO.
- IMPROVEMENT
- FENCE
- ☙ CEMETERY
- ☙ CHURCH

HOME PROGRAM GRANT ACCEPTANCE

Motion by Tom Massey, seconded by Nancy Phillips to approve the Home Program Grant 2010 and set target area outside Morristown City limits only.

Chair S. Ford	YES	T. Massey	(M) YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	(2) YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	YES	V - Chair L. Jarvis	YES	Options

4.a.3.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote

>

HOME PROGRAM GRANT POLICIES & PROCEDURES

Motion by Tom Massey, seconded by Paul Lebel to accept the policies and procedures for Home Program Grant 2010.

Chair S. Ford	YES	T. Massey	(M) YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	YES	Setup
P. LeBel	(2) YES	V - Chair L. Jarvis	YES	Options

4.a.4.

Passed (13 YES - 0 NO - 0 ABS - 1 Absent)

Majority Vote

>

Tennessee Housing Development Agency (THDA)

2010 Home Program Grant

The Tennessee Housing Development Agency (THDA) has approved Hamblen County's application for the 2010 Home Program Grant in the amount of \$328,458.00.

Homeowner eligibility (including but not limited to).

- *Income
- *Family size
- *Number of elderly
- *Number of disabled/handicapped
- *Number of person under 18
- *Condition of dwelling structure

According to Keith Godwin our ETHRA contact for this grant if we do not specify a location as we did Roe Junction for the past two grants, we will have to include the city.

To exclude the city will take a motion and passage from County Commission to amend the grant scope.

Time table for completing the activities for the project shall be:

- | | | |
|-----|---|----------------|
| 1. | Policies & Procedures adopted | January 2011 |
| 2. | Public meeting to explain program | March 2011 |
| 3. | Take applications and establish priority list | April 2011 |
| 4. | ERR submitted to THDA | June 2011 |
| 5. | First work write-ups completed | July 2011 |
| 6. | Lead-based paint inspection, if applicable | August 2011 |
| 7. | Advertise projects for bid | September 2011 |
| 8. | Begin construction on first houses | October 2011 |
| 9. | Continue down priority list | November 2011 |
| 10. | Contract complete | June 2013 |

The implementation of these activities maybe earlier than projected.

ETHRA contact Keith Godwin
Cell #865.705.8526

HOME PROGRAM POLICIES AND PROCEDURES FOR HAMBLEN COUNTY

1. PURPOSE

This program will make available financial and/or technical assistance for the rehabilitation of eligible, substandard, owner occupied housing units located in the community. Rehabilitation work will correct deficiencies in the eligible homes and make them safe, sound, and sanitary.

2. AUTHORITY

The legal authority of this program comes from the working agreement with Tennessee Housing Development Agency, Public Law 101-625 (National Affordable Housing Act of 1990), as well as State and local laws.

3. PROGRAM RESOURCES

The source of funds for the undertaking of these activities is a grant in the amount of \$ 325,458 which Hamblen County has been awarded by Tennessee Housing Development Agency (THDA) through the U.S. Department of Housing and Urban Development Home Investment Partnership Act.

4. APPLICABLE LAWS

- A. The local governing bodies, contractors, subcontractors, vendors and applicants for rehabilitation assistance are required to abide by a number of State and Federal laws, and may be required to sign documents certifying their compliance.
1. Flood Disaster Protection Act of 1973 (42 U.S.C. 4001-4128 and 24 CFR 92.358).
 2. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)(42 U.S.C. 4201-4655), 49 CFR Part 24, and 24 CFR 92.353)
 3. Debarment and Suspension provisions as required by 24 CFR Part 24 and 24 CFR 92.357.
 4. National Environment Policy Act of 1969 (NEPA), 24 CFR Parts 50 and 58, and 24 CFR 92.352.

5. Equal Opportunity Provisions and Fair Housing, 24 CFR 92.350.
6. Affirmative Marketing, 24 CFR 92.351.
7. Lead-based Paint Poisoning Prevention Act, 24 CFR 92.355.
8. Conflict of Interest Provisions, 24 CFR 85.36 or 24 CFR 84.42, as applicable, and 24 CFR 92.356.
9. Davis-Bacon Act and Contract Work Hours and Safety Standards Act, and 24 CFR 92.354.
10. Intergovernmental Review of Federal Programs, Executive Order 12372 and 24 CFR 92.359.
11. Drug-Free Workplace, 24 CFR part 24, subpart F.
12. Standard Equal Opportunity Construction Contract Specifications.
13. Certification of Non-segregated Facilities for Contracts Over \$10,000.
14. Title VI of Civil Rights Act of 1964 Provisions.
15. Section 109 of Housing and Community Development Act of 1974 Provisions.
16. Section 3 Compliance Provisions.
17. Age Discrimination Act of 1975 Provisions.
18. Section 504 Affirmative Action for Handicapped Provisions.
19. And any other Federal requirements as set forth in 24 CFR Part 92, HOME Investment Partnerships Program

5. DRUG-FREE WORKPLACE

- A. The Hamblen County (HOME Grantee) will or will continue to provide a drug-free workplace by
1. Notifying employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition.
 2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The Grantee's policy of maintaining a drug-free workplace;
 - c. Any drug counseling, rehabilitation, and employee assistance programs; and

- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- B. Providing each employee engaged in the performance of the HOME contract a copy of the notification required in paragraph A(1) above;
- C. The written notification required in paragraph A (1) above will advise the employee that, as a condition of employment under the HOME grant, the employee will:
 - 1. Abide by the terms of the notification; and
 - 2. Notify the employers in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- D. Notifying the State in writing, within ten (10) calendar days after receiving notice under D(2) above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal Agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- E. Taking one of the following actions, within thirty (30) calendar days of receiving notice under D(2) above, with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirement of the Rehabilitation Act of 1973, as amended; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - 3. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs A, B, C, D, E and F above.

<h2>6. CONFLICT OF INTEREST</h2>

- A. No person listed in paragraph B may obtain a financial interest or benefit from a HOME-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.
- B. **PERSONS COVERED** – Immediate family members of any local elected official or of any employee or board member of a non-profit agency are ineligible to receive benefits through the HOME program. “Immediate family member” means the spouse, parent (including a stepparent), child (including a stepchild), grandparent, grandchild, sister or brother (including a stepsister or stepbrother) of any covered individual.

In addition, the conflict of interest provisions as apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of THDA, the local community or the non-profit agency (including CHDOs) receiving HOME funds, and who exercises or has

exercised any functions or responsibilities with respect to activities assisted with HOME funds or who is in a position to participate in a decision-making process or gain inside information with regard to these activities.

12.4 **APPEARANCE OF A CONFLICT OF INTEREST** - Grantees must also make every effort to avoid the appearance of favoritism in the eligibility determination process. In those cases where the applicant is otherwise eligible, but there exists the appearance of a conflict of interest or the appearance of favoritism, the Grantee must complete HO-4A (Determination of a Conflict of Interest) and submit written documentation to THDA that the following procedures have been observed:

1. The Grantee must publish an announcement in the local newspaper concerning the potential for a conflict of interest and request citizen comments.
2. The Grantee's attorney must render an opinion as to whether or not a conflict of interest exists and that no state or local laws will be violated should the applicant receive HOME assistance.
3. The Grantee's elected body must pass a resolution approving the applicant.

7 APPLICANT ELIGIBILITY

A. **APPLICANT ELIGIBILITY CRITERIA:** The following criteria must be satisfied by all applicants in order to become eligible for a rehabilitation grant:

1. The applicant must be low or very low income as defined by Section 8 income requirements, i.e., below 80% of area median income.
2. The applicant must have been the resident of the property to be rehabilitated for a period of not less than one year and must occupy the property as his or her principle residence.
3. The applicant's ownership must be in the form of fee simple title or a 99-year leasehold. The title must not have any restrictions or encumbrances that would unduly restrict the good and marketable nature of the ownership interest.
4. In the case of manufactured housing units, the applicant must own both the dwelling and the land on which the manufactured unit sits.
5. The applicant must voluntarily apply for assistance.

8 INCOME ELIGIBILITY

A. **ANNUAL INCOME (GROSS INCOME)** - The State's HOME program uses the income definitions of the Section 8 program to determine the annual income (gross income) used to classify a household for purposes of eligibility. Annual income means all amounts, monetary or not, which:

1. Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member;

2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date. In other words, it is the household's *future or expected* ability to pay rather than its past earnings that is used to determine program eligibility. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period; and
 3. Which are not specifically excluded in paragraph 6.8 (Income Exclusions) below.
 4. Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.
 5. **MONTHLY GROSS INCOME** - Monthly gross income is Annual Gross Income divided by 12 months.
- B. ASSETS** - In general terms, an asset is a cash or non-cash item that can be converted to cash. There is no asset limitation for participation in the HOME program. Income from assets is, however, recognized as part of Annual Gross Income. Assets have both a market value and a cash value.
1. **MARKET VALUE** - The market value of an asset is simply its dollar value on the open market. For example, a stock's market value is the price quoted on a stock exchange on a particular day, and a property's market value is the amount it would sell for on the open market. This may be determined by comparing the property with similar, recently sold properties.
 2. **CASH VALUE** - The cash value of an asset is the market value less reasonable expenses required to convert the asset to cash, including:
 - a. Penalties or fees for converting financial holdings. Any penalties, fees, or transaction charges levied when an asset is converted to cash are deducted from the market value to determine its cash value (e.g., penalties charged for premature withdrawal of a certificate of deposit, the transaction fee for converting mutual funds, or broker fees for converting stocks to cash); and/or
 - b. Costs for selling real property. Settlement costs, real estate transaction fees, payment of mortgages/liens against the property, and any legal fees associated with the sale of real property are deducted from the market value to determine equity in the real estate.
 - c. Under Section 8 rules, only the cash value (rather than market value) of an item is counted as an asset.
- C. INCOME FROM ASSETS** - The income counted is the actual income generated by the asset (e.g., interest on a savings or checking account.) The income is counted even if the household elects not to receive it. For example, although a household may elect to reinvest the interest or dividends from an asset, the interest or dividends is still counted as income.
1. The income from assets included in Annual Gross Income is the income that is anticipated to be received during the coming 12 months.
 - a. To obtain the anticipated interest on a savings account, the current account balance can be multiplied by the current interest rate applicable to the account; or

- b. If the value of the account is not anticipated to change in the near future and interest rates have been stable, a copy of the IRS 1099 form showing past interest earned can be used.
 - c. Checking account balances (as well as savings account balances) are considered an asset. This is a recognition that some households keep assets in their checking accounts, and is not intended to count monthly income as an asset. Grantees should use the average monthly balance over a 6-month period as the cash value of the checking account.
2. When an Asset Produces Little or No Income:
- a. If the family's assets are \$5,000 or less, actual income from assets (e.g., interest on a checking account) is not counted as annual income. For example, if a family has \$600 in a non-interest bearing checking account, no actual income would be counted because the family has no actual income from assets and the total amount of all assets is less than \$5,000.
 - b. If the family's assets are greater than \$5,000, income from assets is computed as the greater of:
 - i. actual income from assets, or
 - ii. imputed income from assets based on a passbook rate applied to the cash value of all assets. For example, if a family has \$3,000 in a non-interest bearing checking account and \$5,500 in an interest-bearing savings account, the two amounts are added together. Use the standard passbook rate to determine the annual income from assets for this family.
3. Applicants who dispose of assets for less than fair market value (i.e., value on the open market in an "arm's length" transaction) have, in essence, voluntarily reduced their ability to afford housing. Section 8 rules require, therefore, that any asset disposed of for less than fair market value during the 2 years preceding the income determination be counted as if the household still owned the asset.
- a. The value to be included as an asset is the difference between the cash value of the asset and the amount that was actually received (if any) in the disposition of the asset (less any fees associated with disposal of property, such as a brokerage fee).
 - b. Each applicant must certify whether an asset has been disposed of for less than fair market value. Assets disposed of for less than fair market value as a result of foreclosure, bankruptcy, divorce or separation is not included in this calculation.
 - c. These procedures are followed to eliminate the need for an assets limitation and to penalize people who give away assets for the purpose of receiving assistance or paying a lower rent.

D. ASSETS INCLUDE:

- 1. Amounts in savings accounts and six month average balance for checking accounts.
- 2. Stocks, bonds, savings certificates, money market funds and other investment accounts.

3. Equity in real property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and reasonable costs (such as broker fees) that would be incurred in selling the asset. *DO NOT INCLUDE EQUITY OF PRINCIPAL RESIDENCE AS AN ASSET FOR HOMEOWNER REHABILITATION PROGRAMS.*
4. The cash value of trusts that are available to the household.
5. IRA, Keogh, and similar retirement savings accounts, even though withdrawal would result in penalty.
6. Contributions to company retirement/pension funds that can be withdrawn without retiring or terminating employment.
7. Assets which, although owned by more than one person, allow unrestricted access by the applicant.
8. Lump sum receipts such as inheritances, capital gains, lottery winnings, insurance settlements, and other claims.
9. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
10. Cash value of life insurance policies.
11. Assets disposed of for less than fair market value during two years preceding certification or recertification.

E. ASSETS DO NOT INCLUDE:

1. Necessary personal property, except as noted under paragraph 6.5(9) (Assets Include) above
2. Interest in Indian Trust lands
3. Assets that are part of an active business or farming operation.

NOTE: Rental properties are considered personal assets held as an investment rather than business assets unless real estate is the applicant/tenant's main occupation.

4. Assets not accessible to the family and which provide no income to the family.
5. Vehicles especially equipped for the handicapped.
6. Equity in owner-occupied cooperatives and manufactured homes in which the family lives.

F. INCOME INCLUSIONS - The following are used to determine the annual income (gross income) of an applicant's household for purposes of eligibility:

1. The full amount, before any payroll deductions, of wages and salaries, over-time pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The net income for operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in

determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as a deduction in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (2) above. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the Family. Where the family has net family assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from net family assets or a percentage of the value of such Assets based on the current passbook saving rate, as determined by HUD.
4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except Supplemental Security Income (SSI) or Social Security).
5. Payments in lieu of earnings, such as unemployment, worker's compensation and severance pay (but see paragraph (3) under Income Exclusions).
6. Welfare Assistance. If the Welfare Assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
8. All regular pay, special pay and allowances of a member of the Armed Forces. (See paragraph (8) under Income Exclusions).

G. INCOME EXCLUSIONS - The following are excluded from a household's income for purposes of determining eligibility:

1. Income from employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family), who are unable to live alone;

3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except for payments in lieu of earnings – see paragraph (5) of Income Inclusions).
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide;
6. Certain increases in income of a disabled member of the family residing in HOME assisted housing or receiving HOME tenant-based rental assistance (see 6.12 (7) under Determining Whose Income to Count).
7. The full amount of student financial assistance paid directly to the student or to the educational institution;
8. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
9.
 - a. Amounts received under training programs funded by HUD;
 - b. Amounts received by a Disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - c. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care etc.) which are made solely to allow participation in a specific program;
 - d. Amount received under a resident's service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner or manager on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination and serving as a member of the governing board. No resident may receive more than one such stipend during the same period of time.
 - e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded must be received under employment training programs with clearly defined goals and objectives, are excluded only for the period during which the family member participates in the employment training program.
10. Temporary, nonrecurring or sporadic income (including gifts);
11. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
12. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);

13. Adoption assistance payments in excess of \$480 per adopted child;
14. For public housing only, the earnings and benefits to any family member resulting from participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act, or any comparable federal, state or local law during the exclusion period.
15. Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
16. Amounts received by the family in the form of refunds or rebates under state or local law from property taxes paid on the dwelling unit.
17. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
18. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions apply.
 - a. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977;
 - b. Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through VISTA; Retired Senior Volunteer Program, Foster Grandparents Program, youthful offenders incarceration alternatives, senior companions);
 - c. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(a));
 - d. Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 259e);
 - e. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));
 - f. Payments received under programs funded in whole or in part under the Job Training Partnership Act;
 - g. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians;
 - h. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117)
 - i. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu);
 - j. Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056(f)).

- k. Any earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments;
- l. Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other funds established pursuant to the settlement in the In Re Agent Orange product liability litigation MDL No. 381 (E.D.N.Y.)
- m. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q)
- n. Payments received under the Maine Indian Claims Settlement Act of 1980.

H. TIMING OF INCOME CERTIFICATIONS - All households that receive HOME assistance must be income eligible. Income must be verified before rehabilitation assistance begins.

- 1. Application processing is labor intensive. Early screening for income eligibility can eliminate excessive work in processing an ineligible applicant.
- 2. Establishing a deadline for formal eligibility determinations is a challenging part of the planning process. Generally, the HOME Program permits verification dated no earlier than 6 months prior to providing assistance.
- 3. The Grantee must calculate the annual income of the household by projecting the prevailing rate of income of the family at the time the Grantee determines that the family is income eligible. The Grantee is not required to re-examine the family's income at the time the HOME assistance is provided, unless more than six months has elapsed since the Grantee determined that the family qualified as income eligible.
 - a. For homeowner rehabilitation projects, the date assistance is provided is the date of the rehabilitation contract.
 - b. For homeownership programs, the income eligibility of the families is timed as follows:
 - i. In the case of a contract to purchase existing housing, it is the date of the purchase;
 - ii. In the case of a lease-purchase agreement for existing housing or for housing to be constructed, it is the date the lease-purchase agreement is signed; and
 - iii. In the case of a contract to purchase housing to be constructed, it is the date the contract is signed.

I. INCOME VERIFICATION - Grantees must verify and retain documentation of all information collected to determine a household's income. Under the Section 8 Program, there are three forms of verification which are acceptable: third-party, review of documents, and applicant certification.

- 1. THIRD-PARTY VERIFICATION - Under this form of verification, a third party (e.g., employer, Social Security Administration, or public assistance agency) is contacted to provide information. Although written requests and responses are generally preferred, conversations with a third party are acceptable if documented through a memorandum to the file that notes the contact person and date of the call.

- a. To conduct third-party verifications, a Grantee must obtain a written release from the household that authorizes the third party to release required information.
 - b. Third-party verifications are helpful because they provide independent verification of information and permit Grantees to determine if any changes to current circumstances are anticipated. Some third-party providers may, however, be unwilling or unable to provide the needed information in a timely manner.
2. **REVIEW OF DOCUMENTS** - Documents provided by the applicant (such as pay stubs, IRS returns, etc.) may be most appropriate for certain types of income and can be used as an alternative to third-party verifications. Copies of documents should be retained in project files.

Grantees should be aware that although easier to obtain than third-party verifications, a review of documents often does not provide needed information. For instance, a pay stub may not provide sufficient information about average number of hours worked, overtime, tips and bonuses.

3. **APPLICANT CERTIFICATION** - When no other form of verification is possible, a certification by the applicant may be used. For example, it may be necessary to use an applicant certification for an applicant whose income comes from "odd jobs" paid for in cash.

Applicant certification is the least reliable form of verification and may be subject to abuse. In some cases, the applicant certification can be supplemented by looking at the applicant's past history. The Grantee can review the previous year's income tax return to determine if the current year's income is consistent with activity for the previous year.

J. CALCULATION METHODOLOGIES - Grantees must establish methodologies that treat all households consistently and avoid confusion.

1. It is important to understand the basis on which applicants are paid (hourly, weekly or monthly, and with or without overtime). An applicant who is paid "twice a month" may actually be paid either twice a month (24 times a year) or every two weeks (26 times a year).
2. It is important to clarify whether overtime is sporadic or a predictable component of an applicant's income.
3. Annual salaries are counted as Annual Income regardless of the payment method. For instance a teacher receives an annual salary whether paid on a 9- or 12-month period.

K. DETERMINING WHOSE INCOME TO COUNT - Knowing whose income to count is as important as knowing which income to count. Under the Section 8 definition of income, the following income *is not counted*:

1. **INCOME OF LIVE-IN AIDES** - If a household includes a paid live-in aide (whether paid by the family or a social service program), the income of the live-in aide, regardless of its source, is not counted. (Except under unusual circumstances, a related person can never be considered a live-in aide);
2. **INCOME ATTRIBUTABLE TO THE CARE OF FOSTER CHILDREN** - Foster children are not counted as family members when determining family size to compare

with the Income Limits. Thus, the income a household receives for the care of foster children is not included; and

3. EARNED INCOME OF MINORS - Earned income of minors (age 18 and under) is not counted. However, unearned income attributable to a minor (e.g., child support, AFDC payments, and other benefits paid on behalf of a minor) is counted.
4. TEMPORARILY ABSENT FAMILY MEMBERS - The income of temporarily absent family members is counted in Annual Income - regardless of the amount the absent family member contributes to the household. For example, a construction worker earns \$600/week at a temporary job on the other side of the state. He keeps \$200/week for expenses and sends \$400/week home to his family. The entire \$600/week is counted in the family's income;
5. ADULT STUDENTS LIVING AWAY FROM HOME - If the adult student is counted as a member of the household in determining the Income Limit used for eligibility of the family, the student's income must be counted in the family's income. Note, however, that the \$480 limit does not apply to a student who is head of household or spouse (their full income must be counted); and
6. PERMANENTLY ABSENT FAMILY MEMBER - If a family member is permanently absent from the household (e.g., a spouse who is in a nursing home), the head of household has the choice of either counting that person as a member of the household, and including income attributable to that person as household income, or specifying that the person is no longer a member of the household.
7. PERSONS WITH DISABILITIES - During the annual recertification of a family's income, increases in the income of a disabled member of qualified families residing in HOME assisted housing or receiving HOME tenant- based rental assistance is excluded. 24 CFR 5.61(a) outlines the eligible increases in income. These exclusions from annual income are of limited duration. The full amount of increase to an eligible family's annual income is excluded for the cumulative 12-month period beginning on the date the disabled family member is first employed or the family first experiences an increase in annual income attributable to the employment. During the second cumulative 12-month period, 50 percent of the increase in income is excluded. The disallowance of increased income of an individual family member who is a person with disabilities is limited to a lifetime 48-month period.

9 ELIGIBILITY REQUIREMENTS OF PROPERTY TO BE REHABILITATED

- A. **DEFINITIONS** - The following are definitions of the various terms used with respect to eligibility requirements of the property to be rehabilitated.
 1. DWELLING UNIT - A housing structure which is used entirely for residential purposes.
 2. SINGLE FAMILY - A housing unit designed for single-family use, although more than one family may be residing therein, if every resident has access to all parts of the structure.
 3. SUBSTANDARD - A housing unit failing to meet all applicable codes, rehabilitation standards ordinances, and zoning ordinances as set forth by the Community, HQS as defined by HUD, or as defined by the HOME application.

B. ELIGIBILITY CRITERIA

1. The minimum HOME expenditure per unit must exceed \$1,000.
2. The dwelling must be located within the designated area as outlined in the application.
3. The dwelling unit must be classified as substandard, based on a written, detailed inspection report by a codes inspector.
4. The dwelling unit must not lie within a 100-year floodplain.

10. RATING SYSTEM FOR RANKING OF APPLICANTS
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- A. The awarding of rehabilitation grants to eligible applicants will be based on a priority list, according to which households are in greatest need for housing assistance. Houses will be rehabilitated in descending order, the household with the most need first, the next household second, and so on until the funds are expended.
- B. The rating system is based on points. The most needy households will have the highest number of points. Information for determination of points is taken from the application (HO-3) submitted by the homeowner. Each application shall be rated according to:

1. INCOME/FAMILY SIZE

FAMILY SIZE	80% INCOME LIMIT ¹
1	\$ 26,550
2	\$ 30,350
3	\$ 34,250
4	\$ 37,900
5	\$ 40,950
6	\$ 44,000
7	\$ 47,000
8	\$ 50,050

If the income based on family size is less than the stated figure, the household will receive extra points.

If 80% to 99% less	Add 70 points
If 60% to 79% less	Add 60 points
If 40% to 59% less	Add 50 points
If less than 39%	Add 20 points

¹ Annual Income Limit Figures available from HUD/THDA

2. NUMBER IN HOUSEHOLD

1 Person Household	5 Points
2 Person Household	10 Points
3 Person Household	20 Points
4 Person Household	25 Points
5 Person Household	30 Points
6 Person Household	35 Points
7 Person Household	40 Points
8 Person Household	45 Points

3. NUMBER OF ELDERLY 10 Points per person

For each household member at least 62 years old at the time of application

4. NUMBER OF HANDICAPPED/DISABLED 10 Points per person

Household member receiving disability benefits from Social Security, a pension program, life insurance program, or a total or partial physical impairment which renders the person unable to work. Where there exists reasonable question, a doctor's certification will be used.

5. HEAD OF HOUSEHOLD 10 Points

This is a single head of household (male or female) with children under 18, or a dependent with severe developmental disabilities or severe dementia. This does not apply to a widow/widower living alone.

6. NUMBER OF PERSONS 18 OR YOUNGER 10 Points per person

7. CONDITION OF THE DWELLING STRUCTURE

Standard Dwelling	No Points
Substandard Dwelling	15 to 29 Points
<u>Dilapidated Structure</u>	<u>30 to 40 Points</u>
<u>Life-Threatening Dwelling</u>	<u>41 to 50 Points</u>

Dwelling lacks: Water;
Electrical power;
Heat;
Roof.

11. TERMS, CONDITIONS AND CONSIDERATIONS FOR GRANTS

- A. DETERMINATION OF THE AMOUNT OF THE GRANT** - The amount of a rehabilitation grant that an applicant may receive will not exceed:

1. The actual and approved cost of the repairs and improvements necessary to make the dwelling conform to the housing standards adopted by the Grantee and THDA.
2. The amount and structure of the grant must be consistent with the application submitted to THDA.
3. When the applicant is furnishing supplementary funds from other sources, evidence that actual funds are available will consist of verification and documentation by the Grantee that the applicant has deposited the required amount in the appropriate escrow account. Such deposit must be made before the grant application and any construction work can begin.

B. STRUCTURE OF FINANCIAL ASSISTANCE - HOME funds are used to make forgivable grants to property owners to cover the full cost of the needed rehabilitation work.

1. To prevent homeowners from simply selling the property and profiting from the HOME funded improvements, the owners must repay the program if they sell the property within the compliance period. Part of the owner's obligation is forgiven each year they live in the rehabilitated unit.
2. a. Repayment of the rehabilitation grant shall be based on a twenty percent (20%) reduction of the amount to be repaid per year, according to the following schedule:

0 - 12 months	100% Repayment
After one year	80% Repayment
After two years	60% Repayment
After three years	40% Repayment
After four years	20% Repayment
After five years	0% Repayment

- b. If the unit is reconstructed, the repayment of the rehabilitation grant shall be based on a six and 66/100 percent (6.66%) reduction of the amount to be repaid per year, according to the following schedule:

0 - 12 months	100% Repayment
After one year	93.34% Repayment
After two years	86.68% Repayment
After three years	80.02% Repayment
After four years	73.36% Repayment
After five years	66.70% Repayment
After six years	60.04% Repayment
After seven years	53.38% Repayment
After eight years	46.72% Repayment
After nine years	40.06% Repayment
After ten years	33.40% Repayment
After eleven years	26.74% Repayment

After twelve years	20.08% Repayment
After thirteen years	13.42% Repayment
After fourteen years	6.76% Repayment
After fifteen years	0% Repayment

3. The property owner must sign a Grant Note and a Deed of Trust. The Deed of Trust secures the Grant Note by placing a lien against the property and is activated if the owner attempts to sell within the compliance period.
4. In cases of death, THDA does not require repayment as long as the ownership of the property passes to the heirs. The heirs may occupy the unit, rent it or let it sit empty, without triggering the repayment clause. However, if the heirs sell the property, or if the property is sold with monetary gain by any actions of a court to settle outstanding claims or settle the estate, the grant must be repaid to THDA, less any forgivable portion.

C. OTHER GRANT CONDITIONS - Specific terms and conditions are incorporated in the grant application and the contract documents. The applicant agrees to:

1. Allow inspection by the Grantee and/or THDA of the property whenever the Grantee and/or THDA determines that such inspection is necessary.
2. Furnish complete, truthful and proper information as needed to determine eligibility for receipt of grant money.
3. Permit the contractor to use, at no cost, reasonable existing utilities such as gas, water and electricity which are necessary to the performance and completion of the work.
4. Cooperate fully with the Grantee and the contractor to insure that the rehabilitation work will be carried out promptly.

12. ELIGIBLE REHABILITATION ACTIVITIES

- A. INTRODUCTION** - A rehabilitation grant may be made only to cover the cost of rehabilitation necessary to make a dwelling unit conform to the local housing code adopted by the jurisdiction in which the property is located and consistent with the application submitted to THDA.
- B. HOUSING REHABILITATION COSTS AND LEAD-BASED PAINT** - The maximum HOME subsidy per unit is established by HUD and cannot be exceeded.
 1. If a unit to be rehabilitated was built after 1978, the rehabilitation costs are capped by the HOME subsidy limits.
 2. All units built prior to 1978 require a risk assessment by a qualified lead inspector. If the risk assessment of a pre-1978 unit discloses no lead, then the cap for rehabilitation costs are the HOME subsidy limits.
 3. If the risk assessment for a pre-1978 unit reveals the presence of lead-based paint *and* the estimated rehabilitation costs are less than \$25,000, the standard treatments will apply *and* the maximum HOME subsidy for rehabilitation is limited to \$25,000.

4. If the risk assessment for a pre-1978 unit reveals the presence of lead-based paint *and* the estimated rehabilitation costs exceed \$25,000, then abatement using a qualified abatement contractor will be required to provide assistance up to the HOME subsidy limits. The Grantee must have pre-approval by THDA staff before proceeding with abatement.

C. ELIGIBLE COSTS

1. **EXISTING CODE VIOLATIONS** - Costs which can be included in rehabilitation grants are the costs of correcting existing housing code violations which have been determined by a qualified housing inspector and formalized in an individualized housing report.
2. **INCIPIENT CODE VIOLATIONS** - An incipient violation exists if at the time of inspection an element in the structure which, due to age, deterioration, wear, or normal usage will deteriorate within the life of the grant period and thus become a code violation. Costs to correct these potential violations are eligible costs.
3. **PERMITS AND FEES** - Rehabilitation funds may be used to cover the cost of building permits and related fees required to carry out the proposed rehabilitation work. However, since the rehabilitation contract documents will require the contractor to pay them, these costs ordinarily would be included in the contract amount. Recording and filing fees are eligible costs.
4. **EQUIPMENT** - Rehabilitation funds may provide for the repair or purchase and installation of certain basic equipment necessary for the maintenance of the household in a safe, sanitary and healthy environment. These include such items as a furnace, water heater, electrical and sanitary fixtures, kitchen stove, refrigerator, cabinets and sinks. Purchase and installation is acceptable if there is no such equipment in the dwelling or if the existing equipment is unsafe, unsanitary or non-functional. There is a \$1,000 maximum expenditure (including taxes and delivery) for a kitchen stove, and a \$1,000 maximum expenditure (including taxes and delivery) for a refrigerator. These appliances should be Energy-Star rated where available.
5. **HANDICAPPED** - Special alterations or costs related to making the dwelling more convenient or accessible for handicapped persons are eligible costs. All work performed in these units must comply with all applicable costs as well as all Federal and State regulations.
6. **LEAD-BASED PAINT** - All costs associated with the reduction of lead-based paint hazards must comply with 24 CFR 92.355.
7. **DEMOLITION OF EXISTING STRUCTURES AND UTILITY CONNECTIONS**
All costs related to the demolition of existing structures and to provide utility connections are to comply with 24 CFR 92.206(a)(3).
8. **DEMOLITION OR REMOVAL OF MANUFACTURED HOUSING UNITS (MOBILE HOMES)** - When replacing a manufactured housing unit with a new manufactured housing unit, the work write-up must explain how the substandard unit will be disposed of. If the substandard unit is to be taken to a dump site, then the contractor must supply the Grantee with a receipt or certification verifying that the unit was disposed of properly.

9. **EXTERIOR PAINTING** - Exterior painting is an eligible cost when it is necessary to maintain a watertight exterior on the dwelling.
10. **GUTTERS** - Gutters are an eligible cost when rehabilitating the exterior of a unit or when reconstructing a unit.
11. **OTHER COSTS** - Rehabilitation costs not specifically required by the housing rehabilitation standards found necessary for the safety, health, and general welfare of the occupants of the structure may be considered for eligibility, with prior consent of the Grantee's governing body and THDA, as well as any other cost as outlined in 24 CFR 92.206.

C. INELIGIBLE COSTS

1. Renovation of dilapidated out buildings.
2. Appliances not required by code standards.
3. Materials, fixtures, equipment, or landscaping of type or quality that exceeds that customarily used in the locality for properties of the same general type as the property to be rehabilitated.
4. All items outlined in 24 CFR 92.214.

D. RECONSTRUCTION HOUSING - Prior to authorizing new dwellings under the "Reconstruction" provisions of the HOME program, the Grantee must determine if reconstruction is the more cost effective use of HOME funds. The offer by the Grantee to reconstruct a home is a voluntary offer.

1. When reconstruction is recommended, a completed HO-7, along with required supporting documentation and photographs must be submitted to THDA for review. If THDA concurs with the determination, written permission to proceed will be provided.
2. REPLACEMENT HOME GUIDELINES - The intent of a reconstruction activity is to provide assistance to homeowners who might not otherwise be helped due to the prohibitive cost of rehabilitating their existing home. A replacement home, if deemed the most cost-effective solution to the housing deficiencies, shall be prescribed by the grantee.
 1. Rehabilitation spending beyond reasonable limits on an existing home is not authorized if a replacement home is refused by the homeowner.
 2. A replacement home does not necessarily have to meet the same requirements as the existing home in terms of square footage, number of bedrooms/bathrooms or other design/amenity considerations.
 3. The replacement home must provide all permanent residents of the home with safe, decent, and sanitary housing within the terms of the 2009 International Residential Code for One- and Two-Family Dwellings, and/or local codes, as applicable.

13. HOUSING REHABILITATION SPECIFICATIONS

- A. **INTRODUCTION** - This section sets forth the responsibilities of the Grantee for determining the rehabilitation work necessary to bring a dwelling into conformance with the minimum code adopted by the Grantee, and with the objective of the program as proposed in the application submitted to THDA. The Grantee will:
1. Inspect the property and prepare an inspection list noting code deficiencies.
 2. Conduct lead-based paint testing/risk assessment to identify lead-based paint hazards.
 3. Consult with and advise the owner of the work to be done and the availability of a rehabilitation grant.
 4. Prepare a work write-up and cost estimate as a basis for rehabilitation grant and for the bid process in contracting for rehabilitation work and lead-paint hazard reduction activities.
- B. **PROPERTY INSPECTION AND SPECIFICATIONS CHECKLIST** - The Grantee will have the property inspected and have a report prepared that identifies each deficiency with respect to the housing code adopted by the Community and the lead-based paint hazard reduction activities required by the testing/risk assessment. The homeowner will also list other deficiencies and request for repairs which may be eligible for correction through the rehabilitation grant. These reports provide a proper basis for the preparation of the work write-up, cost estimate and contract specifications.
- C. **WORK WRITE-UP AND COST ESTIMATE** - The work write-up and cost estimate is a statement based on the code inspection and lead-based paint testing/risk assessment. It itemizes separately all the rehabilitation work and the lead hazard reduction activities to be done on the dwelling and includes an estimate of the cost of each item. The cost estimate will be reasonable, reflect prevailing labor and material costs, and reflect a reasonable profit for the contractor.
1. **DUAL-USE OF WORK WRITE-UP** - The write-up will be detailed and specific in style. Each item will be identified as correcting a code violation, meeting a code requirement, reducing lead-based paint hazards, or as an eligible cost under the grant. This same write-up without the cost estimate will serve as part of the specifications for the construction contract documents.
 2. **ITEMIZING COSTS** - Each item of work and its estimated cost will be identified in the work write-up as either correcting a code violation, meeting a code requirement, reducing lead-based paint hazards, or eligible under the grant. This will be done on the work write-up by entering the cost estimates in a columnar arrangement.
 3. **OWNER PREFERENCE** - A work write-up need not contain details that have no significant effect on cost. The term "to be selected by owner" may be used appropriately.
- D. **CONSULTATION WITH HOMEOWNER/APPLICANT** - The Grantee will consult with the prospective applicant on the work write-up and cost estimate. The Grantee will advise the applicant that only work that is directed toward correcting a code violation, meeting a code requirement, or that is an eligible activity can be funded by the grant. The homeowner must understand that "cosmetic improvements" are not eligible for funding. The final work write-up

(without costs) will be used by contractors for determining their bids and incorporated into the rehabilitation contract documents which the homeowner and contractor will sign. The homeowner should initial each page and sign the last page of the write-up.

- E. CLEARLY WRITTEN SPECIFICATIONS** - The work write-up will be written so that it provides a clear detailed understanding of the nature and scope of the work to be done and a basis for carefully determined bids and proposals from contractors. The homeowner shall have a clear understanding of the nature and scope of the work to be done and any limitations that may exist.
1. Each specification will show the nature and location of the work and the quantity and type of material required.
 2. The specifications will refer to manufacturer's brand names or association standards to identify quality of material and equipment, and may make provision for acceptable substitutes or quality and brand name requirements may be included in the "General Conditions and Specifications" and indicated by reference in the work write-up.

14. CONTRACTING FOR REHABILITATION WORK

- A. INTRODUCTION** - This section sets forth requirements and procedures with respect to the construction contracts for housing rehabilitation financed through a rehabilitation grant. Rehabilitation work will be undertaken only through a written contract between the contractor and the property owner receiving the grant.
1. FORM OF CONTRACT - The construction contract will consist of a single document signed by the contractor and the property owner, following approval of the grant application. It will contain a bid, the Grantee's General Conditions and Specifications by reference, the work write-up which specifies the work to be done, and the existing code violations.
 2. USE OF ALTERNATES - The document prepared by the Grantee may contain alternates by which each bidder may increase or decrease the lump sum contract price, if the alternates are later accepted as part of the work to be performed.
 3. PROCUREMENT OF BIDS - The Grantee will advertise openly and publicly for bids and encourage minority and female owned firms to bid on its projects.
- B. GENERAL CONDITIONS** - The bid package will contain the following:
1. The address, time and date by which the bid should be submitted by the contractor.
 2. A provision that the bid be accepted by the homeowner within a specified length of time.
 3. A provision that the contractor start work within a specified length of time.
 4. A statement concerning the acceptability of progress payments.
 5. A provision that final payment on the contract amount will be made only after final inspection, acceptance of all work by the Grantee and the homeowner, and after the Grantee receives the contractor's final invoice release of liens and warranty, and claims for liens by subcontractors, laborers and material suppliers for completed work or supplied materials.

6. Provisions that the contractor will be required to:
 - a. Obtain and pay for all permits and licenses necessary for the completion and execution of the work and labor to be performed.
 - b. Perform all work in conformance with applicable local codes, as well as lead-based paint regulations and requirements, whether or not covered by specification and drawings for the work.
 - c. Keep the premises clean and orderly during the course of the work and remove all debris at the completion of the work. Materials and equipment that have been removed and replaced as part of the work shall belong to the contractor, unless specifically stated otherwise within the work write-up.
 - d. Not assign the contract without written consent of the Grantee and homeowner.
 - e. Guarantee the work performed for a period of one year from the date of final acceptance of all work required by the contract. Furthermore, furnish the homeowner, in care of the Grantee, with all manufacturer's and suppliers written guarantees and warranties covering materials and equipment furnished under the contract.
 - f. Include a statement as to whether the premises are to be either occupied or vacant during the course of construction work.
 - g. A provision that the contractor may reasonably use existing utilities without payment during the course of the work.

C. INSURANCE

1. The contractor shall carry or require that there be carried Workman's Compensation Insurance for all his employees and those of his subcontractors engaged in work at the site in accordance with Tennessee State Workman's Compensation Laws.
2. The contractor shall carry or require that there be carried Manufacturer's and Contractor's Public Liability Insurance. This insurance will be in an amount not less than \$100,000 for injuries including accidental death to any one person for one accident, and to protect the contractor and subcontractors against claims for injury or death of one or more persons because of accidents which may occur or result from operations under the contract. Such insurance shall cover the use of all equipment, including but not limited to, excavating machinery, trenching machines, cranes, hoists, rollers, concrete mixers, and motor vehicles in the construction of the rehabilitation embraced in their contract.
3. The contractor shall carry during the life of the contract Property Damage Insurance in an amount of not less than \$50,000 to protect him and his subcontractors from claims for property damage which might arise from operations under their contract.
4. Before commencing work, the contractor shall submit evidence of coverage required to the Grantee. A certificate of insurance shall be presented as the evidence.

NOTE - The Grantee is advised to consult with its attorney to insure that the extent, limit, and amount of contractor's insurance is consistent with the scope of the project and current State law.

- D. WORK WRITE-UPS, SPECIFICATIONS AND DRAWINGS** - The specifications, based on the code inspection, and work write-up and illustrative sketches, if any, covering the specific

rehabilitation work for each property to be rehabilitated will be prepared by the Grantee. The specifications will:

1. Clearly identify the code violation and lead-based paint hazard;
2. Specify work to correct those violations or hazards;
3. Note any unusual features or limitations;
4. Include the Grantee's estimated cost for rehabilitation; and
5. Will be initialed on each page by the homeowner and signed on the signature page by the homeowner.

E. INELIGIBLE CONTRACTORS - The Grantee may determine a contractor ineligible to bid on projects when:

1. The contractor is listed on the Federal Debarred list;
2. There is documented proof that the contractor has not paid material suppliers;
3. There is documented proof that the contractor has not completed projects within the allotted time frame;
4. There exist substantial complaints by homeowners about quality of work and performance.
5. ~~There is documented proof that the contractor has not performed warranty work on previous contracts.~~

F. INVITATION TO CONTRACTORS FOR BID AND PROPOSAL

1. The Grantee will announce the program and advertise for contractors in local and/or regional newspapers at the beginning of the program and at least once each year thereafter.
2. The Grantee will accept applications from contractors throughout the life of the program.
3. The Grantee will develop and maintain a list of contractors, including minority and female headed firms within the region.
4. The Grantee will notify in writing and in a timely fashion all contractors on the Contractors List when bid packages are available.
5. The Grantee will document when and to whom invitations to bid are sent out and packages picked up.

G. SELECTION OF A SUCCESSFUL BIDDER - The opening of the sealed bids must meet these conditions.

1. The opening must be public.
2. ~~The lowest bid will prevail unless it falls 15% under or 15% over the Grantee's cost estimate at which time it may be rejected.~~

3. There must be **at least three (3) competitive bids** by eligible contractors.
4. Minutes of the award and bid tabulations should be appropriately filed.
5. Questions concerning contractor eligibility shall be decided prior to opening the bids.
6. The Grantee will verify with THDA that contractors are not debarred.
7. The Grantee may limit the number of bids awarded to any one contractor at any one bid letting to three (3).
8. If all bids exceed the amount of the construction budget, the Grantee may not negotiate solely with the low bidder. The project can be re-bid or changed in scope. If the project is changed, then each bidder must be given the opportunity to bid again. Bidders must be informed that they have the right to change their original unit prices as long as they conform to the revised bid specifications. Grantees must maintain documentation to demonstrate that this process was followed.
9. If there are not at least three (3) competitive bids from eligible contractors, the project must be re-bid. If there are still not three bids after the project has been re-bid, the Grantee will contact THDA before awarding the contract.

H. AWARD OF THE CONSTRUCTION CONTRACT - The contract will become effective upon the signatures of the homeowner and contractor and with the Grantee's endorsement. The Grantee will distribute the executed contract documents as follows: original to Grantee, copy to homeowner, copy to contractor.

15. INSPECTION, CLOSE-OUT AND PAYMENT FOR REHABILITATION WORK

- A. RESPONSIBILITY FOR MAKING INSPECTIONS** - Inspection of construction will be performed by the Grantee or its designate as follows:
1. Compliance inspections will be made as often as necessary to assure that the work is being completed in accordance with the community's building, electrical, mechanical and plumbing codes, zoning regulations, and any other related State or local laws and ordinances.
 2. Inspections will be made as often as necessary to assure that the work being performed is in accordance with the terms of the construction contract.
 3. Written notices of inspections (HO-17) shall be filed appropriately.
- B. PROGRESS PAYMENTS** - If progress payments are allowed by the Grantee, no more than one progress payment can be made and the payment will be 50% of the funds at the completion of 60% of the work.
- C. FINAL PAYMENTS**
1. FINAL INSPECTION - Upon completion of the rehabilitation work, a final inspection is held by the Grantee. Any uncompleted work or work that is unsatisfactory is noted on a final "punch list" and sent to the contractor in writing (HO-17 and HO-18). When these

items are completed, clearance testing for lead-based paint hazards is conducted on the unit. When the unit passes clearance testing, the contract is complete.

2. **CERTIFICATION** - After the Grantee determines that the rehabilitation work has been fully and satisfactorily completed and the unit has passed clearance testing, the Certification of Completion and Final Inspection is prepared (FM-7). The homeowner signs the Certification indicating that he accepts the rehabilitation work as meeting the terms and conditions of the contract. The contractor signs the Certification indicating that the work has been completed in accordance with the contract and that there are no unpaid claims for labor, materials supplies or equipment. The inspector signs the Certification indicating that work has been completed in accordance with the contract and authorizing final payment.
3. **NOTICE OF COMPLETION** - The contractor shall file a Notice of Completion with the Register of Deeds in the county where the work is performed and return a certified copy to the Grantee.
4. **MAKING FINAL PAYMENT** - When the final inspection determines that the work is completed in accordance with the contract and the homeowner has accepted the work, the Grantee will obtain from the contractor a release of liens, including all subcontractors and suppliers, and a copy of each warranty due the owner for the work. The Grantee will request final payment from THDA at that time.
5. If the homeowner refuses to sign the final acceptance, the Grantee may authorize full payment for those items which are undisputed and acceptable to all parties.

16. GRIEVANCE PROCEDURE

- A. The Grievance Procedure shall be made a part of the contract between the homeowner and the contractor. Disputes between the homeowner, Grantee and contractor may arise from time to time during the life of the rehabilitation project. In those instances where a mutually satisfactory agreement cannot be reached between the parties, the grievance procedure will be followed.
 1. The grievance by the homeowner or contractor is to be filed with the program administrator in writing.
 2. The program administrator will meet with the homeowner/contractor and attempt to negotiate a solution.
 3. Contact the THDA Community Programs Division at (615) 815-2030 should the program administrator fail to negotiate a solution.
- B. **GRIEVANCE PROCEDURE** - If this fails, the program administrator will follow the grievance procedure as outlined below:
 1. All claims or disputes between the owner and contractor arising out of or related to the work shall be decided by arbitration in accordance with the current construction industry arbitration rules of the American Arbitration Association unless the parties mutually agree otherwise.

2. The owner and contractor shall submit all disputes or claims, regardless of the extent of the works progress, to ___ Hamblen County _____ unless the parties mutually agree otherwise.
 3. Notice of the demand for arbitration shall be filed in writing with the other party to this rehabilitation agreement and shall be made within a reasonable time after the dispute has arisen.
 4. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
 5. If the arbitrator's award is in a sum which is less than that which was offered in settlement by the contractor, the arbitrator may award costs and attorney fees in favor of the contractor. If the arbitrator's award is in a sum which is less than that which was offered in settlement by the owners, the arbitrator may award costs and attorney fees in favor of the owner.
- C. THE WRITTEN CONTRACT** - The contract and the rehabilitation specifications, along with the housing code report provide the basic documentation by which the relative merits of any dispute will be judged.
- D. CONFLICT OF INTEREST OF PUBLIC OFFICIALS** - No elected or appointed Federal, State or local official, member of the local governing body, or any other public official or employee who exercises any functions or responsibilities in conjunction with the administration of the housing rehabilitation shall have any interest, direct or indirect, in the proceeds or benefits of the rehabilitation grant program. In those cases where the interest may not be direct or indirect, and the conflict of interest is only "apparent", the Grantee must contact THDA for clarification before proceeding. THDA will not routinely consider requesting an exception to the conflict of interest provisions from HUD.
- E. KICKBACKS AND DISCOUNTS** - No member of the governing body of the Grantee or any Grantee employee shall receive kickbacks or discounts from either contractors or property owners in return for special favors in regard to housing rehabilitation.



POW/MIA MEMORIAL

Motion by Doyle Fullington, seconded by Dana Wampler to approve the placement of a POW/MIA Memorial on the courthouse lawn.

Chair S. Ford	YES	T. Massey	YES	Roll Call
R. Eldridge	YES	H. Shipley	YES	Discussion
L. Baker	YES	N. Phillips	YES	Voting...
T. Dennison	YES	Tilman Goins	YES	Results
D. Fullington	(M) YES	T. Goins	YES	Agenda
H. Harville	Absent	D. Wampler	(2) YES	Setup
P. LeBel	YES	V - Chair L. Jarvis	YES	Options
5.a.1.	Passed (13 YES - 0 NO - 0 ABS - 1 Absent)		Majority Vote	>

THEREUPON, MEETING ADJOURNED AT 5:30 P.M.

Open Meeting - Sheriff Esco Jarnagin
Call to Order - Chairman Stancil Ford
Prayer - Rev. Todd Stinnett - Grace Baptist Church
Pledge of Allegiance - Commissioner Nancy Phillips
 Roll Call - County Clerk Linda Wilder
Recognition of Visitors - Chairman Stancil Ford

REGULAR ORDERS

January 20, 2011

Order No.	Title	Placed From
1	Calendar and Rules Committee <input checked="" type="checkbox"/> a. Approval of Consent Calendar Items <input checked="" type="checkbox"/> b. Approval of Regular Calendar Items	Chair Paul LeBel
2	Approval of Consent Calendar <input checked="" type="checkbox"/> a. Consent Calendar - 1/10/11	Chairman Stancil Ford
3	Finance Committee <input checked="" type="checkbox"/> a. Review of Monthly Checks Submitted by Office of the Hamblen County Mayor <input checked="" type="checkbox"/> b. Road Paving Grant Application <input checked="" type="checkbox"/> c. Resolution to authorize Trustee to open accounts to invest public funds <input checked="" type="checkbox"/> d. Request for HealthCare 21 Coalition Membership e. Budget Amendments <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1. General Fund - Other Postemployment Benefits <input checked="" type="checkbox"/> 2. General Fund - County Clerk's Office - Data Processing Equipment <input checked="" type="checkbox"/> 3. General Fund - 2010 Homeland Security Grant <input checked="" type="checkbox"/> 4. General Fund - HealthCare 21 Business Coalition <input checked="" type="checkbox"/> 5. General Fund - County Coroner <input checked="" type="checkbox"/> 6. Highway/Public Works Fund - Funding for Inclement Weather <input checked="" type="checkbox"/> 7. General Purpose School Fund 	Chair Louis "Doe" Jarvis
4	Public Service Committee a. New Business <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1. Annual Road List <input checked="" type="checkbox"/> 2. Rezoning Request <input checked="" type="checkbox"/> 3. Home Program Grant Acceptance <input checked="" type="checkbox"/> 4. Home Program Grant Policies & Procedures 	Chair Herbert Harville
5	Buildings & Grounds Committee a. New Business <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1. Placement of POW/MIA Memorial 	Chair Doyce Fullington
70	Additional Items <i>(require a vote to be added to the calendar before any action can be taken)</i> a. None.	Chairman Stancil Ford

Open Floor Discussion - Chairman Stancil Ford

Announcements - Chairman Stancil Ford

Adjournment - Chairman Stancil Ford

