

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

Feb. 18<sup>th</sup> 2021

Edward Shepley  
Chairman

Penny Petty  
Penny Petty, Hamblen County Clerk

**BE IT REMEMBERED** that the Legislative Body for Hamblen County, Tennessee met at its regular monthly meeting on January 21, 2021 at 5:00 p.m. in the Hamblen County Courtroom with the Honorable Howard Shipley presiding.

The Legislative Body was opened by Courtroom Security Officer Harley Kelley.

Invocation was given by Commissioner Joe Huntsman.

The Pledge of Allegiance was led by Commissioner Tim Goins.

Upon roll call, the following members were present:

21/2021 5:04:53 PM RollCall Systems, Inc.



**ROLL CALL**

Quorum Present

Present: **13** Absent: **1**

Joe Huntsman,	Present	Randy DeBord	Present
Taylor Ward	Present	Chris Cutshaw	Present
Thomas Doty	ABSENT	Jeff Akard	Present
Wayne NeSmit	Present	Jim Stepp	Present
Mike Reed	Present	Bobby Haun	Present
Tim Goins	Present	Tim Horner	Present
Howard Shiple	Present	Eileen Arnwine	Present

**CONSENT CALENDAR ITEMS**

Motion by Jim Stepp, seconded by Bobby Haun to approve the consent calendar items.

2/1/2021 5:11:09 PM RollCall Systems, Inc.



**2.a. Approval of the Consent Calendar Items**

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: 0 ABSENT: **1**

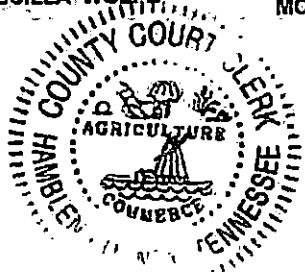
Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw	<b>YES</b>
Thomas Doty	ABSENT	Jeff Akard	<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp	Motion <b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	Second <b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner	<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine	<b>YES</b>

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 JANUARY 13, 2021 MEETING OF THE GOVERNING BODY:

Beto #119  
 12-8-20  
 to 1-13-21

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. CHARLENE W. ALLEN	200 JAYBIRD RD MORRISTOWN TN 378146221	423-312-5958	200 JAYBIRD RD MORRISTOWN TN 378146221	423-586-4597	ALLEN FUNERAL HOME
2. KAREN M BOLTON	309 KENSINGTON DR MORRISTOWN TN 378142190	423-231-1883	1112 W.1ST NORTH ST MORRISTOWN TN 378144554	423-254-8209	MERCHANTS BONDING COMPANY
3. CASSAMDRA LADAWN BRYANT	1338 DEBI CIRCLE MORRISTOWN TN 37813	423-307-9235	2330 E ANDREW JOHNSON HWY MORRISTOWN TN 37814	423-585-9719	NATIONWIDE INS
4. BRENDA B. COBB	4171 AZALEA CT MORRISTOWN TN 378146784	423-748-0040	5715 SUPERIOR DR MORRISTOWN TN 378141075	423-318-6118	GATE-RUSSELL INSURANCE
5. PATRICIA B CURETON	828 KANDENNA DRIVE MORRISTOWN TN 37814	423-736-9030	504 W MAIN ST MORRISTOWN TN 37814	4235860522	PRICE AND RAMEY INSURANCE
6. SHANNON DENTON DELK	PO BOX 669 BEAN STATION TN 377080669	865-771-4774	740 E MAIN ST MORRISTOWN TN 378146627	423-586-7638	TRAVELERS INSURANCE
7. CYNTHIA DIANE DIBB	1029 W 2ND NORTH ST MORRISTOWN TN 378143821	423-736-7590	100 W 1ST NORTH ST MORRISTOWN TN 378144651	423-581-0100	STRATE INSURANCE
8. CHERIE FORD	5007 HORSESHOE TR. MORRISTOWN TN 37814	865-776-0678	908 W. 4TH NORTH ST. MORRISTOWN TN 37814	423-492-5926	NOTARY PUBLIC UNDERWRITE OF T
9. J CLINT JONES	4310 WINKLER AVE MORRISTOWN TN 378143177	423-581-0981	1409 CENTERPOINT BLVD KNOXVILLE TN 379321962	-	CNA SURETY
10. BOBBIE L LAKINS	7630 BYRON DR TALBOTT TN 37877	423-312-5156	407 W 5TH NORTH ST MORRISTOWN TN 378144064	423-581-6700	FARM BUREAU
11. PAUL LABEL	3719 NELSON SCHOOL RD MORRISTOWN TN 378134427	423-307-1429	1501 E MORRIS BLVD STE 12 MORRISTOWN TN 378135777	-	WILL SLIGER VERONICA HALL
12. HANNAH LINKOUS	4310 WINKLER AVE MORRISTOWN TN 378143177	865-544-5400	1409 CENTERPOINT BLVD KNOXVILLE TN 379321962	-	CNA SURETY
13. MARY J RUTHERFORD	4206 WILLOW WAY MORRISTOWN TN 37814	423-587-1287	400 W MAIN 300 MORRISTOWN TN 37814	423-587-5184	STATE FARM
14. ANNEMARIE M. SPAIN MRS.	1204 RIDGECREST ST MORRISTOWN TN 378143834	423-231-4889	3275 MAPLE VALLEY ROAD MORRISTOWN TN 378133420	423-586-3280	65347987N00 65347987N00
15. BRANDE VOILES	5685 BROWNING WAY RUSSELLVILLE TN 378609375	423-581-0981	1409 CENTERPOINT BLVD KNOXVILLE TN 379321962	423-581-0981	CNA SURETY
16. CLYDE WADDELL	2740 SULPHUR SPRINGS RD MORRISTOWN TN 37813	423-361-3882	2740 SULPHUR SPRINGS RD MORRISTOWN TN 37813	4233613682	WEST GREENE INS CO
17. EVA CAROL WILLIAMS	3450 BOATMANS MTN RD MORRISTOWN TN 37814	000-585-7432	2334 E ANDREW JOHNSON HWY MORRISTOWN TN 37814	3075161	STRATE INS
18. PRISCILLA WOLFE	2409 OZARK DR MORRISTOWN TN 378146074	423-585-7215	3407 W ANDREW JOHNSON HWY MORRISTOWN TN 378143622	423-587-0638	OTIS CANTWELL JEANIE MORELOCK

January 21, 2021



**RECEIVED**  
 JAN 13 2021  
 OFFICE OF HAMBLLEN  
 COUNTY M

*Cathy Lambert*  
 SIGNATURE  
 CLERK OF THE COUNTY OF HAMBLLEN, TENNESSEE  
 1-13-21  
 DATE

## **December 2020 Expenditure Reports**

**HAMBLEN COUNTY ACCOUNTS & BUDGETS**  
**GENERAL FUND (101)**  
**EXPENDITURE REPORT**  
**REPORT DATE: 12/31/2020**

Page: 1  
 Date: 1/6/2021  
 Time: 8:12 am

Sel: Year Fnd Acct Obj Gp Sub Loc Pgm  
 From: 2020 101 50000 000 00 000 0000 000  
 Thru: 2020 101 99999 999 99 999 9999 999

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
101	51100 County Commission	175,305.00	10,719.57	70,651.94	26,253.11	78,399.95	44.72%
101	51210 Board Of Equalization	5,550.00	0.00	0.00	0.00	5,550.00	100.00%
101	51300 County Mayor/Executive	235,206.00	18,185.15	105,067.37	4,400.38	125,738.25	53.46%
101	51400 County Attorney	31,293.00	1,472.66	6,663.73	0.00	24,629.27	78.71%
101	51500 Election Commission	369,764.00	17,283.83	187,365.76	4,267.36	178,130.88	48.17%
101	51600 Register Of Deeds	370,844.00	34,437.02	157,424.78	11,344.18	202,075.04	54.49%
101	51720 Planning	220,878.00	15,699.76	90,348.35	2,165.44	128,364.21	58.12%
101	51750 Codes Compliance	57,305.00	4,737.89	26,597.73	0.00	30,707.27	53.59%
101	51760 Geographical Information Systems	89,433.00	4,261.22	23,697.16	0.00	65,735.84	73.50%
101	51810 Other Facilities	883,522.00	51,703.28	371,045.56	48,479.81	463,996.63	52.52%
101	51910 Preservation Of Records	20,744.00	1,651.46	8,809.39	1,396.59	10,538.02	50.80%
101	52100 Accounting And Budgeting	432,972.00	33,234.75	202,662.94	1,055.74	229,253.32	52.95%
101	52200 Purchasing	42,114.00	3,631.35	19,423.64	98.32	22,592.04	53.64%
101	52300 Property Assessor's Office	351,556.00	26,379.14	149,177.06	19,710.85	182,668.09	51.96%
101	52310 Reappraisal Program	139,279.00	4,405.75	26,677.22	6,810.93	105,790.85	75.96%
101	52400 County Trustee's Office	378,102.00	27,510.25	188,183.53	1,635.96	188,282.51	49.80%
101	52500 County Clerk's Office	685,828.00	48,655.25	299,486.89	2,237.45	384,103.66	56.01%
101	52600 Data Processing	127,030.00	6,913.09	50,145.53	14,369.73	62,514.74	49.21%
101	52900 Other Finance	328,048.00	25,460.77	152,730.36	15,247.91	160,069.73	48.79%
101	53100 Circuit Court	970,511.00	63,772.03	420,605.97	9,411.15	540,493.88	55.69%
101	53300 General Sessions Court	457,243.00	34,397.19	198,471.25	1,550.56	257,221.19	56.25%
101	53330 Drug Court	97,020.50	2,530.95	9,460.24	76.09	87,484.17	90.17%
101	53400 Chancery Court	392,925.00	30,388.43	193,783.01	3,579.04	195,562.95	49.77%
101	53500 Juvenile Court	317,775.00	19,947.28	118,513.73	2,382.55	196,878.72	61.96%
101	53920 Courtroom Security	894,627.00	62,330.94	334,905.01	5,706.36	554,015.63	61.93%
101	53930 Victim Assistance Program	132,197.00	9,355.36	40,295.53	0.00	91,901.47	69.52%
101	54110 Sheriff's Department	3,248,279.00	292,075.31	1,432,528.30	187,806.76	1,627,943.94	50.12%
101	54160 Administration Of The Sexual Offender Registry	6,000.00	0.00	377.00	5.44	5,617.56	93.63%
101	54210 Jail	4,610,097.00	351,205.50	1,888,826.25	681,413.18	2,039,857.57	44.25%
101	54220 Workhouse	92,071.00	3,386.32	36,604.98	0.00	55,466.02	60.24%
101	54250 Work Release Program	318,077.00	13,334.24	88,589.22	1,930.19	227,557.59	71.54%
101	54310 Fire Prevention And Control	220,000.00	0.00	110,000.00	0.00	110,000.00	50.00%
101	54410 Civil Defense	100,485.00	5,294.51	37,789.55	4,393.70	58,301.75	58.02%
101	54490 Other Emergency Management	185,089.00	0.00	92,544.50	0.00	92,544.50	50.00%
101	54510 Inspection And Regulation	4,877.00	322.95	1,937.70	368.50	2,570.80	52.71%



**HAMBLEN COUNTY ACCOUNTS & BUDGETS**  
**GENERAL FUND (101)**  
**EXPENDITURE REPORT**  
**REPORT DATE: 12/31/2020**



**Sel:** Year Fnd Acct Obj Gp Sub Loc Pgm  
**From:** 2020 101 50000 000 00 000 0000 000  
**Thru:** 2020 101 99999 999 99 999 9999 999

**Page:** 2  
**Date:** 1/6/2021  
**Time:** 8:12 am

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds % of Budg
101	54610 County Coroner/Medical Examiner	165,100.00	7,098.33	61,950.40	26,713.35	76,436.25	46.30%
101	54900 Other Public Safety	40,500.00	7,340.00	17,441.08	0.00	23,058.92	56.94%
101	55110 Local Health Center	931,867.00	60,923.44	323,429.73	11,621.22	596,816.05	64.05%
101	55120 Rabies And Animal Control	293,295.00	50,397.78	127,214.12	7,231.18	158,849.70	54.16%
101	55140 Nursing Home	5,000.00	0.00	5,000.00	0.00	0.00	0.00%
101	55170 Alcohol And Drug Programs	5,000.00	0.00	1,000.00	0.00	4,000.00	80.00%
101	55180 Children's Special Services	0.00	0.00	0.00	0.00	0.00	0.00%
101	55390 Appropriation To State	115,233.00	0.00	0.00	0.00	115,233.00	100.00%
101	55520 Aid To Dependent Children	0.00	0.00	0.00	0.00	0.00	0.00%
101	55530 Child Support	0.00	0.00	0.00	0.00	0.00	0.00%
101	55590 Other Local Welfare Services	27,500.00	0.00	13,095.00	0.00	14,405.00	52.38%
101	55710 Sanitation Management	0.00	0.00	0.00	0.00	0.00	0.00%
101	55900 Other Public Health And Welfare	0.00	0.00	0.00	0.00	0.00	0.00%
101	56100 Adult Activities	11,600.00	0.00	5,800.00	0.00	5,800.00	50.00%
101	56300 Senior Citizens Assistance	6,500.00	0.00	6,500.00	0.00	0.00	0.00%
101	56500 Libraries	293,500.00	0.00	146,750.00	0.00	146,750.00	50.00%
101	56700 Parks And Fair Boards	306,307.00	24,233.90	131,227.59	8,156.46	166,922.95	54.50%
101	56900 Other Social, Cultural And Recreational	430,460.00	21,270.31	241,343.36	0.00	189,116.64	43.93%
101	57000 Agriculture & Natural Resource	0.00	0.00	0.00	0.00	0.00	0.00%
101	57100 Agricultural Extension Service	165,206.00	39.69	40,233.84	120,628.86	4,343.30	2.63%
101	57300 Forest Service	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
101	57500 Soil Conservation	50,888.00	3,682.55	22,634.33	0.00	28,253.67	55.52%
101	57800 Storm Water Management	30,960.00	494.98	5,539.95	10,831.67	14,588.38	47.12%
101	58110 Tourism	54,700.00	17,500.00	29,400.00	0.00	25,300.00	46.25%
101	58120 Industrial Development	641,000.00	0.00	50,500.00	0.00	590,500.00	92.12%
101	58210 Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00%
101	58300 Veterans' Services	32,164.00	2,398.31	13,676.65	139.00	18,348.35	57.05%
101	58600 Employee Benefits	709,682.00	7,162.73	625,103.98	0.00	84,578.02	11.92%
101	58801 COVID-19 Grant #1 Election Funds	41,405.00	0.00	25,214.67	0.00	16,190.33	39.10%
101	58802 COVID-19 Grant #2	12,000.00	36,838.08	146,654.80	26,495.52	-161,150.32	-1,342.92%
101	58900 Miscellaneous	314,254.00	0.00	87,429.19	0.00	226,824.81	72.18%
101	73300 Community Services	6,000.00	0.00	5,000.00	0.00	1,000.00	16.67%
101	91110 General Administration Projects	300,000.00	0.00	25,442.00	0.00	274,558.00	91.52%
101	91120 Administration Of Justice Projects	0.00	0.00	0.00	0.00	0.00	0.00%
101	91130 Public Safety Projects	442,431.95	22,479.00	60,530.80	293,254.35	88,646.80	20.04%

**HAMBLEN COUNTY ACCOUNTS & BUDGETS**  
**GENERAL FUND (101)**  
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 Thru: 2020 101 99999 999 99 999 9999 999

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
101	91140 Public Health And Welfare Projects	115,000.00	1,457.89	36,615.89	8,326.52	70,057.59	60.92%
101	91150 Social, Cultural And Recreation Projects	0.00	0.00	0.00	0.00	0.00	0.00%
101	91190 Other General Government Proje	3,135.00	0.00	0.00	0.00	3,135.00	100.00%
101	99100 Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00%
		<b>\$ 22,543,734.45</b>	<b>\$ 1,488,000.19</b>	<b>\$ 9,397,118.56</b>	<b>\$ 1,571,495.41</b>	<b>\$ 11,575,120.48</b>	<b>51.35%</b>

January 21, 2021



**HAMBLEN COUNTY ACCOUNTS & BUDGETS**  
**SOLID WASTE/SANITATION (116)**  
**EXPENDITURE REPORT**  
**REPORT DATE: 12/31/2020**

Page: 1  
 Date: 1/6/2021  
 Time: 8:14 am

**Sel:** Year Fnd Acct Obj Gp Sub Loc Pgm  
**From:** 2020 116 50000 000 00 000 0000 000  
**Thru:** 2020 116 99999 999 99 999 9999 999

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds % of Budg
116	55710 Sanitation Management	2,533,814.00	175,802.71	1,159,450.66	49,662.68	1,324,700.66	52.28%
116	58802 COVID-19 Grant #2	0.00	3,881.43	5,324.88	0.00	-5,324.88	0.00%
		<b>\$ 2,533,814.00</b>	<b>\$ 179,684.14</b>	<b>\$ 1,164,775.54</b>	<b>\$ 49,662.68</b>	<b>\$ 1,319,375.78</b>	<b>52.07%</b>

January 21, 2021



**HAMBLEN COUNTY ACCOUNTS & BUDGETS**  
**HIGHWAY FUND (131)**  
**EXPENDITURE REPORT**  
**REPORT DATE: 12/31/2020**



**Sel:** Year Fnd Acct Obj Gp Sub Loc Pgm  
**From:** 2020 131 50000 000 00 000 0000 000  
**Thru:** 2020 131 99999 999 99 999 9999 999

**Page:** 1  
**Date:** 1/6/2021  
**Time:** 8:14 am

<b>Fnd</b>	<b>Account/Description</b>	<b>Revised Budget</b>	<b>Month-to-Date Expenditures</b>	<b>Year-to-Date Expenditures</b>	<b>Encumbrances</b>	<b>Available Funds</b>	<b>Avl Fnds % of Budg</b>
131	58802 COVID-19 Grant #2	0.00	3,259.95	16,263.97	0.00	-16,263.97	0.00%
131	61000 Administration	441,596.00	28,697.04	230,507.72	11,090.98	199,997.30	45.29%
131	62000 Highway And Bridge Maintenance	1,580,621.00	98,983.89	622,090.53	63,913.00	894,617.47	56.60%
131	63100 Operation And Maintenance Of Equipment	349,484.00	24,660.63	138,692.81	40,082.83	170,708.36	48.85%
131	66000 Employee Benefits	24,725.00	0.00	15,191.00	0.00	9,534.00	38.56%
131	68000 Capital Outlay	756,000.00	271,345.48	411,949.46	76,500.00	267,550.54	35.39%
		<b>\$ 3,152,426.00</b>	<b>\$ 426,946.99</b>	<b>\$ 1,434,695.49</b>	<b>\$ 191,586.81</b>	<b>\$ 1,526,143.70</b>	<b>48.41%</b>

January 21, 2021



LAW OFFICES  
**CAPPS, CANTWELL, CAPPS & BYRD**  
1004 WEST FIRST NORTH STREET  
MORRISTOWN, TENNESSEE 37814

PAUL R. CAPPS (1922-2003)

CHRISTOPHER P. CAPPS  
DAVID S. BYRD

ELIANA LEAL, ASSOCIATE

TELEPHONE: (423) 586-3083  
FACSIMILE: (423) 586-0513  
WEBSITE: [cappsbyrdlaw.com](http://cappsbyrdlaw.com)  
E-MAIL: [info@ccclaw.com](mailto:info@ccclaw.com)

December 31, 2020

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 HAMBLEN COUNTY, TENNESSEE - DECEMBER, 2020**

Dear Bill:

Please find enclosed two (2) invoices representing legal services rendered on behalf of Hamblen County, Tennessee during the month of December, 2020.

As usual, one invoice covers our General/Miscellaneous File and one (1) invoice covers a separate county department.

Please review these invoices, and if you have any questions, please do not hesitate to contact me.

With best regards, I remain,

Very truly yours,

*Christopher P. Capps/alg*

Christopher P. Capps

CPC/alg

Enclosures

[HTTPS://CCCLAW.SHAREPOINT.COM/SITES/LAWFILES/SHARED DOCUMENTS/HAMBLEN COUNTY/LETTERS2020/BRITTAIN,BILL\(INVOICE\)-12-31-21.DOCX](https://ccclaw.sharepoint.com/sites/LAWFILES/SHARED%20DOCUMENTS/HAMBLEN%20COUNTY/LETTERS2020/BRITTAIN,BILL(INVOICE)-12-31-21.DOCX)

January 21, 2021

# Capps & Byrd, LLP

1004 W. 1st North Street  
Morristown, TN 37814

# INVOICE

Invoice # 659  
Date: 01/07/2021  
Due On: 02/06/2021

Hamblen County Government  
Hamblen County Courthouse  
511 West Second North Street  
Morristown, TN 37814

## 00027-Hamblen County Government

### General Account

Type	Date	Description	Quantity	Rate	Total
Service	12/01/2020	E-mail from Jonathan Taylor and Doug Collins re: pending litigation	0.15	\$150.00	\$22.50
Service	12/02/2020	E-mails from Jonathan Taylor and Arthur Knight re: pending litigation; e-mails from and to Josh Martin, Bill Brittain and Geno Hambrick re: Securus	0.20	\$150.00	\$30.00
Service	12/03/2020	E-mails from and to Anthony Orlandi and Bill Brittain re: pending litigation; e-mail from Trish Bowman re: 12/7 committee meeting; e-mails from and to Jonathan Taylor re: pending litigation	0.35	\$150.00	\$52.50
Service	12/04/2020	E-mails from and to Tricia Herzfeld re: pending litigation; e-mails from Trish Bowman re: 2021 meeting schedule and 12/7 special called meeting; e-mails from and to Geno Hambrick re: Securus; phone conferences with Bill Brittain and Dan Armstrong; phone conference with Brenda Rose re: conservation easement	0.70	\$150.00	\$105.00
Service	12/06/2020	E-mail from Jonathan Taylor re: pending litigation	0.05	\$150.00	\$7.50
Service	12/07/2020	Committee meeting	1.50	\$150.00	\$225.00
Service	12/09/2020	E-mail from Jonathan Taylor re: pending litigation	0.05	\$150.00	\$7.50
Service	12/11/2020	E-mail from Trish Bowman re: 12/17 commission meeting; e-mail from Jesica Skipper re: Smart; e-mail from and to Geno Hambrick re: Securus	0.20	\$150.00	\$30.00
Service	12/12/2020	E-mail from Jonathan Taylor re: pending litigation	0.05	\$150.00	\$7.50
Service	12/14/2020	E-mail from Jesica Skipper and to Geno Hambrick re: Smart; e-mails from and to Trish Bowman re: records request; e-mails from and to Jonathan Taylor re: pending litigation; e-mails from and to Wendy Williams re: military leave policy	0.65	\$150.00	\$97.50

Service	12/15/2020	E-mail from Bill Brittain re: large animal care	0.05	\$150.00	\$7.50
Service	12/17/2020	Review proposed MOU re: large animals	0.25	\$150.00	\$37.50
Service	12/18/2020	Research animal statute and e-mails to and from Bill Brittain; e-mail from Bill Brittain re: DA response	1.25	\$150.00	\$187.50
Service	12/20/2020	E-mail from Geno Hambrick re: Smart	0.05	\$150.00	\$7.50
Service	12/21/2020	E-mails from and to Trish Bowman re: records request	0.10	\$150.00	\$15.00
Service	12/22/2020	E-mails from Jonathan Taylor re: pending litigation; phone conference with Bill Brittain re: contracts	0.50	\$150.00	\$75.00
Service	12/23/2020	Phone conference with Bill Brittain re: contracts; review e-mails re: pending litigation	0.45	\$150.00	\$67.50
Service	12/29/2020	E-mail from Tricia Herzfeld re: pending litigation	0.05	\$150.00	\$7.50
Service	12/30/2020	E-mail to Geno Hambrick re: Smart	0.05	\$150.00	\$7.50
Service	12/31/2020	E-mail to Bill Brittain re: pending litigation	0.05	\$150.00	\$7.50
				<b>Total</b>	<b>\$1,005.00</b>

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
659	02/06/2021	\$1,005.00	\$0.00	\$1,005.00	
				<b>Outstanding Balance</b>	<b>\$1,005.00</b>
				<b>Amount in Trust</b>	<b>\$0.00</b>
				<b>Total Amount Outstanding</b>	<b>\$1,005.00</b>

Please make all amounts payable to: Capps & Byrd, LLP

Please pay within 30 days.

# Capps & Byrd, LLP

1004 W. 1st North Street  
Morristown, TN 37814

# INVOICE

Invoice # 657  
Date: 01/07/2021  
Due On: 02/06/2021

Hamblen County Government  
Hamblen County Courthouse  
511 West Second North Street  
Morristown, TN 37814

## 00068-Hamblen County Planning Department

### Planning

Type	Date	Description	Quantity	Rate	Total
Service	12/07/2020	E-mails from and to Tommy McKinney re: citation	0.15	\$150.00	\$22.50
Service	12/14/2020	E-mail from Tina Whitaker re: legal opinion	0.05	\$150.00	\$7.50
Service	12/21/2020	E-mail from Tommy McKinney re: citation	0.05	\$150.00	\$7.50
<b>Total</b>					<b>\$37.50</b>

### Detailed Statement of Account

#### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
657	02/06/2021	\$37.50	\$0.00	\$37.50
<b>Outstanding Balance</b>				<b>\$37.50</b>
<b>Amount in Trust</b>				<b>\$0.00</b>
<b>Total Amount Outstanding</b>				<b>\$37.50</b>

Please make all amounts payable to: Capps & Byrd, LLP

Please pay within 30 days.

MONTHLY REPORT  
Hamblen County Coroner  
P.O. Box 1479

Morristown, Tennessee 37816-1479  
Phones (423)Home 581-6229 Fax 289-1262 Cell 312-6322

January 2, 2021

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

**RECEIVED**  
- JAN 05 2021  
OFFICE OF HAMBLEN  
COUNTY MAYOR

Dear Commissioners:

The following Coroner calls were investigated by me during the month of December along with being on call 24/7/365, recording/maintaining statistics, prepare reports, training, assisting, directing and reviewing each call, and the work of all Deputy Coroners and, serving as liaison between Medical Examiner and Pathologist; collecting, preparing and shipping toxicology specimens and reviewing/approving all cremation requests.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	20593	12-01-20	Mrs. Cathy Anderson, 59, 5196 Saint Paul Road
2.	20599	12-05-20	Mr. Ronald Weston, 75, 3402 Wind Circle
3.	20600	12-06-20	Mrs. Marilyn Acuff, Henry Manor Apartments
4.	20601	12-07-20	Mrs. Sarah Nolen, 87, 2986 Cherokee Drive
5.	20602	12-07-20	Mrs. Ada Rhea, 81, Bean Station, TN
6.	20603	12-07-20	Mr. Lynn Coffey, 80, 820, Truman Street
7.	20607	12-09-20	Mrs. Wilda Scates, 82, 5426 Old Stage Road
8.	20615	12-13-20	Mr. Ray Wooldridge, 85, 556 Sanders Street
9.	20619	12-14-20	Mrs. Jenette Thore, 73, 720 Ellen Cliff Circle
10.	20624	12-16-20	Ms. Susan Abrani, 71, Knoxville, TN
11.	20627	12-16-20	Mr. Willie Cupp, 90, 5883 Fall Creek Dock Road
12.	20630	12-18-20	Mrs. Frances Lowe, 80, 2417 Daniels Drive
13.	20631	12-18-20	Mrs. Kathryn Willbanks, 78, 1316 Hodge Drive
14.	20633	12-19-20	Mrs. Amarilys Luceno, 62, 1985 LeConte Drive
15.	20637	12-20-20	Mrs. Soldav Godfrey, 92, 418 South Henry Street
15.	20638	12-20-20	Mr. Theodore Kramer, 90, 1605 Dover Road
16.	20641	12-21-20	Mrs. Janice Payne, 59, 272 Medowood Drive
17.	20643	12-22-20	Mr. George Chambers, 90, 340 Locust Avenue
18.	20644	12-24-20	Mrs. Kathleen Harrison, 91, 1283 Joe Hall Road
19.	20645	12-24-20	Mrs. Mary Antrican, 74, 2390 Fall Creek Road
20.	20653	12-27-20	Mrs. Margie Stubblefield, 71, 5755 Old Russellville Pike
21.	20661	12-31-20	Mr. David Benware 59, Homeless from Knoxville

If I may ever provide any additional information or assistance, please feel free to contact me at any time on my cell phone 423-312-6322.

Sincerely,  
  
Eddie R. Davis  
Hamblen County Coroner

CC: Hamblen County Medical Examiner  
\* Indicates Autopsy Performed  
\*\* Omitted from previous Month's Report  
\*1 All home addresses are Hamblen County unless otherwise stated. C, Toxicology Samples Collected by Coroner's Office and sent to: AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN



**MONTHLY REPORT**  
**Hamblen County Deputy Coroner**  
**Post Office Box 577**  
**Russellville, Tennessee 37860-0577**  
**Phone: 423-585-711780**

January 2, 2021

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 January.

CALL#	CASE#	DATE	NAME, AGE,	HOME ADDRESS *1
1.	20594	12-01-20	Mr.	Jack Rhea, 80, 246 Simpson Road
2.	20595	12-02-20	Mr.	Donald Wilson, 67, 67, 2943 Bent Creek Road
3.	20604	12-08-20	Mr.	Grant Gibson, 72, Thorn Hill, TN
4.	20605	12-08-20	Mr.	David Garrett, 64, 346 Gilbert Street
5.	20606	12-09-20	Ms.	Shirley Collingsworth, 77, Thorn Hill, TN
6.	20609	12-10-20	Mr.	David Hudson, 67, 807 Eastwood Circle
7.	20616	12-14-20	Mrs.	Margaret Lawson, 67, Rogersville, TN
8.	*20620	12-15-20	Miss.	Kerena Addison, 47, 3024 Valley Home Road
9.	20621	12-15-20	Mrs.	Patricia Ferrell, 69, 5755 North Second Street
10.	20622	12-16-20	Mr.	Gorman Blair, 74, Regency
11.	20623	12-16-20	Ms.	Tracey Bryant, 61, 4915 Hawks Landing
12.	20625	12-16-20	Mr.	David Roberts, 69, 6087 Ridge Road
13.	*20626	12-16-20	Mr.	Eric Jenkins, 48, 1858 age Nursing Home
14.	20628	12-17-20	Mr.	Allen Gronek, 64, Dandridge, TN
15.	20632	12-19-20	Mr.	Jearid Pearson, 74, 1624 Jaybird Roa20659d
16.	20634	12-19-20	Ms.	Barbara Fleming, 75, Rutledge, TN
17.	20636	12-20-20	Mr.	Nelson Perez, 75, Heritage Nursing Home
18.	20639	12-20-20	Mr.	Dan Burns, 69, Cumberland Gap, TN
19.	*20642	12-22-20	Ms.	Joyce Carroll, 52, 1815 Fernwood Church Road
20.	20647	12-25-20	Mr.	Lemuel Harris, 66, 8233 Cedar Grove Road
21.	20651	12-26-20	Mr.	Joel Cothorn, 83, 4183 Julian Avenue
22.	20652	12-27-20	Mr.	Thomas Moyers, 77, White Pine, TN
23.	20657	12-29-20	Mr.	Gordon Burgin, 59, 318 South Liberty Hill Road
24.	20659	12-31-20	Mrs.	Debbie Bartley, 59, Bean Station, TN
25.	20660	12-31-20	Mr.	John Eisler, 81, 814 Osprey Drive

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per cal

Sincerely,

25 Calls X \$40. = \$1,000.00

SIGNATURE ON FILE  
 J.R. Thompson, Jr.  
 Deputy Coroner

erd/jrt

CC: Hamblen County Medical Examiner

\* Indicates Autopsy Performed

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

& Toxicology Samples Gathered and Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN -

January 21, 2021

MONTHLY REPORT  
Hamblen County Deputy Coroner  
1925 Deer Ridge Drive  
Morristown, Tennessee 37813  
Phone: 423-586-2524

January 2, 2021

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.

CALL#	CASE#	F DATE	NAME,	AGE,	HOME ADDRESS *1
1.	20596	12-03-20	Mr.		Christopher Cantrell, 61, Jefferson City, TN
2.	20598	12-05-20	Ms.		Sharon Byers, 65, 1109 Sulphur Springs Road
3.	20635	12-19-20	Mr.		Danny Cowan, 68, 134 King Avenue
4.	20640	12-20-20	Mr.		Wayne Watkins, 76, 3410 Birck Avenue
5.	20646	12-24-20	Mr.		Jessie Mullins, 64, 797 Central Church Road
6.	20650	12-25-20	Mrs.		Freda Morelock, 70, 728 South Jackson Street
7.	20656	12-28-20	Mr.		Ralph Stapleton, 86, 3334 Russell Street

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

7 Calls X \$40. = \$280.00

Sincerely,

SIGNATURE ON FILE

Todd Giles  
Deputy Coroner

erd/tg

CC: Hamblen County Medical Examiner

\* Indicates Autopsy Performed

\*\* Omitted from previous Month's Report

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

# Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

January 21, 2021

MONTHLY REPORT  
Hamblen County Deputy Coroner  
437 Britton Drive  
Talbott, Tennessee 37877  
Phone: 423-312-7510

January 2, 2021

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.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	20592	11-30-20**	Mr. Hugh West, 63, New Market, TN
2.	20597	12-03-00	Mrs. Elizabeth Carver, 78, Cosby, TN
3.	20610	12-10-20	Mr. Enos Hurley, 82, 3754 Halifax Circle
4.	20612	12-12-20	Mr. Benny McBee, 54, 5540 Saint Paul Road
5.	20618	12-14-20	Mr. Ricky Starnes, 60, Heritage Nursing Home
6.	20648	12-25-20	Mrs. Wanda Lawson, 64, 6156 Beacon Light Road
7.	20655	12-28-20	Mr. Gwynn Kelley, 78, Mooresburg, TN

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

7 Calls X \$40. = \$280.00

Sincerely,

SIGNATURE ON FILE

Jeffery Holt  
Deputy Coroner

erd/jh

CC: Hamblen County Medical Examiner

\* Indicates Autopsy Performed

\*\* Omitted from previous Month's Report

\*1 All home addresses are Hamblen County unless otherwise stated.  
& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT  
Laboratories), Indianapolis, IN

CALLS ARE NOT ALWAYS IN DATE AND TIME ORDER!

January 21, 2021

**MONTHLY REPORT**  
**Hamblen County Deputy Coroner**  
**7763 Melanie Circle**  
**Talbott, Tennessee 37877**  
**Phone: 423-586-6310**

January 2, 2021

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.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	20611	12-10-20	Mr. Charles Setser, 68, 204 Graves lane
2.	20613	12-12-20	Mr. Richard Briggs, 82, Dandridge, TN
3.	20614	12-13-20	Mr. John Curton, 76, 1437 Beacon Road
4.	20617	12-14-20	Mr. David Gibson, 54, 3130 Cherokee Park Road
5.	20629	12-18-20	Ms. Tammy Harville, 51, Bulls Gap, TN
6.	20649	12-25-20	Dr. Jarvis Pearce, 69, 3813 Sunflower Court
7.	20654*	12-27-20	Mr. Brian Roberts, 40, 5629 Myers Road
8.	20658	12-30-20	Mr. Mark Franklin, 51, 2011 Wilwood Drive

I certify that I attended to the cases listed above. I request the allocated fees of \$40.00 per call:

8 Calls X \$40. = \$320.00

Sincerely,

SIGNATURE ON FILE  
 Jimmy Peoples  
 Deputy Coroner

erd/jp

- CC: Hamblen County Medical Examiner  
 \* Indicates Autopsy Performed  
 \*1 All home addresses are Hamblen County unless otherwise stated.  
 \*\* Omitted from last month's Report.  
 & Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

**Hamblen County Commission  
Finance Committee  
Information Purposes Only**



**Budget Amendment approved by County Mayor for review by the County Commission.  
(TCA 5-9-407)**

Fund 101 DEPT: Property Assessor's Office

Account Number	Description	Increase	Decrease
	<b>INCREASE APPROPRIATIONS:</b>		
52300.349	Printing, Stationery and Forms	\$ 50.00	
	<b>DECREASE APPROPRIATIONS:</b>		
52300.435	Office Supplies		\$ 50.00

Brief Descriptions of issue:  
To increase appropriations to cover Printing, Stationery, and Forms expenses for the remainder of FY 20-21

**Requesting Department**

Signature: Keith Ellis  
 Title: Assessor of Property  
 Date: 12-8-20

**Approval by County Mayor**

Signature: Bill Burtan  
 Title: County Mayor  
 Date: 12-8-2020

**For Finance Department Only:**  
 Reviewed by: \_\_\_\_\_  
 Budget Amendment  
 \_\_\_\_\_

**Hamblen County Commission  
Finance Committee  
Information Purposes Only**



Budget Amendment approved by County Mayor for review by the County Commission.  
(TCA 5-9-407)

Fund 101 DEPT: Chancery Court

Account Number	Description	Increase	Decrease
	<b>INCREASE APPROPRIATIONS:</b>		
53400.348	Postal Charges	\$ 2,000.00	
	<b>DECREASE APPROPRIATIONS:</b>		
53400.194	Jury and Witness Fees		\$ 2,000.00

Brief Descriptions of issue:

To increase appropriations to cover additional postage expenses related to delinquent tax billings for FY20-21  
Departmental transfer - no new funds required.

Requesting Department

Signature: Katherine Jones-Jerry

Title: CLERK & MASTER

Date: 12/16/2020

Approval by County Mayor

Signature: Bill Burthorn

Title: County Mayor

Date: 12-17-2020

**For Finance Department Only:**  
Reviewed by: \_\_\_\_\_  
Budget Amendment  
\_\_\_\_\_

**Hamblen County Commission  
Finance Committee  
Information Purposes Only**



**Budget Amendment approved by County Mayor for review by the County Commission.  
(TCA 5-9-407)**

Fund 101 DEPT: Employee Benefits

Account Number	Description	Increase	Decrease
	<b>INCREASE APPROPRIATIONS:</b>		
58600.210	Unemployment Compensation	\$ 13,500.00	
	<b>DECREASE APPROPRIATIONS:</b>		
58600.513	Worker's Compensation Insurance		\$ 13,500.00

*Brief Descriptions of issue:*

To increase appropriations to cover increased Unemployment Compensation expenses for FY20-21

**Requesting Department**

Signature: Arnell Bryant Hurst  
 Title: Finance Director  
 Date: 12-8-2020

**Approval by County Mayor**

Signature: Bill Buttan  
 Title: County Mayor  
 Date: 12-8-2020

<b>For Finance Department Only:</b>
Reviewed by: _____
Budget Amendment
_____

**Hamblen County Commission  
Finance Committee  
Information Purposes Only**



Budget Amendment approved by County Mayor for review by the County Commission.  
(TCA 5-9-407)

Fund 101 DEPT: Work Release Program

Account Number	Description	Increase	Decrease
	<b>INCREASE APPROPRIATIONS:</b>		
54250.348	Postal Charges	\$ 100.00	
	<b>DECREASE APPROPRIATIONS:</b>		
54250.307	Communication		\$ 100.00

Brief Descriptions of issue:  
To increase appropriations to cover additional postage expenses related to probation notices for FY20-21  
Departmental transfer - no new funds required.

Requesting Department \_\_\_\_\_  
 Signature: [Signature]  
 Title: Director of Corrections  
 Date: 1-5-2021

Approval by County Mayor  
 Signature: [Signature]  
 Title: County Mayor  
 Date: 1-5-2021

**For Finance Department Only:**  
 Reviewed by: \_\_\_\_\_  
 Budget Amendment \_\_\_\_\_



**Hamblen County Commission  
Finance Committee  
Information Purposes Only**



**Budget Amendment approved by County Mayor for review by the County Commission.  
(TCA 5-9-407)**

Fund 101 DEPT: Sheriff's Department

Account Number	Description	Increase	Decrease
	<b>INCREASE APPROPRIATIONS:</b>		
54110.399	Other Contracted Services	\$ 200.00	
	<b>DECREASE APPROPRIATIONS:</b>		
54110.355	Travel		\$ 200.00

**Brief Descriptions of issue:**

To increase appropriations to cover remaining contracted services expenses for remainder of FY20-21.  
Departmental transfer - no new funds required.

**Requesting Department**

Signature: Dollie Hammond  
Title: Executive Assistant  
Date: 1-5-2021

**Approval by County Mayor**

Signature: Bill Butcher  
Title: County Mayor  
Date: 1-5-2021

<b>For Finance Department Only:</b>
Reviewed by: _____
Budget Amendment
_____

**REGULAR CALENDAR ITEMS**

Motion by Jim Stepp, seconded by Tim Horner to approve the regular calendar items.

2/1/2021 5:18:50 PM RollCall Systems, Inc.



**2.b. Approval of the Regular Calendar Items**

VOTE RESULTS: Passed By Majority Vote

YES: **11** NO: **2** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>NO</b>	Randy DeBord	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw	<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard	<b>YES</b>
Wayne NeSmit	<b>NO</b>	Jim Stepp	<b>Motion YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner	<b>Second YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine	<b>YES</b>

\*

Jeff Akard and Taylor Ward needed to change their vote to( NO )

The vote was tallied before they could change it.

## **REGULAR CALENDAR ITEMS**

Motion by Wayne NeSmith , seconded by Taylor Ward to add amendment to the regular calendar items that was voted on and passed in the committee meeting but left off the regular calendar items. Motion was to review the most recent set of plans that are currently at the City and any future sets of plans received and no plans be put out to bid until the Commissioners and the public have at least 10 business day to review and inspect them . (It takes 10 yes votes to pass.)

Voting For :

Jeff Akard  
Joe Huntsman  
Wayne NeSmith  
Mike Reed  
Taylor Ward

Voting Against :

Eileen Arnwine  
Chris Cutshaw  
Randy DeBord  
Tim Goins  
Bobby Haun  
Tim Horner  
Howard Shipley  
Jim Stepp

Absent:

Thomas Doty

Motion Failed

Order #	Vote	Item
1		<b>Recognition/Presentations/Proclamations (Commission Chairman Howard Shipley)</b> a. None
2	Vote Vote	<b>Calendar and Rules Committee Report (Chairman Jim Stepp )</b> a. Approval of Consent Calendar Items b. Approval of Regular Calendar Items
3	Vote	<b>Approval of Consent Calendar (Commission Chairman Howard Shipley)</b> a. Consent Calendar
4		<b>Nominations/Appointments (Commission Chairman Howard Shipley)</b> a. None
5		<b>Public Comment Regarding Business of the Agenda Only (Commission Chairman Howard Shipley)</b>
6	Vote Vote Vote Vote Vote Vote Vote Vote Vote Vote	<b>Finance Committee (Chairman Randy DeBord)</b> a. Monthly Checks- December 2020 b. Budget Amendments i. Fund #101 Finance Department \$7,089 ii. Fund #101 Property Reappraisal \$23,150 iii. Fund #101 Juvenile Court \$6,500 iv. Fund #101 Rabies and Animal Control \$6,000 v. Fund #101 Election Commission/COVID-19 Grant \$9,070 vi. Fund #122 Drug Fund-Drug Enforcement \$1,626.50 c. Bid Tabulation-Electronic Communicators (2020-15) d. Bid tabulation-New Concrete Sidewalk, Pad and Drainage for Health Department (2020-16) e. Assessor of Property Additional Employee f. Pay Plan Adjustments
7	Vote Vote	<b>Personnel Committee (Chairman Randy DeBord)</b> a. Amendment to Employee Handbook-Military Leave b. Amendment to Employee Handbook- COVID-19 Leave
8	Vote Vote Vote Vote	<b>Public Services Committee (Chairman Tim Goins)</b> a. Resolution 21-01 Resolution in Support of Drug Dealer Liability Lawsuit and Retainer Agreement b. Surplus Item from Hamblen County Sheriff's Department c. Video Recording of Commission/Committee Meetings d. Resolution 21-02 A Resolution to Establish a Redistricting Committee
9	Vote Vote	<b>Justice Center/Jail Project Committee (Chairman Tim Horner)</b> a. Commissioning Services Contract b. Hale House Project
10		<b>Public Comments –General (Commission Chairman Howard Shipley)</b>
11		<b>Announcements /Informational Items /Upcoming Meeting Dates (Commission Chairman Howard Shipley)</b> a. February 2021 Committee Meeting: Monday, February 8, 2021 @ 5:30 p.m. at the Courthouse Large Courtroom b. February 2021 Commission Meeting: Thursday, February 18, 2021 @ 5:00 p.m. at the Courthouse Large Courtroom
12		<b>Adjournment (Commission Chairman Howard Shipley)</b>

Thursday, January 21, 2021

**CONSENT CALENDAR**

Motion by Chris Cutshaw, seconded by Bobby Haun to approve the consent calendar.

21/2021 5:20:39 PM RollCall Systems, Inc.



**3.a. Consent Calendar**

VOTE RESULTS: Passed By Majority Vote

YES: **12** NO: **1** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw <small>Motion</small>	<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard	<b>YES</b>
Wayne NeSmit	<b>NO</b>	Jim Stepp	<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun <small>Second</small>	<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner	<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine	<b>YES</b>

**CONSENT CALENDAR**

**January 21, 2021**

**Hamblen County Legislative Body**

Order #	Item	Placed From
1	Approval of the Previous Month's Minutes – December 7, 2020 and December 17, 2020	Commission Chairman
2	Approval of Notaries	County Clerk Penny Petty
3	Expenditure Reports – December 2020	Finance Committee
4	Planning Commission Building Permit Log –December 2020	Finance Committee
5	County Attorney Invoices –December 2020	Finance Committee
6	Coroner's Monthly Report - December 2020	Finance Committee
7	Budget Amendments i. Fund #101 Property Assessor's Office \$50 ii. Fund #101 Chancery Court \$2,000 iii. Fund #101 Employee Benefits \$13,500 iv. Fund #101 Work Release Program \$100 v. Fund #101 Sheriff's Department \$200	Finance Committee

**Thursday, January 21, 2021**

**MONTHLY CHECKS**

Motion by Randy DeBord, seconded by Jim Stepp to approve the December 2020  
monthly checks submitted by the County Mayor's office.

2/2/2021 5:31:19 PM RollCall Systems, Inc.



6.a. Monthly Checks

December 2020

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: **0** ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	Motion	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp	Second	<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun		<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>

**December 2020 Monthly Checks**





COMMISSION APPROVAL LISTING  
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
51100	312	Contracts With Private Agencies	2020-12-22	1010269843	Smith, Jerry Allen	100.00
51100	599	Other Charges	2020-12-10	1010269738	Camera Castle	47.25
51100	599	Other Charges	2020-12-17	1010269777	Citizen Tribune	99.44
<b>51100</b>	<b>.....</b>	<b>County Commission .....</b>			<b>Total: 3</b>	<b>246.69</b>
51300	307	Communication	2020-12-03	1010269694	Century Link/Business Services	36.37
51300	307	Communication	2020-12-03	1010269723	Verizon Wireless	73.88
51300	307	Communication	2020-12-22	1010269831	AT&T	90.00
51300	307	Communication	2020-12-29	1010269874	Verizon Wireless	73.88
51300	320	Dues And Memberships	2020-12-29	1010269860	Morristown Area Chamber Of Commerce	140.00
51300	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	227.87
51300	351	Rentals	2020-12-17	1010269772	Canon Solutions America, Inc	227.87
51300	351	Rentals	2020-12-17	1010269806	Pitney Bowes	963.42
51300	355	Travel	2020-12-10	1010269736	Brittain, William H	16.92
51300	355	Travel	2020-12-17	1010269789	Fuelman	8.39
51300	435	Office Supplies	2020-12-17	1010269792	HomeTrust Bank	5.99
51300	599	Other Charges	2020-12-03	1010269690	Bowman, Patricia A.	14.97
51300	599	Other Charges	2020-12-03	1010269718	Tucker, Robert	49.99
51300	599	Other Charges	2020-12-10	1010269734	Bowman, Patricia A.	28.94
51300	599	Other Charges	2020-12-17	1010269786	English Mountain Spring Water	10.00
51300	599	Other Charges	2020-12-29	1010269872	Tucker, Robert	49.99
<b>51300</b>	<b>.....</b>	<b>County Mayor/Executive .....</b>			<b>Total: 16</b>	<b>2,018.48</b>
51400	331	Legal Services	2020-12-17	1010269773	Capps, Cantwell, Capps & Byrd	1,365.00
<b>51400</b>	<b>.....</b>	<b>County Attorney .....</b>			<b>Total: 1</b>	<b>1,365.00</b>
51500	307	Communication	2020-12-03	1010269694	Century Link/Business Services	2.60
51500	307	Communication	2020-12-22	1010269831	AT&T	20.91
51500	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	117.42
51500	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	146.99
51500	435	Office Supplies	2020-12-17	1010269786	English Mountain Spring Water	5.00
<b>51500</b>	<b>.....</b>	<b>Election Commission .....</b>			<b>Total: 5</b>	<b>292.92</b>
51600	307	Communication	2020-12-03	1010269694	Century Link/Business Services	1.70
51600	709	Data Processing Equipment	2020-12-03	1010269691	Business Information Systems	5,672.35
51600	709	Data Processing Equipment	2020-12-03	1010269700	Evans Office Supply Co	210.65
<b>51600</b>	<b>.....</b>	<b>Register Of Deeds .....</b>			<b>Total: 3</b>	<b>5,884.70</b>
51720	307	Communication	2020-12-03	1010269694	Century Link/Business Services	3.14
51720	307	Communication	2020-12-03	1010269723	Verizon Wireless	159.16
51720	307	Communication	2020-12-29	1010269874	Verizon Wireless	159.16
51720	320	Dues And Memberships	2020-12-17	1010269793	International Code Council Inc	30.00
51720	332	Legal Notices, Recording And Court Costs	2020-12-17	1010269777	Citizen Tribune	140.33



**COMMISSION ON EQUAL LISTING  
MONTHLY CHECKS**

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
51720	338	Maintenance And Repair Services - Vehicles	2020-12-29	1010269873	Ultimate Shine 3 Minute Express Car Wash	30.00
51720	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	98.75
51720	425	Gasoline	2020-12-17	1010269789	Fuelman	38.05
51720	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	26.95
51720	524	In Service/Staff Development	2020-12-03	1010269716	TN Fire Service & Codes Enforcement Academy	128.00
<b>51720</b>	<b>.....</b>	<b>Planning .....</b>			<b>Total: 10</b>	<b>813.54</b>
51750	331	Legal Services	2020-12-17	1010269773	Capps, Cantwell, Capps & Byrd	300.00
<b>51750</b>	<b>.....</b>	<b>Codes Compliance .....</b>			<b>Total: 1</b>	<b>300.00</b>
51810	307	Communication	2020-12-03	1010269723	Verizon Wireless	286.59
51810	307	Communication	2020-12-10	1010269732	AT&T	655.49
51810	307	Communication	2020-12-22	1010269831	AT&T	1,001.46
51810	307	Communication	2020-12-29	1010269874	Verizon Wireless	286.59
51810	334	Maintenance Agreements	2020-12-03	1010269710	Murrell Burglar Alarm Co Inc	78.00
51810	335	Maintenance And Repair Service - Buildings	2020-12-03	1010269695	City Electric Supply	275.35
51810	335	Maintenance And Repair Service - Buildings	2020-12-03	1010269699	Eskola, LLC	439.00
51810	335	Maintenance And Repair Service - Buildings	2020-12-10	1010269750	Lowe's	429.21
51810	338	Maintenance And Repair Services - Vehicles	2020-12-03	1010269712	Porter's Tire Store	47.39
51810	338	Maintenance And Repair Services - Vehicles	2020-12-10	1010269753	NAPA Auto Parts Of Morristown	22.65
51810	338	Maintenance And Repair Services - Vehicles	2020-12-29	1010269873	Ultimate Shine 3 Minute Express Car Wash	120.00
51810	399	Other Contracted Services	2020-12-17	1010269786	English Mountain Spring Water	28.00
51810	410	Custodial Supplies	2020-12-17	1010269823	Unifirst	183.48
51810	410	Custodial Supplies	2020-12-29	1010269859	Kelsan Inc	222.84
51810	415	Electricity	2020-12-29	1010269862	Morristown Utilities	21,866.00
51810	425	Gasoline	2020-12-17	1010269789	Fuelman	332.98
51810	434	Natural Gas	2020-12-17	1010269770	Atmos Energy	2,245.23
51810	451	Uniforms	2020-12-17	1010269823	Unifirst	276.76
<b>51810</b>	<b>.....</b>	<b>Other Facilities .....</b>			<b>Total: 18</b>	<b>28,797.02</b>
51910	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	117.42
51910	435	Office Supplies	2020-12-03	1010269705	Lane, Cindy	99.00
51910	435	Office Supplies	2020-12-17	1010269805	Northeast Document Conservation Center, Inc.	225.00
<b>51910</b>	<b>.....</b>	<b>Preservation Of Records .....</b>			<b>Total: 3</b>	<b>441.42</b>
52100	349	Printing, Stationery And Forms	2020-12-22	1010269841	Shred-A-Way of East Tennessee, Inc.	60.00
52100	435	Office Supplies	2020-12-17	1010269792	HomeTrust Bank	149.91
52100	524	In Service/Staff Development	2020-12-17	1010269792	HomeTrust Bank	49.00
<b>52100</b>	<b>.....</b>	<b>Accounting And Budgeting .....</b>			<b>Total: 3</b>	<b>258.91</b>
52200	302	Advertising	2020-12-17	1010269777	Citizen Tribune	372.63
<b>52200</b>	<b>.....</b>	<b>Purchasing .....</b>			<b>Total: 1</b>	<b>372.63</b>

**COMMISSION APPROVAL LISTING  
MONTHLY CHECKS**

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
52300	307	Communication	2020-12-03	1010269694	Century Link/Business Services	1.79
52300	338	Maintenance And Repair Services - Vehicles	2020-12-03	1010269712	Porter's Tire Store	593.12
52300	338	Maintenance And Repair Services - Vehicles	2020-12-29	1010269873	Ultimate Shine 3 Minute Express Car Wash	60.00
52300	349	Printing, Stationery And Forms	2020-12-22	1010269829	Acme Printing Company, Inc	90.00
52300	349	Printing, Stationery And Forms	2020-12-29	1010269867	Rix Copies	210.07
52300	425	Gasoline	2020-12-17	1010269789	Fuelman	108.37
52300	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	15.56
52300	435	Office Supplies	2020-12-17	1010269786	English Mountain Spring Water	34.00
<b>52300</b>	<b>.....</b>	<b>Property Assessor's Office</b>			<b>Total: 8</b>	<b>1,112.91</b>
52310	351	Rentals	2020-12-10	1010269739	Canon Solutions America, Inc	57.71
<b>52310</b>	<b>.....</b>	<b>Reappraisal Program</b>			<b>Total: 1</b>	<b>57.71</b>
52400	307	Communication	2020-12-03	1010269694	Century Link/Business Services	0.06
52400	349	Printing, Stationery And Forms	2020-12-03	1010269697	Custom Printing	2,120.00
52400	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	117.42
52400	355	Travel	2020-12-10	1010269749	Long, Randall Scotty	214.32
52400	435	Office Supplies	2020-12-17	1010269786	English Mountain Spring Water	13.00
<b>52400</b>	<b>.....</b>	<b>County Trustee's Office</b>			<b>Total: 5</b>	<b>2,464.80</b>
52500	307	Communication	2020-12-03	1010269694	Century Link/Business Services	8.28
52500	307	Communication	2020-12-03	1010269723	Verizon Wireless	109.44
52500	307	Communication	2020-12-22	1010269831	AT&T	41.82
52500	307	Communication	2020-12-29	1010269874	Verizon Wireless	109.44
52500	349	Printing, Stationery And Forms	2020-12-10	1010269763	World Data Corporation	440.00
52500	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	147.75
52500	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	168.50
52500	435	Office Supplies	2020-12-10	1010269737	Business Information Systems	264.00
52500	435	Office Supplies	2020-12-17	1010269786	English Mountain Spring Water	33.00
52500	709	Data Processing Equipment	2020-12-17	1010269771	Business Information Systems	1,288.00
<b>52500</b>	<b>.....</b>	<b>County Clerk's Office</b>			<b>Total: 10</b>	<b>2,610.23</b>
52600	307	Communication	2020-12-03	1010269723	Verizon Wireless	-49.16
52600	312	Contracts With Private Agencies	2020-12-17	1010269792	HomeTrust Bank	360.00
52600	312	Contracts With Private Agencies	2020-12-17	1010269803	MUS Fibernet	311.90
52600	317	Data Processing Services	2020-12-03	1010269718	Tucker, Robert	79.99
52600	317	Data Processing Services	2020-12-17	1010269803	MUS Fibernet	757.75
52600	317	Data Processing Services	2020-12-29	1010269872	Tucker, Robert	79.99
52600	709	Data Processing Equipment	2020-12-03	1010269693	CDW Government, Inc	78.10
<b>52600</b>	<b>.....</b>	<b>Data Processing</b>			<b>Total: 7</b>	<b>1,618.57</b>
52900	307	Communication	2020-12-03	1010269694	Century Link/Business Services	1.10
52900	307	Communication	2020-12-22	1010269831	AT&T	531.36



**COMMISSION APPROVAL LISTING  
MONTHLY CHECKS**

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
52900	317	Data Processing Services	2020-12-10	1010269752	MUS Fibernet	118.88
52900	330	Operating Lease Payments	2020-12-29	1010269869	Sawyer, Mark	2,100.00
52900	335	Maintenance And Repair Service - Buildings	2020-12-22	1010269835	Fish Window Cleaning	27.00
52900	351	Rentals	2020-12-03	1010269714	Quality Waste	25.00
52900	351	Rentals	2020-12-10	1010269740	Centriworks, a Thermocopy Company	81.91
52900	415	Electricity	2020-12-10	1010269751	Morristown Utilities	568.00
52900	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	30.30
52900	435	Office Supplies	2020-12-17	1010269786	English Mountain Spring Water	18.00
<b>52900</b>	<b>.....</b>	<b>Other Finance</b>			<b>Total: 10</b>	<b>3,501.55</b>
53100	194	Jury And Witness Expense	2020-12-03	1010269700	Evans Office Supply Co	4.59
53100	307	Communication	2020-12-03	1010269694	Century Link/Business Services	12.85
53100	307	Communication	2020-12-03	1010269723	Verizon Wireless	73.72
53100	307	Communication	2020-12-22	1010269831	AT&T	41.82
53100	307	Communication	2020-12-29	1010269874	Verizon Wireless	73.72
53100	349	Printing, Stationery And Forms	2020-12-17	1010269807	R Chatfield Co, Inc	724.90
53100	349	Printing, Stationery And Forms	2020-12-22	1010269842	Shred-It	13.56
53100	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	457.95
53100	351	Rentals	2020-12-17	1010269806	Pitney Bowes	326.71
53100	355	Travel	2020-12-17	1010269792	HomeTrust Bank	302.40
53100	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	195.61
53100	435	Office Supplies	2020-12-03	1010269711	Pocket Press, LLC	341.82
<b>53100</b>	<b>.....</b>	<b>Circuit Court</b>			<b>Total: 12</b>	<b>2,569.65</b>
53300	307	Communication	2020-12-03	1010269694	Century Link/Business Services	7.11
53300	307	Communication	2020-12-22	1010269831	AT&T	20.91
53300	351	Rentals	2020-12-10	1010269739	Canon Solutions America, Inc	57.71
53300	435	Office Supplies	2020-12-17	1010269786	English Mountain Spring Water	28.00
<b>53300</b>	<b>.....</b>	<b>General Sessions Court</b>			<b>Total: 4</b>	<b>113.73</b>
53330	307	Communication	2020-12-03	1010269723	Verizon Wireless	49.72
53330	307	Communication	2020-12-22	1010269831	AT&T	96.15
53330	320	Dues And Memberships	2020-12-29	1010269865	National Assoc of Drug Court Professionals	120.00
53330	320	Dues And Memberships	2020-12-29	1010269871	TN Assoc Of Drug Court Professionals	220.00
53330	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	117.42
<b>53330</b>	<b>.....</b>	<b>Drug Court</b>			<b>Total: 5</b>	<b>603.29</b>
53400	307	Communication	2020-12-03	1010269694	Century Link/Business Services	5.00
53400	307	Communication	2020-12-22	1010269831	AT&T	20.91
53400	349	Printing, Stationery And Forms	2020-12-17	1010269798	LexisNexis/Matthew Bender & Co	21.94
53400	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	147.75
53400	435	Office Supplies	2020-12-17	1010269786	English Mountain Spring Water	13.00



**COMMISSION ON JUDICIAL QUALIFICATIONS  
MONTHLY CHECKS**

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
<b>53400</b>	.....	<b>Chancery Court</b>				<b>Total: 5 208.60</b>
53500	307	Communication	2020-12-03	1010269694	Century Link/Business Services	2.01
53500	307	Communication	2020-12-03	1010269723	Verizon Wireless	43.92
53500	307	Communication	2020-12-29	1010269874	Verizon Wireless	43.92
53500	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	117.42
53500	422	Food Supplies	2020-12-17	1010269786	English Mountain Spring Water	10.00
<b>53500</b>	.....	<b>Juvenile Court</b>				<b>Total: 5 217.27</b>
53920	355	Travel	2020-12-17	1010269783	Dolan, Jennifer Jolynn	274.50
53920	355	Travel	2020-12-17	1010269787	Ferrell, Brandon Howard	274.50
53920	355	Travel	2020-12-17	1010269792	HomeTrust Bank	539.99
53920	524	In Service/Staff Development	2020-12-29	1010269868	Savant Learning Systems, Inc.	207.00
<b>53920</b>	.....	<b>Courtroom Security</b>				<b>Total: 4 1,295.99</b>
53930	307	Communication	2020-12-29	1010269874	Verizon Wireless	49.72
<b>53930</b>	.....	<b>Victim Assistance Program</b>				<b>Total: 1 49.72</b>
54110	307	Communication	2020-12-03	1010269694	Century Link/Business Services	50.66
54110	307	Communication	2020-12-03	1010269723	Verizon Wireless	1,836.00
54110	307	Communication	2020-12-17	1010269792	HomeTrust Bank	199.80
54110	307	Communication	2020-12-17	1010269825	Verizon Wireless	1,743.83
54110	307	Communication	2020-12-22	1010269831	AT&T	104.55
54110	338	Maintenance And Repair Services - Vehicles	2020-12-03	1010269698	Drinnon, Kenny	955.83
54110	338	Maintenance And Repair Services - Vehicles	2020-12-03	1010269708	Morristown Ford	212.29
54110	338	Maintenance And Repair Services - Vehicles	2020-12-03	1010269722	Valvoline, Inc.	183.44
54110	338	Maintenance And Repair Services - Vehicles	2020-12-17	1010269784	Drinnon, Kenny	299.56
54110	338	Maintenance And Repair Services - Vehicles	2020-12-17	1010269814	Synergy Auto Wash	89.26
54110	338	Maintenance And Repair Services - Vehicles	2020-12-22	1010269838	Muffler & Auto Center, Inc	620.00
54110	338	Maintenance And Repair Services - Vehicles	2020-12-29	1010269873	Ultimate Shine 3 Minute Express Car Wash	800.00
54110	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	173.21
54110	351	Rentals	2020-12-17	1010269806	Pitney Bowes	326.72
54110	351	Rentals	2020-12-17	1010269815	T.E.G. Enterprises	65.00
54110	353	Towing Services	2020-12-17	1010269816	Tipton, Ronald	50.00
54110	355	Travel	2020-12-17	1010269792	HomeTrust Bank	3,377.80
54110	399	Other Contracted Services	2020-12-03	1010269717	Transunion Risk & Alternative	50.00
54110	399	Other Contracted Services	2020-12-22	1010269839	Murrell Burglar Alarm Co Inc	29.00
54110	425	Gasoline	2020-12-17	1010269788	Fuelman	5,692.46
54110	431	Law Enforcement Supplies	2020-12-17	1010269782	Dana Safety Supply/Fleet Safety Equipment	960.52
54110	431	Law Enforcement Supplies	2020-12-17	1010269792	HomeTrust Bank	19.94
54110	433	Lubricants	2020-12-03	1010269722	Valvoline, Inc.	263.84
54110	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	42.40
54110	435	Office Supplies	2020-12-17	1010269792	HomeTrust Bank	925.51



**COMMISSION APPROVAL LISTING  
MONTHLY CHECKS**

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
54110	450	Tires And Tubes	2020-12-03	1010269712	Porter's Tire Store	184.80
54110	450	Tires And Tubes	2020-12-17	1010269767	Airport Tire	661.99
54110	450	Tires And Tubes	2020-12-17	1010269809	S&S Wholesale Tire	24,737.60
54110	450	Tires And Tubes	2020-12-29	1010269866	Porter's Tire Store	117.00
54110	451	Uniforms	2020-12-29	1010269858	Gall's Inc	15.18
54110	499	Other Supplies And Materials	2020-12-17	1010269792	HomeTrust Bank	204.80
54110	499	Other Supplies And Materials	2020-12-17	1010269795	Jordan, Brittany	198.00
54110	499	Other Supplies And Materials	2020-12-29	1010269857	Foremost Promotions	385.53
54110	524	In Service/Staff Development	2020-12-17	1010269792	HomeTrust Bank	192.00
54110	599	Other Charges	2020-12-03	1010269706	Lawhon, Steven	250.00
54110	599	Other Charges	2020-12-17	1010269786	English Mountain Spring Water	15.00
54110	599	Other Charges	2020-12-17	1010269790	Hamblen County Boat Dock, Inc	100.00
54110	599	Other Charges	2020-12-22	1010269842	Shred-It	20.34
<b>54110</b>	<b>.....</b>	<b>Sheriff's Department .....</b>			<b>Total: 38</b>	<b>46,153.86</b>
54210	334	Maintenance Agreements	2020-12-29	1010269870	South Western Comm, Inc	4,780.00
54210	335	Maintenance And Repair Service - Buildings	2020-12-03	1010269695	City Electric Supply	53.16
54210	335	Maintenance And Repair Service - Buildings	2020-12-03	1010269720	United Elevator Services LLC	789.00
54210	335	Maintenance And Repair Service - Buildings	2020-12-03	1010269724	Waddell, Bill	285.00
54210	335	Maintenance And Repair Service - Buildings	2020-12-10	1010269743	Fenco Supply Co	254.81
54210	335	Maintenance And Repair Service - Buildings	2020-12-10	1010269750	Lowe's	118.64
54210	335	Maintenance And Repair Service - Buildings	2020-12-17	1010269815	T.E.G. Enterprises	170.00
54210	335	Maintenance And Repair Service - Buildings	2020-12-17	1010269817	TMS - Marlin	1,134.85
54210	335	Maintenance And Repair Service - Buildings	2020-12-17	1010269820	Town & Country Lock & Key	21.50
54210	336	Maintenance And Repair Services - Equipment	2020-12-03	1010269713	Powerclean Pressure Washing, LLC	295.00
54210	336	Maintenance And Repair Services - Equipment	2020-12-17	1010269808	REM Company Inc.	270.00
54210	336	Maintenance And Repair Services - Equipment	2020-12-22	1010269844	Starr Equipment Company Inc	911.16
54210	340	Medical And Dental Services	2020-12-03	1010269703	High Risk Obstetrical Consultants, PLLC	6,880.95
54210	340	Medical And Dental Services	2020-12-17	1010269768	American Esoteric Laboratories	337.40
54210	340	Medical And Dental Services	2020-12-17	1010269780	Covenant Medical Group, Inc.	108.00
54210	340	Medical And Dental Services	2020-12-17	1010269800	Mobile Images Acquisition LLC	1,620.00
54210	340	Medical And Dental Services	2020-12-17	1010269802	Morristown-Hamblen Hospital	4,664.36
54210	340	Medical And Dental Services	2020-12-17	1010269811	Southern Health Partners	53,868.61
54210	340	Medical And Dental Services	2020-12-17	1010269824	University Radiology	340.90
54210	340	Medical And Dental Services	2020-12-17	1010269826	Vista Radiology	240.30
54210	340	Medical And Dental Services	2020-12-22	1010269833	East TN Spine & Orthopaedic Specialists	46.56
54210	340	Medical And Dental Services	2020-12-22	1010269846	University Radiology	43.40
54210	340	Medical And Dental Services	2020-12-29	1010269861	Morristown Heart, PLLC	600.00
54210	340	Medical And Dental Services	2020-12-29	1010269863	Morristown-Hamblen Hospital	6,734.75
54210	351	Rentals	2020-12-03	1010269692	Canon Solutions America, Inc	147.75
54210	410	Custodial Supplies	2020-12-03	1010269704	Kelsan Inc	4,786.76
54210	410	Custodial Supplies	2020-12-03	1010269714	Quality Waste	235.00
54210	410	Custodial Supplies	2020-12-17	1010269776	Chem Clean Systems LLC	2,423.66

**COMMISSION APPROVAL LISTING  
MONTHLY CHECKS**

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
54210	410	Custodial Supplies	2020-12-29	1010269859	Kelsan Inc	4,639.87
54210	422	Food Supplies	2020-12-17	1010269822	Trinity Services Group, Inc.	28,338.68
54210	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	616.52
54210	435	Office Supplies	2020-12-17	1010269792	HomeTrust Bank	839.96
54210	451	Uniforms	2020-12-10	1010269742	Elliott Boots	100.00
54210	451	Uniforms	2020-12-17	1010269785	Elliott Boots	100.00
54210	451	Uniforms	2020-12-17	1010269813	Summit Uniform Solutions, Inc.	177.50
54210	451	Uniforms	2020-12-22	1010269845	Summit Uniform Solutions, Inc.	163.99
<b>54210</b>	<b>.....</b>	<b>Jail .....</b>			<b>Total: 36</b>	<b>127,138.04</b>
54250	307	Communication	2020-12-03	1010269694	Century Link/Business Services	11.87
54250	307	Communication	2020-12-03	1010269723	Verizon Wireless	80.35
54250	349	Printing, Stationery And Forms	2020-12-03	1010269702	First Impression Printing	240.00
54250	399	Other Contracted Services	2020-12-17	1010269797	Lawson, Lynda M	140.00
54250	425	Gasoline	2020-12-17	1010269789	Fuelman	163.47
54250	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	72.30
<b>54250</b>	<b>.....</b>	<b>Work Release Program .....</b>			<b>Total: 6</b>	<b>707.99</b>
54410	307	Communication	2020-12-03	1010269688	Bell, Chris E	56.00
54410	307	Communication	2020-12-29	1010269850	Bell, Chris E	56.00
54410	425	Gasoline	2020-12-17	1010269789	Fuelman	123.38
54410	435	Office Supplies	2020-12-03	1010269700	Evans Office Supply Co	18.99
54410	599	Other Charges	2020-12-03	1010269723	Verizon Wireless	34.00
54410	599	Other Charges	2020-12-29	1010269850	Bell, Chris E	145.81
<b>54410</b>	<b>.....</b>	<b>Civil Defense .....</b>			<b>Total: 6</b>	<b>434.18</b>
54610	307	Communication	2020-12-03	1010269701	Field2Base, Inc.	230.00
54610	307	Communication	2020-12-03	1010269723	Verizon Wireless	170.00
54610	307	Communication	2020-12-22	1010269834	Field2Base, Inc.	230.00
54610	307	Communication	2020-12-29	1010269856	Field2Base, Inc.	625.00
54610	312	Contracts With Private Agencies	2020-12-10	1010269748	Knox County Medical Examiner	1,850.00
54610	399	Other Contracted Services	2020-12-10	1010269741	Davis, Eddie	750.00
54610	399	Other Contracted Services	2020-12-10	1010269747	Holt, Jeffrey E.	160.00
54610	399	Other Contracted Services	2020-12-10	1010269754	Peoples, Jimmy W	40.00
54610	399	Other Contracted Services	2020-12-10	1010269759	Thompson, Claude, JR	640.00
54610	399	Other Contracted Services	2020-12-10	1010269760	Thompson, Tom C, MD	2,083.33
54610	399	Other Contracted Services	2020-12-10	1010269828	Giles, Todd E	320.00
<b>54610</b>	<b>.....</b>	<b>County Coroner/Medical Examiner .....</b>			<b>Total: 11</b>	<b>7,098.33</b>
54900	790	Other Equipment	2020-12-17	1010269812	Southern Trailer Depot, LLC	7,340.00
<b>54900</b>	<b>.....</b>	<b>Other Public Safety .....</b>			<b>Total: 1</b>	<b>7,340.00</b>
55110	207	Medical Insurance	2020-12-10	1010269761	TN Bureau Of Investigation	29.00



COMMISSION ON EQUAL LISTING  
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
55110	309	Contracts With Government Agencies	2020-12-03	1010269694	Century Link/Business Services	81.69
55110	309	Contracts With Government Agencies	2020-12-03	1010269715	TMA Services, LLC	1,500.00
55110	309	Contracts With Government Agencies	2020-12-17	1010269770	Atmos Energy	109.37
55110	309	Contracts With Government Agencies	2020-12-17	1010269772	Canon Solutions America, Inc	16.94
55110	309	Contracts With Government Agencies	2020-12-17	1010269801	Morristown Signs, Inc	303.00
55110	309	Contracts With Government Agencies	2020-12-17	1010269803	MUS Fibernet	12.00
55110	309	Contracts With Government Agencies	2020-12-22	1010269831	AT&T	377.94
55110	309	Contracts With Government Agencies	2020-12-29	1010269855	English Mountain Coffee	165.80
55110	309	Contracts With Government Agencies	2020-12-29	1010269862	Morristown Utilities	1,220.00
55110	355	Travel	2020-12-03	1010269689	Bergman, Christina E	185.18
<b>55110</b>	<b>.....</b>	<b>Local Health Center .....</b>			<b>Total: 11</b>	<b>4,000.92</b>
55120	312	Contracts With Private Agencies	2020-12-03	1010269709	Morristown-Hamblen Humane Soc	20,000.00
55120	312	Contracts With Private Agencies	2020-12-29	1010269864	Morristown-Hamblen Humane Soc	20,000.00
55120	425	Gasoline	2020-12-17	1010269789	Fuelman	18.76
55120	425	Gasoline	2020-12-17	1010269792	HomeTrust Bank	27.50
55120	435	Office Supplies	2020-12-17	1010269827	Winstead, Gregory	13.00
55120	451	Uniforms	2020-12-17	1010269792	HomeTrust Bank	786.95
55120	499	Other Supplies And Materials	2020-12-10	1010269757	Screen Designs By Sheila	126.00
55120	499	Other Supplies And Materials	2020-12-22	1010269829	Acme Printing Company, Inc	353.00
55120	499	Other Supplies And Materials	2020-12-22	1010269840	Screen Designs By Sheila	88.00
55120	719	Office Equipment	2020-12-17	1010269792	HomeTrust Bank	449.00
<b>55120</b>	<b>.....</b>	<b>Rabies And Animal Control .....</b>			<b>Total: 10</b>	<b>41,862.21</b>
56700	307	Communication	2020-12-03	1010269723	Verizon Wireless	49.72
56700	307	Communication	2020-12-10	1010269752	MUS Fibernet	134.22
56700	307	Communication	2020-12-29	1010269874	Verizon Wireless	49.72
56700	336	Maintenance And Repair Services - Equipment	2020-12-17	1010269792	HomeTrust Bank	71.58
56700	336	Maintenance And Repair Services - Equipment	2020-12-17	1010269796	Lane Sales Power Equipment	339.95
56700	410	Custodial Supplies	2020-12-03	1010269714	Quality Waste	235.00
56700	410	Custodial Supplies	2020-12-29	1010269859	Kelsan Inc	193.64
56700	412	Diesel Fuel	2020-12-22	1010269847	Voyager Fleet Systems Inc	91.11
56700	415	Electricity	2020-12-10	1010269751	Morristown Utilities	3,648.00
56700	415	Electricity	2020-12-17	1010269769	Appalachian Electric Co-Op	22.23
56700	425	Gasoline	2020-12-22	1010269847	Voyager Fleet Systems Inc	165.58
56700	454	Water And Sewer	2020-12-10	1010269751	Morristown Utilities	2,334.00
56700	499	Other Supplies And Materials	2020-12-10	1010269750	Lowe's	194.68
56700	599	Other Charges	2020-12-10	1010269756	Relief Septic Service	225.00
56700	599	Other Charges	2020-12-17	1010269786	English Mountain Spring Water	16.00
56700	599	Other Charges	2020-12-17	1010269819	TN Dept of Health, Div of Environmental Health	120.00
56700	791	Other Construction	2020-12-17	1010269794	Johns-Heck Plumbing Company	3,905.94
<b>56700</b>	<b>.....</b>	<b>Parks And Fair Boards .....</b>			<b>Total: 17</b>	<b>11,796.37</b>



COMMISSION APPROVAL LISTING  
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
56900	309	Contracts With Government Agencies	2020-12-17	1010269791	Hamblen County-Morristown Solid Waste	21,270.31
<b>56900</b>	<b>.....</b>	<b>Other Social, Cultural And Recreational</b>			<b>Total: 1</b>	<b>21,270.31</b>
57100	307	Communication	2020-12-03	1010269694	Century Link/Business Services	3.50
57100	355	Travel	2020-12-03	1010269707	Long, Debra	36.19
<b>57100</b>	<b>.....</b>	<b>Agricultural Extension Service</b>			<b>Total: 2</b>	<b>39.69</b>
57800	321	Engineering Services	2020-12-10	1010269746	Hatfield & Allen Associates	395.00
57800	399	Other Contracted Services	2020-12-03	1010269718	Tucker, Robert	49.99
57800	399	Other Contracted Services	2020-12-29	1010269872	Tucker, Robert	49.99
<b>57800</b>	<b>.....</b>	<b>Storm Water Management</b>			<b>Total: 3</b>	<b>494.98</b>
58110	399	Other Contracted Services	2020-12-10	1010269755	Pyro Shows Inc	17,500.00
<b>58110</b>	<b>.....</b>	<b>Tourism</b>			<b>Total: 1</b>	<b>17,500.00</b>
58300	307	Communication	2020-12-03	1010269694	Century Link/Business Services	5.17
<b>58300</b>	<b>.....</b>	<b>Veterans' Services</b>			<b>Total: 1</b>	<b>5.17</b>
58600	210	Unemployment Compensation	2020-12-10	1010269762	TN Dept Of Labor & Workforce Development	1,717.73
58600	299	Other Fringe Benefits	2020-12-22	1010269836	Hamblen Co Dept Of Education	175.00
58600	515	Liability Claims	2020-12-17		Brit Global Specialty USA	0.00
58600	515	Liability Claims	2020-12-10	1010269735	Brit Global Specialty USA	2,982.25
58600	515	Liability Claims	2020-12-17	1010269810	Sherrard Roe Voigt & Harbison, PLC	5,270.00
<b>58600</b>	<b>.....</b>	<b>Employee Benefits</b>			<b>Total: 5</b>	<b>10,144.98</b>
58802	399	Other Contracted Services	2020-12-03	1010269683	Addair, Rebecca	690.00
58802	399	Other Contracted Services	2020-12-03	1010269696	Corner, Mikia	575.00
58802	399	Other Contracted Services	2020-12-10	1010269758	South Marketing Group	1,300.00
58802	399	Other Contracted Services	2020-12-10	1010269764	Addair, Rebecca	690.00
58802	399	Other Contracted Services	2020-12-10	1010269765	Corner, Mikia	575.00
58802	399	Other Contracted Services	2020-12-17	1010269766	Addair, Rebecca	690.00
58802	399	Other Contracted Services	2020-12-17	1010269779	Corner, Mikia	575.00
58802	399	Other Contracted Services	2020-12-22	1010269830	Addair, Rebecca	287.50
58802	399	Other Contracted Services	2020-12-22	1010269832	Corner, Mikia	287.50
58802	399	Other Contracted Services	2020-12-22	1010269848	Zencity Technologies US Inc	10,000.00
58802	399	Other Contracted Services	2020-12-29	1010269849	Addair, Rebecca	460.00
58802	399	Other Contracted Services	2020-12-29	1010269854	Corner, Mikia	460.00
58802	499	Other Supplies And Materials	2020-12-17	1010269781	Cumberland Glass Company	4,190.00
58802	499	Other Supplies And Materials	2020-12-17	1010269799	Med Express, Inc	3,776.40
58802	599	Other Charges	2020-12-10	1010269750	Lowe's	189.05
<b>58802</b>	<b>.....</b>	<b>COVID-19 Grant #2</b>			<b>Total: 15</b>	<b>24,745.45</b>
91130	716	Law Enforcement Equipment	2020-12-10	1010269733	Axon Enterprise, Inc.	22,479.00



COMMISSION APPROVAL LISTING  
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
91130	.....	Public Safety Projects .....				<b>Total: 1</b> 22,479.00
91140	790	Other Equipment	2020-12-03	1010269723	Verizon Wireless	60.16
91140	790	Other Equipment	2020-12-03	1010269725	Winstead, Gregory	14.45
91140	790	Other Equipment	2020-12-17	1010269792	HomeTrust Bank	953.52
91140	790	Other Equipment	2020-12-17	1010269821	Tractor Supply	489.92
91140	.....	Public Health And Welfare Projects .....				<b>Total: 4</b> 1,518.05
<b>Total of checks for General Fund #(101)</b>						<b>401,944.86</b>

January 21, 2021



**COMMISSION APPROVAL LISTING  
MONTHLY CHECKS**

Fund: 116 Solid Waste/Sanitation Fund #(116)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
55710	299	Other Fringe Benefits	2020-12-22	1160024207	Hamblen Co Dept Of Education	37.50
55710	302	Advertising	2020-12-17	1160024199	Citizen Tribune	1,089.06
55710	336	Maintenance And Repair Services - Equipment	2020-12-03	1160024188	Custom Machine & Tool LLC	600.00
55710	336	Maintenance And Repair Services - Equipment	2020-12-10	1160024195	Mid-State Equip Co,Inc	115.00
55710	336	Maintenance And Repair Services - Equipment	2020-12-10	1160024196	NAPA Auto Parts Of Morristown	986.98
55710	336	Maintenance And Repair Services - Equipment	2020-12-10	1160024197	Premier Truck Group	5,789.59
55710	336	Maintenance And Repair Services - Equipment	2020-12-17	1160024206	Triad Freightliner	3,156.38
55710	353	Towing Services	2020-12-17	1160024204	Lynn Malone Wrecker	400.00
55710	359	Disposal Fees	2020-12-10	1160024194	Hamblen County-Morristown Solid Waste	67,585.78
55710	412	Diesel Fuel	2020-12-17	1160024201	Fuelman	7,584.27
55710	412	Diesel Fuel	2020-12-22	1160024209	Rhea, Robert	100.00
55710	425	Gasoline	2020-12-17	1160024201	Fuelman	272.19
55710	450	Tires And Tubes	2020-12-17	1160024202	Goforth Tire & Auto, Inc	230.44
55710	451	Uniforms	2020-12-10	1160024193	Cintas Corp., Loc. 207	1,537.59
55710	499	Other Supplies And Materials	2020-12-03	1160024189	Elliott Boots	441.94
55710	499	Other Supplies And Materials	2020-12-03	1160024190	Taber, James	630.09
55710	499	Other Supplies And Materials	2020-12-10	1160024193	Cintas Corp., Loc. 207	194.98
55710	499	Other Supplies And Materials	2020-12-17	1160024200	Country Corner Restaurant	600.00
55710	499	Other Supplies And Materials	2020-12-17	1160024203	Kennedy, Thomas A.	66.70
55710	.....	<b>Sanitation Management</b>			<b>Total: 19</b>	<b>91,418.49</b>

<b>Total of checks for Solid Waste/Sanitation Fund #(116)</b>						<b>91,418.49</b>
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DECEMBER 31, 2021



COMMISSION ON GOVERNMENTAL ACCOUNTING AND REPORTING  
MONTHLY CHECKS

Fund: 131 Highway/Public Works Fund (#131)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
61000	307	Communication	2020-12-03	1313043233	Comcast Cable	76.95
61000	307	Communication	2020-12-17	1313043263	Verizon Wireless	148.28
61000	307	Communication	2020-12-22	1313043267	AT&T	85.74
61000	307	Communication	2020-12-29	1313043273	Comcast Cable	76.95
61000	317	Data Processing Services	2020-12-03	1313043232	CDC Holdings	270.00
61000	415	Electricity	2020-12-03	1313043236	Morristown Utilities	1,982.00
61000	415	Electricity	2020-12-22	1313043269	Holston Electric Cooperative	645.25
61000	415	Electricity	2020-12-29	1313043276	Morristown Utilities	1,991.00
61000	442	Propane Gas	2020-12-03	1313043229	Amerigas Propane LP	260.22
61000	442	Propane Gas	2020-12-17	1313043246	Amerigas Propane LP	137.61
61000	442	Propane Gas	2020-12-29	1313043271	Amerigas Propane LP	543.57
61000	454	Water and Sewer	2020-12-29	1313043276	Morristown Utilities	72.00
61000	599	Other Charges	2020-12-03	1313043231	Barnes, Jeremy S	96.00
61000	599	Other Charges	2020-12-03	1313043234	Elliott Boots	150.00
61000	599	Other Charges	2020-12-10	1313043241	Cintas Corp., Loc. 207	75.42
61000	599	Other Charges	2020-12-17	1313043244	Able Exterminators, Inc	85.00
61000	599	Other Charges	2020-12-17	1313043249	Country Corner Restaurant	600.00
61000	599	Other Charges	2020-12-17	1313043250	Elliott Boots	349.95
61000	599	Other Charges	2020-12-17	1313043253	Hamblen County Clerk	17.50
61000	599	Other Charges	2020-12-17	1313043260	Smoky Mountain Farmers Co-Op	369.98
61000	599	Other Charges	2020-12-22	1313043270	Lowe's	618.08
<b>61000</b>	<b>.....</b>	<b>Administration .....</b>			<b>Total: 21</b>	<b>8,651.50</b>
62000	404	Asphalt - Hot Mix	2020-12-10	1313043240	Blalock & Sons Inc	10,952.61
62000	409	Crushed Stone	2020-12-17	1313043264	Vulcan Materials Company	3,357.20
62000	443	Road Signs	2020-12-03	1313043239	Vulcan Inc D/B/A Vulcan Signs	1,661.88
62000	443	Road Signs	2020-12-17	1313043254	HomeTrust Bank	109.96
62000	451	Uniforms	2020-12-10	1313043241	Cintas Corp., Loc. 207	1,471.64
<b>62000</b>	<b>.....</b>	<b>Highway And Bridge Maintenance .....</b>			<b>Total: 5</b>	<b>17,553.29</b>
63100	412	Diesel Fuel	2020-12-17	1313043251	Fuelman	1,704.59
63100	412	Diesel Fuel	2020-12-17	1313043259	Pioneer Petroleum	866.66
63100	416	Equipment Parts - Heavy	2020-12-03	1313043235	Interstate Tractor	178.00
63100	416	Equipment Parts - Heavy	2020-12-10	1313043242	Interstate Battery System	239.90
63100	416	Equipment Parts - Heavy	2020-12-10	1313043243	NAPA Auto Parts Of Morristown	2,233.75
63100	416	Equipment Parts - Heavy	2020-12-17	1313043256	Maury County Equipment	995.00
63100	416	Equipment Parts - Heavy	2020-12-17	1313043257	Mid-State Equip Co,Inc	440.67
63100	416	Equipment Parts - Heavy	2020-12-17	1313043261	The Lilly Company	174.39
63100	416	Equipment Parts - Heavy	2020-12-17	1313043265	Worldwide Equip/Volunteervolvo	441.78
63100	416	Equipment Parts - Heavy	2020-12-29	1313043275	Maury County Equipment	5,292.27
63100	424	Garage Supplies	2020-12-17	1313043245	American Welding & Gas	91.54
63100	425	Gasoline	2020-12-17	1313043247	BP	40.09
63100	425	Gasoline	2020-12-17	1313043251	Fuelman	880.68



COMMISSION APPROVAL LISTING  
MONTHLY CHECKS

Page: 021  
Date: 12/21  
Time: 8:23:43AM

Fund: 131 Highway/Public Works Fund (#131)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
63100	499	Other Supplies And Materials	2020-12-17	1313043255	Lane Sales Power Equipment	158.00
63100	499	Other Supplies And Materials	2020-12-17	1313043260	Smoky Mountain Farmers Co-Op	301.20
<b>63100</b>	<b>.....</b>	<b>Operation And Maintenance Of Equipment</b>			<b>Total: 15</b>	<b>14,038.52</b>
68000	726	State Aid Projects	2020-12-22	1313043266	Apac Atlantic, Inc	242,814.12
68000	791	Other Construction	2020-12-22	1313043266	Apac Atlantic, Inc	28,531.36
<b>68000</b>	<b>.....</b>	<b>Capital Outlay</b>			<b>Total: 2</b>	<b>271,345.48</b>
<b>Total of checks for Highway/Public Works Fund (#131)</b>						<b>311,588.79</b>

January 21, 2021

**BUDGET AMENDMENT – FUND# 101 FINANCE DEPT.**

Motion by Randy DeBord, seconded by Bobby Haun to approve the Budget Amendment for Fund #101 Finance Department for \$7,089

2/2/2021 5:31:59 PM RollCall Systems, Inc.



6.b.1. Budget Amendment - Fund #101

Finance Dept. \$7,089

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: **0** ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	Motion	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	Second	<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>



TENNESSEE  
**Hamblen County**  
 SERVICE • COMMUNITY • INDUSTRY  
 OFFICE OF THE MAYOR

**Hamblen County Commission**

For the January 2021 Commission Meeting

Fund #101

DEPT: Finance Department

Account Number	Description	Increase	Increase
	<b>INCREASE APPROPRIATIONS:</b>		
54110.106	Deputies	\$ 3,000.00	
54110.110	Lieutenants	\$ 1,500.00	
54110.115	Sergeants	\$ 1,500.00	
54110.201	Social Security	\$ 372.00	
54110.204	State Retirement	\$ 630.00	
54110.212	Employer Medicare	\$ 87.00	
	<b>INCREASE REVENUES:</b>		
44140.000	Miscellaneous Revenues		\$ 7,089.00

Brief Descriptions of issue:

To budget the repayment of the General Fund by the Drug Control fund for the payment of the Narcotics Officers' supplements.

Signature: *Arnie Bryant Huret*  
 Title: *Finance Director*  
 Date: 12/11/2020

**For Finance Department Only:**  
 Reviewed by: \_\_\_\_\_  
 Budget Amendment: \_\_\_\_\_  
 Date: \_\_\_\_\_

**BUDGET AMENDMENT – FUND# 101 PROPERTY REAPPRAISAL**

Motion by Randy DeBord, seconded by Tim Horner to approve the Budget Amendment for

Fund #101 Property Reappraisal \$23,150

12/17/2021 5:32:28 PM RollCall Systems, Inc.



6.b.2. Budget Amendment - Fund #101

Property Reappraisal \$23,150

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: **0** ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>Motion</b>	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun		<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner	<b>Second</b>	<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>





TENNESSEE  
**Hamblen County**  
SERVICE • COMMUNITY • INDUSTRY  
OFFICE OF THE MAYOR

**Hamblen County Commission**

For the January 2021 Commission Meeting

Fund #101

DEPT: Property Reappraisal

Account Number	Description	Increase	Decrease
	<b>INCREASE APPROPRIATIONS:</b>		
52310-106	Deputies	\$ 15,250.00	
52310.201	Social Security	\$ 950.00	
52310.204	State Retirement	\$ 1,100.00	
52310.206	Life Insurance	\$ 13.00	
52310.207	Health Insurance	\$ 5,600.00	
52310.212	Employer Medicare	\$ 237.00	
	<b>DECREASE FUND BALANCE:</b>		
39000.000	Unappropriated Fund Balance		\$ 23,150.00

Brief Descriptions of issue:  
To appropriate funds Unappropriated Fund Balance for a mid-year new hire for the Property Reappraisal Office.

Signature: Keith Eley  
Title: Assessor of Property  
Date: 12-17-20

**For Finance Department Only:**  
Reviewed by: \_\_\_\_\_  
Budget Amendment: \_\_\_\_\_  
Date: \_\_\_\_\_

**BUDGET AMENDMENT – FUND# 101 JUVENILE COURT**

Motion by Randy DeBord, seconded by Bobby Haun to approve the Budget Amendment for

Fund #101 Juvenile Court \$6,500

1/21/2021 5:32:56 PM RollCall Systems, Inc.



6.b.3. Budget Amendment - Fund #101

Juvenile Court \$6,500

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: **0** ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	Motion	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	ABSENT	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	Second	<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>

RECEIVED  
 DEC 31 2020  
 OFFICE OF HAMBLEN  
 COUNTY MAYOR



TENNESSEE  
**Hamblen County**  
 SERVICE - COMMUNITY - INDUSTRY  
 OFFICE OF THE MAYOR

**Hamblen County Commission**

For the January 2021 Commission Meeting

Fund #101

DEPT: Juvenile Court

Account Number	Description	Increase	Decrease
	<b>INCREASE APPROPRIATIONS:</b>		
53500.163	Educational Assistant	\$ 6,000.00	
53500.204	State Retirement	\$ 500.00	
	<b>DECREASE APPROPRIATIONS:</b>		
53500.164	Attendants		\$ 6,500.00

Brief Descriptions of issue:  
 To transfer funds from another departmental account to fund the replacement of a retiring employee. There will be an overlapping pay period for training.

Signature: Cyndi Ingham  
 Title: Director  
 Date: 12/24/20

**For Finance Department Only:**  
 Reviewed by: \_\_\_\_\_  
 Budget Amendment: \_\_\_\_\_  
 Date: \_\_\_\_\_

**BUDGET AMENDMENT – FUND# 101 RABIES & ANIMAL CONTROL**

Motion by Randy DeBord, seconded by Tim Horner to approve the Budget Amendment for  
Fund #101 Rabies and Animal Control \$6,000

21/2021 5:33:46 PM RollCall Systems, Inc.



**6.b.4. Budget Amendment - Fund #101**  
**Rabies and Animal Control \$6,000**

**VOTE RESULTS: Passed By Majority Vote**

**YES: 10 NO: 3 ABSTAIN: 0 ABSENT: 1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>Motion</b>	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>NO</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun		<b>YES</b>
Tim Goins	<b>NO</b>	Tim Horner	<b>Second</b>	<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>NO</b>



**TENNESSEE**  
**Hamblen County**  
SERVICE • COMMUNITY • INDUSTRY  
 OFFICE OF THE MAYOR

**Hamblen County Commission**

For the January 2021 Commission Meeting

Fund #101                      DEPT: Rabies and Animal Control

Account Number	Description	Increase	Decrease
	<b>INCREASE APPROPRIATIONS:</b>		
55120.106	Deputy(ies)	\$ 2,200.00	
55120.186	Longevity	\$ 500.00	
55120.201	Social Security	\$ 425.00	
55120.204	State Retirement	\$ 325.00	
55120.212	Employer Medicare	\$ 50.00	
55120.312	Contracts with Private Agencies	\$ 5,000.00	
	<b>DECREASE APPROPRIATIONS:</b>		
	<b>Public Health and Welfare Projects</b>		
91140.718	Motor Vehicles		\$ 6,000.00
	<b>INCREASE REVENUES:</b>		
48140.000	Contracted Services	\$ 2,500.00	

*Brief Descriptions of issue:*  
 To appropriate funds to cover additional expenses of the Rabies and Animal Control Department through the remainder of FY 20-21.

Signature: Bill Butts  
 Title: County Mayor  
 Date: 12-8-2020

**For Finance Department Only:**  
 Reviewed by: \_\_\_\_\_  
 Budget Amendment: \_\_\_\_\_  
 Date: \_\_\_\_\_

**BUDGET AMENDMENT – FUND# 101 ELECTION COMMISSION/COVID-19 GRANT**

Motion by Randy DeBord, seconded by Bobby Haun to approve the Budget Amendment for

Fund #101 Election Commission / COVID-19 Grant \$9,070

21/2021 5:34:13 PM RollCall Systems, Inc.



6.b.5. Budget Amendment - Fund #101

Election Commission/COVID-19 Grant \$9,070

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	Motion	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	ABSENT	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	Second	<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>



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**Hamblen County**  
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 OFFICE OF THE MAYOR

**Hamblen County Commission**

For the January 2021 Commission Meeting

Fund #101

DEPT: Election Commission / COVID-19 Grant

Account Number	Description	Increase	Decrease
<b>INCREASE APPROPRIATIONS:</b>			
58801.193	Election Worker	\$ 8,240.00	
58801.212	Employer Medicare	\$ 180.00	
58801.201	Social Security	\$ 670.00	
<b>DECREASE APPROPRIATIONS:</b>			
58801.348	Postal Charges		\$ 9,070.00

**Brief Descriptions of issue:**  
 To appropriate funds to cover election worker and related salary expenses covered under the COVID-19 Election Grant. Needed funds are being taken from within the department through excess funds budgeted within the Postage expense line.

Signature: *Jim Anderson*  
 Title: AOE  
 Date: 12-21-2020

**For Finance Department Only:**  
 Reviewed by: \_\_\_\_\_  
 Budget Amendment: \_\_\_\_\_  
 Date: \_\_\_\_\_

**BUDGET AMENDMENT – FUND# 122 DRUG FUND – ENFORCEMENT \$1,626.50**

Motion by Randy DeBord, seconded by Chris Cutshaw to approve the Budget Amendment for

Fund #122 Drug Fund-Drug Enforcement \$1,626.50

2/2021 5:34:44 PM RollCall Systems, Inc.



6.b.6. Budget Amendment- Fund #122

Drug Fund -Drug Enforcement \$1,626.50

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	Motion	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw	Second	<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun		<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>





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 OFFICE OF THE MAYOR

**Hamblen County Commission**

For the January 2021 Commission Meeting

Fund #122 DEPT: Drug Fund - Drug Enforcement

Account Number	Description	Increase	Decrease
	<b>INCREASE APPROPRIATIONS:</b>		
54150.140	Salary Supplements	\$ 1,500.00	
54150.201	Social Security	\$ 93.00	
54150.212	Employer Medicare	\$ 33.50	
	<b>DECREASE FUND BALANCE:</b>		
	Drug Fund		
34525.000	Restricted for Public Safety		\$ 1,626.50

Brief Descriptions of issue:  
 To appropriate funds Restricted for Public Safety from the Drug Fund to cover the salary supplements / hazard pay for employees certified for scuba diving.

Signature: *Debbie Hammond*  
 Title: Executive Assistant  
 Date: 12-7-2020

**For Finance Department Only:**  
 Reviewed by: \_\_\_\_\_  
 Budget Amendment: \_\_\_\_\_  
 Date: \_\_\_\_\_

**BID TABULATION – ELECTRONIC COMMUNICATORS (2020-15)**

Motion by Randy DeBord, seconded by Tim Horner to accept recommendation to award bid to DK Hardware Supply for Intercoms at \$1,450 per unit and Headset at \$210 per unit

2/2/2021 5:35:10 PM RollCall Systems, Inc.



**G.c. Bid Tabulation**  
**Electronic Communicators (2020-15)**  
**VOTE RESULTS: Passed By Majority Vote**

YES: **13** NO: **0** ABSTAIN: **0** ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>Motion</b>	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun		<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner	<b>Second</b>	<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>

**Hamblen County, Tennessee Bid Tabulation**

<b>Bid Name:</b>	Electronic Communicators (2020-15)	<b>Bid Advertisement:</b>	Citizen Tribune Newspaper - Public Notice
<b>Department:</b>	Finance		Citizen Tribune Newspaper Online
<b>Date Bids Opened:</b>	1/5/2021 @ 2:00p.m.		Hamblen County Government Website
<b>Finance Committee Review:</b>	1/11/2021 @ 5:30p.m.		Emailed 5 Approved Vendors
<b>Co. Commission Review:</b>	1/21/2021 @ 5:00p.m.		

Vendors Bidding							
Vendor	Bid Amount						
January 21, 2021 Cornerstone Detention Products - Tanner, AL	Intercom			Headset			Exceptions
	Cost Per Unit	Delivery Time	Warranty	Cost Per Unit	Delivery Time	Warranty	No
	\$ 1,775.00	14-21 Days	1-year parts	\$ 283.50	14-21 Days	1-year parts	
DK Hardware Supply - Hallandale Beach, FL	Intercom			Headset			Exceptions
	Cost Per Unit	Delivery Time	Warranty	Cost Per Unit	Delivery Time	Warranty	No
	\$ 1,450.00	7-14 Days	1-year parts	\$ 210.00	7-14 Days	1-year parts	

<b>Recommendation for Award:</b>	<b>DK Hardware Supply: 1) Meets all specifications with no exceptions; 2) Lowest Bid</b>
----------------------------------	--

\*\*\*Items to be paid for with COVID grant funds.\*\*\*

**BID TABULATION – NEW CONCRETE SIDEWALK, PAD AND DRAINAGE**

**FOR HEALTH DEPT. (2020-16)**

Motion by Randy DeBord, seconded by Bobby Haun to accept recommendation to award bid to East Tennessee Construction for a proposed cost of \$17,280

2/21/2021 5:37:28 PM RollCall Systems, Inc.



**6.d. Bid Tabulation**

New Concrete Sidewalk, Pad and Drainage for Health Dept. (2020-16)

VOTE RESULTS: Passed By Majority Vote

YES: **11** NO: **2** ABSTAIN: **0** ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	Motion	<b>YES</b>
Taylor Ward	<b>NO</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>NO</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	Second	<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>

## Hamblen County, Tennessee Bid Tabulation

<p><b>Bid Name:</b> New Concrete Sidewalk, Pad &amp; Drainage for Health Department (2020-16)</p> <p><b>Department:</b> Maintenance/Health Department</p> <p><b>Date Bids Opened:</b> 1/6/2021 @ 2:00p.m.</p> <p><b>Finance Committee Review:</b> 1/11/2021 @ 5:30p.m.</p> <p><b>Co. Commission Review:</b> 1/21/2021 @ 5:00p.m.</p>	<p><b>Bid Advertisement:</b> Citizen Tribune Newspaper - Public Notice</p> <p>Citizen Tribune Newspaper Online</p> <p>Hamblen County Government Website</p> <p>Emailed 67 Approved Vendors</p>
--	--

### Vendors Bidding

Vendor	License #	Proposed Cost	Number of Days to Complete	Exceptions
East TN Construction (Otis K. Cantwell & Associates)	46734	\$ 17,280.00	4	No
<b>Recommendation for Award:</b>	<b>East TN Construction</b>			

\*\*\*Items to be paid for with COVID grant funds\*\*\*

January 21, 2021

**ASSESSOR OF PROPERTY ADDITIONAL EMPLOYEE**

Motion by Randy DeBord, seconded by Tim Goins to approve the request from the Assessor of Property for an additional employee.

21/2021 5:37:57 PM RollCall Systems, Inc.

**6.e. Assessor of Property Additional Employee**



VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>Motion</b>	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun		<b>YES</b>
Tim Goins	<b>Second</b> <b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>

**J. KEITH ELY**  
**ASSESSOR OF PROPERTY**

---

511 West Second North Street  
Morristown, Tennessee 37814  
Phone (423) 586-1852  
Fax (423) 585-4600

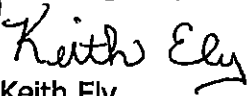
Date: 12-16-20

Mayor Brittain:

I am requesting an additional employee for the Assessor of Property Office. Currently, this office is running one employee short per Tennessee Code Annotated 67-1-506. This employee will be cross trained to perform the duties of sales coordinator, personal property, field appraiser and new property coordinator. Since 2018, this office parcel count has increased 1,300+ parcels and over 2,000+ living units due to apartments, duplexes and homes. Also, additional burden is the Department of Property Assessments requiring our office to tax each individual lots in trailer parks. This position will be fully utilized in the present and also allows for smooth transitions in the future.

I would appreciate your support and cooperation in this request.

Best Regards,

  
Keith Ely  
Assessor of Property  
Hamblen County

January 21, 2021

## Sales Coordinator

### Nature of Work

This is very responsible administrative work involving the coordination of all aspects and functions for the Hamblen County Property Assessor's office. Activities associated with the job include responsibility for entering sales data and owner data into the IMPACT computer system, performing property splits, maintaining sales data and maintaining the ownership file. Additional activities include general office administration responsibilities and providing assistance to taxpayers, accountants, realtors, attorneys, etc. regarding tax assessments, ownership, deed references, appraised values, etc. and assisting with the coordination of required reappraisals. Job related duties require thorough knowledge of state and local taxation and property assessment practices, strong organizational, interpersonal and decision making skills, ability to meet established deadlines, reporting requirements and dedicated attention to detail. Job performance is evaluated by the Property Assessor through review of accuracy and thoroughness of all job related information, knowledge of property appraisal and assessment regulations and practices, organizational, interpersonal and decision making skills, ability to effectively supervise and direct the activities of staff and meet established deadlines. Work related duties are also subject to quarterly audit from the State Division of Property Assessments to determine accuracy, adherence to state and county policies, and compliance with the state mandated audit program.

### Illustrative Examples of Work

- Enters all property transfers into the IMPACT system regarding ownership, sales data and addresses. Prepares and mails new ownership questionnaires.
- Reviews for thoroughness and accuracy all property splits and land development supplied by mappers and surveyors, makes adjustments when necessary, and enters the changes into the computer, creating new parcels as required.
- Computes prorated values on demolished or damaged parcels and parcels having buildings or other improvements completed from January 1 through September 1 of the tax year, enters these values into the computer, and notifies the appropriate county and/or city offices of these changes as necessary.
- Reviews property transfers for changes in ownership of greenbelt parcels and mails an Application for Greenbelt Assessment to the new owners.
- Maintains of duplicate file of greenbelt applications currently on file in the Register of Deeds office.
- Computes rollbacks on parcels that fail to comply with the greenbelt criteria due to insufficient acreage or non-qualifying usage and notifies the appropriate county and/or city offices of these changes.
- Maintains a deletion list for all parcels due to deleted from the future tax year and deletes the parcel from the system once the state rolls over the future year to the current year.
- Reviews all notices returned by the Post Office due to incorrect addresses and makes any changes noted.
- Assists with coordination and oversight of required reappraisals and Board of Equalization



activities in accordance with established schedules.

-Assists taxpayers, accountants, attorneys, realtors, surveyors, etc. in obtaining information concerning property location, ownership, deed references and appraised values for both real and personal property.

-Fills out requisitions to order office supplies.

-Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited four year high school (Associate Degree preferred) supplemented with additional course work in accounting, business administration, bookkeeping, or related field; considerable experience working in county government preferably in tax assessment or accounting; ability to maintain detailed records and related information; strong organizational, interpersonal and decision making skills; experience working with the public and any equivalent combination of education and/or experience to provide the following knowledge, abilities, and skills:

-Thorough knowledge of property assessment and appraisal practices and techniques.

-Thorough knowledge of state and local tax codes, regulations, and policies pertaining to real and personal property.

-Thorough knowledge of accounting practices and mathematical computations associated with the calculation of real and personal property taxes.

-Thorough knowledge of the state mandated personal property audit program.

-Thorough knowledge of greenbelt requirements and property valuation methods and computations.

-Thorough knowledge of property reappraisal processes and Board of Equalization procedures.

-Thorough knowledge of the state mandated computer system utilized for property assessments and required reporting.

-Considerable knowledge of the structure and function of county government offices and the relationships required for consistent and uniform dissemination of relevant information.

-Considerable knowledge of commonly utilized computer programs including database management, word processing and spreadsheet applications.

-Ability to deal with detailed and complex information in a consistently accurate and thorough manner.

-Considerable knowledge of effective supervisory techniques and practices including the selection, evaluation, motivation and discipline and/or discharge of staff.

-Ability to effectively organize and prioritize all job related activities and consistently meet all established deadlines and reporting requirements.

-Ability to organize and maintain job related information in an organized and accessible manner.

-Ability to make proper job related decisions within existing state and local guidelines and policies.

-Ability to interact with local officials and professionals, co-workers and the public in a courteous and tactful manner.

-Skill in data entry and typing (approximately 50 words per minute).

### **Necessary Special Requirements**

-Incumbents must successfully complete State of Tennessee Division of Property Assessments courses and attend regularly scheduled seminars to remain current on T.C.A. sections applicable to real and personal property appraisal and taxation.

### **Physical Requirements**

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 50 pounds of force occasionally and up to 5 pounds of force frequently to move objects
- Work requires moderate flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and occasional outside environmental conditions

Hamblen County Government  
FLSA – Non-Exempt  
07/07/2020

**PAY PLAN ADJUSTMENTS**

Motion by Randy DeBord, seconded by Chris Cutshaw to approve the request for Pay Plan Adjustments for the Sheriff's Office and Jail, a 2% COLA for full-time employees and a \$250 payment for part-time employees. The total cost of the updates includes payroll taxes and employer part of retirement contribution for this fiscal year of \$150,486.50

21/2021 5:38:21 PM RollCall Systems, Inc.

**6.f. Pay Plan Adjustments**



VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: **0** ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	Motion	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw	Second	<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun		<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>



TENNESSEE  
**Hamblen County**  
SERVICE • COMMUNITY • INDUSTRY  
OFFICE OF THE MAYOR

January 7, 2021

To: Finance Committee  
Hamblen County Commission

From: Bill Brittain, County Mayor 

Re: Pay Plan Adjustments

Since 2005 Hamblen County has used a formal pay plan to manage compensation for employees of the various departments. Our consultant prepared an update in 2020 which we did not implement this fiscal year because we did not know how the COVID pandemic would affect our revenue collections.

County revenues have been strong this year while expenditures are well within the budgeted limits. Therefore, I am recommending that we update our pay plan to keep our salaries competitive with other public and private employers in the region. The update includes:

- A comprehensive update for employees of the sheriff's department and jail (\$71,979.63);
- Adjustments recommended by the pay plan revision for about 13 employees some of whom are being paid less than the minimum amount for their skill levels (\$17,659.19)
- A 2% Cost of Living Adjustment (COLA) for full-time employees (\$51,121.68)
- A \$250 payment for part-time employees (\$9,726)

**The total cost of the update including payroll taxes and the employer part of retirement contribution for this fiscal year is approximately \$ 150,486.50.**

General Fund	\$ 128,270.00
Sanitation Department	\$ 8,980.00
Highway Department	\$ 13,236.50

Do not hesitate to call me with any questions.

**Bill Brittain, County Mayor**

511 West Second North Street • Morristown, TN 37814 • office. 423.586.1931 • fax. 423.585.4699

**www.HamblenCountyTN.gov** email. bbrittain@co.hamblen.tn.us  
January 21, 2021

**AMENDMENT TO EMPLOYEE HANDBOOK**

Motion by Randy DeBord, seconded by Tim Goins to approve the Amendments to the Employee Handbook for Military Leave.

21/2021 5:38:54 PM RollCall Systems, Inc.



7.a. Amendment to Employee Handbook

Military Leave

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	Motion	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	ABSENT	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun		<b>YES</b>
Tim Goins	Second <b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>

## **Amendments to Employee Handbook Revised and Adopted March 2018**

### **May 2018**

1. Employee Acknowledgement Form.

### **March 2019**

1. Section 1.2—Handguns and Workplace Violence Prevention Policy.
2. Section 2.0—Part-Time Employees who work above 25 hours per week will now gain limited access to the County Employee Health Clinic.

### **May 2020**

1. Section 1.8—allowing accrued leave pay in addition to workers compensation pay up to 100% of normal salary.
2. Section 4.5—Expiration of FMLA Leave—After allotted weeks of FMLA have expired and employee is still out with no accrued leave time, COBRA will be offered.
3. Section 4.5—Families First Coronavirus Response Act (FFCRA)
4. Section 4.11—(1) Offer of COBRA if granted administrative leave without pay exceeds 30 days. (2) If an employee is placed on leave for reasons other than qualifying leave or granted leave, all benefits including health insurance and clinic access for that employee will be suspended until he/she returns to work.
5. Section 5.1—Employee Courtesy #9—any employee found to be engaging in any type of unlawful conduct will be subject to disciplinary action, up to and including termination of employment.
6. Section 6.2—Definitions of Disciplinary Actions—Dismissal—“including engaging in any unlawful conduct.”
7. Section 7.7—Working from home.

### **Jan 2021**

1. Section 4.10 –Military Leave – While on leave, the employee will receive his or her regular compensation for a period not exceeding twenty (20) working days per calendar year.

## 4.10 MILITARY LEAVE

Regular full-time employees who are members of any federal or state military reserve component will be granted a leave of absence for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States under competent orders. While on leave, the employee will receive his or her regular compensation for a period not exceeding twenty (20) working days per calendar year, plus any additional days, that may result from a call to active state duty by the Governor. Such requested leave shall be supported with copies of the official armed forces orders from the employee's unit.

The employee must submit a copy of the official armed forces orders to his/her supervisor. The supervisor will forward a copy of the official orders to the Human Resources payroll department. During such time that the employee is on military training leave, the employee's time sheet should indicate "Military Leave."

If a military leave of absence exceeds the twenty (20) paid days and the employee has exhausted his or her sick and annual paid leave or wishes to be unpaid, the employee will stop accruing additional sick or annual leave during that absence.

Should the full-time employee enter the military on an active basis, the employee must present his or her orders to their supervisor as soon as they receive them. The full-time employee will be granted an unpaid leave of absence to serve a tour of duty. Military Leave shall be granted in accordance with T.C.A. Title 8, Chapter 33, and section 109.

Employees in military service shall be governed by the requirements of, and shall have all of the rights and benefits conferred upon such persons by state law found in T.C.A. Title 8, Chapter 33, and under USERRA.

If you are a Reservist or National Guardsman called to Active Duty you may be worried about your health care coverage. **Don't worry** - you and your family are eligible for coverage under TRICARE. Reserve and guard members as well as their families are eligible for government sponsored healthcare under the TRICARE program.

**AMENDMENT TO EMPLOYEE HANDBOOK**

Motion by Randy DeBord, seconded by Bobby Haun to approve the Amendment to the Employee Handbook for COVID-19 Leave for the term of January 1, 2021 through April 2021.

2/1/2021 5:39:21 PM RollCall Systems, Inc.



7.b. Amendment to Employee Handbook  
 COVID-19 Leave  
 VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	Motion	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	Second	<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>





TENNESSEE  
**Hamblen County**  
SERVICE • COMMUNITY • INDUSTRY  
OFFICE OF THE MAYOR

January 11, 2021

To: Personnel Committee  
Hamblen County Commission

From: Bill Brittain, Hamblen County Mayor 

Re: COVID Emergency Sick Leave Policy

Hamblen County has been operating under the Families First Coronavirus Response Act (FFCRA) regarding emergency paid sick leave for employees who are required to quarantine because of possible exposure, exposure and/or contracting COVID-19. The County gave each employee up to 80 hours of paid emergency sick leave under the provisions of FFCRA that expired December 31, 2020.

County officials and department heads met today to discuss the issue. We are recommending to the Commission the following emergency COVID paid sick leave policy be in effect from 1/1/2021 to 4/30/2021:

*Each full-time county employee shall receive 60 hours of emergency sick leave to use if he/she is required to be quarantined for exposure to COVID. When the emergency leave time is exhausted, the employee shall use other leave he/she has accrued. If the employee does not have any leave available, the employee will not be paid for the missed work time.*

*Employees who work 12-hour shifts are given 72 hours and regularly scheduled part time employees will receive 30 hours of emergency sick time.*

*The emergency sick leave policy will be reviewed by elected officials/department heads and the county commission in April 2021 to determine whether to extend it.*

**Bill Brittain, County Mayor**

511 West Second North Street • Morristown, TN 37814 • office. 423.586.1931 • fax. 423.585.4699

[www.HamblenCountyTN.gov](http://www.HamblenCountyTN.gov) • email. [bbrittain@co.hamblen.tn.us](mailto:bbrittain@co.hamblen.tn.us)

December 21, 2020

**RESOLUTION 21-01 RESOLUTION IN SUPPORT OF DRUG DEALER LIABILITY LAWSUIT & RETAINER AGREEMENT**

Motion by Tim Goins, seconded by Jim Stepp to retain District Attorney General Dan Armstrong and law firm Branstetter, Stranch & Jennings, PLLC to represent Hamblen County in Opioid Lawsuit filed in Sullivan County.

21/2021 5:45:39 PM RollCall Systems, Inc.



**8.a. Resolution 21-01**

Resolution in Support of Drug Dealer Liability Lawsuit & Retainer Agreement

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: **0** ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw	<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard	<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp	<b>Second YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	<b>YES</b>
Tim Goins	<b>Motion YES</b>	Tim Horner	<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine	<b>YES</b>

# **Memo to County Attorneys in the Third Judicial District**

**From**

**Dan Armstrong, District Attorney General**

As you know by now, the Tennessee Supreme Court has issued an opinion in a sister suit to the one I filed on your behalf, affirming that Big Pharma can be sued and held liable under the Drug Dealer Liability Act. This is a major victory and step forward in the lawsuit I filed on your behalf in the summer of 2017.

They also ruled that, while I may represent you in the pending action, I cannot stand in for you as plaintiffs. Enclosed you will find two documents we believe, that if approved by you and the county commission will allow us to go forward, on your behalf, in the pending lawsuit. Please review and me and members of the Branstetter law firm would be happy to meet with you and discuss any concerns or questions you have. It is important to taken action, as soon as possible. Our case is trial ready as soon as covid restrictions are lifted, and we will be asking the court for a trial date as soon as we resolve this technical requirement imposed by the Tennessee Supreme Court ruling in the sister case.

January 21, 2021

**RESOLUTION 21- 01**

**RESOLUTION IN SUPPORT OF DRUG DEALER  
LIABILITY ACT LAWSUIT**

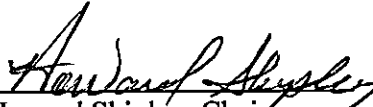
The Hamblen County Legislative Body meeting in regular session on the 21<sup>st</sup> day of January 2021, a quorum being present and a majority voting in the affirmative, hereby RESOLVES as follows:

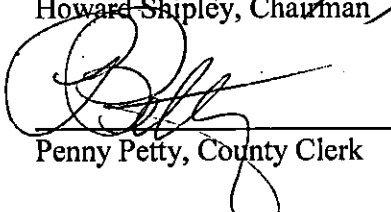
WHEREAS, Hamblen County, as well as other counties in Tennessee and in surrounding states, has experienced an epidemic related to the distribution and use of opioids by its citizens that has generated critical issues and problems for Hamblen County, including but not limited to opioid addiction by Hamblen County citizens, drug overdose deaths, the birth of drug dependent babies, a rise in criminal charges convictions for the illegal sale and use of opioids as well as other crimes resulting from the opioid abuse epidemic, including but not limited to burglary, theft, and fraud, and the lost of productivity of the citizens in the workplace, damage and destruction to the family unit, all resulting from the illegal sale, distribution, and use of opioids in Hamblen County;

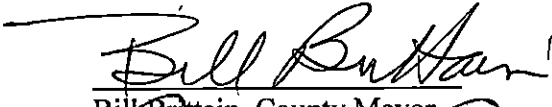
WHEREAS, District Attorney Dan Armstrong is the duly elected District Attorney General for the 3<sup>rd</sup> Judicial District of the State of Tennessee;

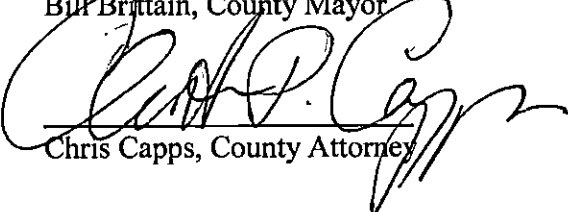
WHEREAS, General Armstrong brought a lawsuit in 2017 through the law firm of Branstetter, Stranch & Jennings, PLLC to recover money for Hamblen County under Tennessee's Drug Dealer Liability Act ("DDLA"), and that lawsuit is pending in Sullivan County Circuit Court;

The Hamblen County Commission hereby RESOLVES that it fully supports the lawsuit, approves of the actions taken in the lawsuit thus far on its behalf, and approves of the lawsuit going forward with Hamblen County as named plaintiff, and retains District Attorney General Dan Armstrong and the law firm of Branstetter, Stranch & Jennings, PLLC as counsel in this matter.

  
Howard Shipley, Chairman

  
Penny Petty, County Clerk

  
Bill Brittain, County Mayor

  
Chris Capps, County Attorney

**RETAINER AGREEMENT**

This agreement is made between Branstetter, Stranch & Jennings, PLLC, and Dan Armstrong, District Attorney for the 3rd Judicial District, hereafter referred to as "Attorneys," and Hamblen County, Tennessee. The terms of our representation are as follows:

**Services to be Rendered:**

The legal services to be provided under this agreement are as follows:

1. Representation in a lawsuit relating to the opioid crisis in Tennessee, filed in Sullivan County.
2. Attorneys will make best efforts in the representation and shall adhere to the Tennessee Rules of Professional Conduct in all respects.

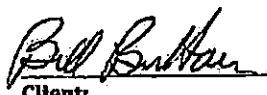
**Cost of Services:**

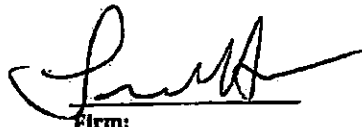
The costs of services to be provided under this agreement are as follows:

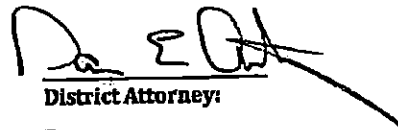
1. Attorneys will advance all litigation costs. Client has no obligation to reimburse attorneys for any costs of litigation, unless successful. Attorneys have the right to petition the court for the reimbursement of any costs associated with the litigation.
2. Attorneys have the right to petition the court, if successful, for attorneys' fees on the basis of fee reversal, fee shifting, or fees pursuant to a common fund. Attorneys will make every effort to avoid a contingency fee situation, but in the case of a lump sum settlement, Attorneys will be entitled to 25% of total recovery plus costs advanced in the litigation. District Attorney Dan Armstrong will not take a fee or otherwise be compensated for his time.

**Risk of Legal Action:**

It is impossible to predict the result of a legal action. Client recognizes that Attorneys cannot guarantee a favorable result in this case.

  
Client:  
1-21-2021

  
Firm:  
2-1-2021

  
District Attorney:  
2-2-2021

Date:

**SURPLUS ITEMS -- SHERIFF'S DEPT.**

Motion by Tim Goins, seconded by Jim Stepp to approve the surplus of the 2005

JAG/KZ Camper for the Hamblen County Sheriff's Department.

2/1/2021 5:46:03 PM RollCall Systems, Inc.



8.b. Surplus Items

From Hamblen County Sheriff's Department

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw	<b>YES</b>
Thomas Doty	ABSENT	Jeff Akard	<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp	<b>Second YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	<b>YES</b>
Tim Goins	<b>Motion YES</b>	Tim Horner	<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine	<b>YES</b>





Surplus Item from Hamblen County Sheriff's Department

January 2021

2005 29ft JAG/KZ Camper- Model #94340, Serial #4EZT529246S094340

The proceeds of the camper sale will be used to purchase lights, a generator and equipment for the new enclosed trailer received in December 2020.

January 21, 2021



**VIDEO RECORDING**

Motion by Tim Goins, seconded by Randy DeBord to approve the new recommendation that all Committee, Regular and Special Called Meetings of the Hamblen County Commission shall be recorded in their entirety. No portion of any meeting from "The Call to Order" through "Adjournment" will be deleted from the recording . Such recordings shall be made available to the public through the Hamblen County Government Website and YouTube channel and shall be distributed to local television stations. The recordings shall be archived and kept by County Archives Department and County Clerk. The County, or his/her designee, shall make all necessary provisions to comply with the resolution, the costs of which shall be paid from county funds

2/21/2021 5:48:14 PM Roll Call Systems, Inc.



**8.c. Video Recording  
of Commission/ Committee Meetings**

**VOTE RESULTS: Passed By Majority Vote**

**YES: 13 NO: 0 ABSTAIN: 0 ABSENT: 1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>Second</b>	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw		<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard		<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp		<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun		<b>YES</b>
Tim Goins	<b>Motion</b> <b>YES</b>	Tim Horner		<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine		<b>YES</b>

# MEMORANDUM

**To:** County Mayor Bill Brittain

**Date:** 29 December, 2020

**From:** Jeffrey Atkins, IT Manager



**CC:**

**Re:** Video Recording of Commission and Committee Meetings

Mayor Brittain,

I am requesting the county commission revisit the issue of video recording of Commission and Committee Meetings to clarify that no editing of the recording is permitted between the call to order and adjournment of the meeting, but that portions of the recording prior to the call to order and following adjournment may be cut from the recording.

This is necessary because, in order to ensure the entire meeting is recorded, the recording begins several minutes prior to the call to order, and does not stop until after the meeting is adjourned.

I also ask that commission clarify that the recordings shall be archived by the County Clerk and the County Archives departments (as they currently are), as well as distributed to local media outlets, as the November 2020 motion did not provide for the local archiving of the recordings.

**Bill Brittain, County Mayor**

511 West Second North Street • Morristown, TN 37814 • office. 423.586.1931 • fax. 423.586.4699

www.HamblenCountyTN.gov • brittain@co.hamblen.tn.us

**RESOLUTION 21-02 RESOLUTION TO ESTABLISH A REDISTRICTING COMMITTEE**

Motion by Tim Goins, seconded by Bobby Haun to approve the Resolution 21-02 to Establish a Redistricting Committee and to make the final decision at the Commission Meeting on January 21, 2021 of who should serve on the Committee by sending the Mayor any recommendations before the Commission Meeting on January 21,2021.

21/2021 5:48:44 PM RoICall Systems, Inc.



8.d. Resolution 21-02

A Resolution to Establish a Redistricting Committee

VOTE RESULTS: Passed By Majority Vote

YES: **13** NO: **0** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw	<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard	<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp	<b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	<b>YES</b> <small>Second</small>
Tim Goins	<b>YES</b> <small>Motion</small>	Tim Horner	<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine	<b>YES</b>

**RESOLUTION 21-02**

**RESOLUTION TO ESTABLISH A REDISTRICTING COMMITTEE**

**WHEREAS**, *Tennessee Code Annotated (T.C.A.)* Section 5-1-111 requires that, at least every ten (10) years, county legislative bodies shall change the boundaries of county legislative districts so that members represent substantially equal populations; and

**WHEREAS**, the Hamblen County Legislative Body finds it to be in the best interest of Hamblen County to establish a Redistricting Committee to assist the Hamblen County Legislative Body with the necessary boundaries changes to county legislative districts so that members represent substantially equal populations;

**NOW THEREFORE BE IT RESOLVED** by the Hamblen County Legislative Body, meeting this 21st day of January, 2021, that;

**SECTION 1.** The Hamblen County Legislative Body does hereby establish a Redistricting Committee to prepare suggested redistricting plans to be presented to and voted on by the entire Hamblen County Legislative Body.

**SECTION 2.** The Redistricting Committee shall consist of the following members:

- (1) Jeff Gardner, Administrator of Elections
- (2) Ashley Singer, GIS Technician
- (3) Commissioners to be appointed at a later date

*(The committee may consist of as many members as the commission desires. Due to the impact of redistricting on voting precincts, it is recommended that the committee include the Administrator of Elections).*

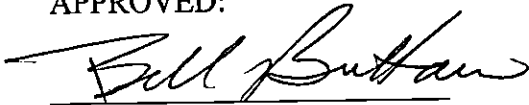
**SECTION 3.** At its first meeting, the Redistricting Committee shall elect a chairman, vice-chairman, and secretary.

**SECTION 4.** Meetings of the Redistricting Committee shall be subject to the open meetings provisions of T.C.A. Title 8, Chapter 44. The secretary of the Redistricting Committee shall prepare the minutes of each meeting.

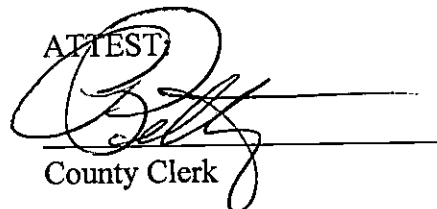
**SECTION 5.** The Redistricting Committee shall meet from time to time as necessary in order to prepare suggested redistricting plans. The chair of the Redistricting Committee shall report to the Hamblen County Legislative Body at each regular meeting of the Hamblen County Legislative Body on the status of suggested redistricting plans.

Adopted this 21st day of January, 2021.

APPROVED:

  
County Mayor

ATTEST

  
County Clerk

## Bill Brittain, Hamblen County Mayor

---

**From:** Jeff Gardner  
**Sent:** Wednesday, December 16, 2020 10:06 AM  
**To:** Bill Brittain, Hamblen County Mayor  
**Subject:** FW: Redistricting

Bill, below is the projected schedule for redistricting starting in 2021.

*Jeff Gardner*

Administrator of Elections



Election Commission  
511 W. 2nd North St, Courthouse Room 101  
Morristown, TN 37814  
[igardner@co.hamblen.tn.us](mailto:igardner@co.hamblen.tn.us)  
[www.hamblenvotes.com](http://www.hamblenvotes.com)  
Ph: (423) 586-7169  
Fax: (423) 585-4053  
Office Hours 8:30 am to 4:00 pm (EST)



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**CAUTION:** This email message originated from outside of Hamblen County Government. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Administrators,

Now that the 2020 election has past, I wanted to reach out to you all to discuss the timeline for the upcoming redistricting process. I know many of you will be involved in the Redistricting process and are already getting asks questions. This go around will be unique with the uncertainty of COVID and the possible delays in the Census data releases. Rest assured, that when the data is released, we will be ready to go and there to support you all. To help with your planning for next year here is the tentative timeline for Local Redistricting:

**\*All these dates are subject to change due to COVID and any data delays.**

**February 2021** – Guide to Local Redistricting to be released. This is a comprehensive guide to all things redistricting in Tennessee. Whether this is your first, second, or third time involved with redistricting, the guide is a good place to start. The guide provides an in-depth review of the legal, technical and data requirements of local redistricting.

As soon as the redistricting guide is complete, distribution will be made to all involved parties. It will also be available for download on our website. [tncot.cc/redistricting](http://tncot.cc/redistricting)

**March 2021** – Geography data released. This is the geography we will use for redistricting.

**April 2021** – PL 94-171 Data “aka the population data” we use will get released.

**May-June 2021** – Local Redistricting Kick-off. This is when software, data, and maps get released to officials.

**June – December 2021** – Local Redistricting Takes Place

- County Commission redistricts first (They set the Districts)
- Then you all (the Election Commission) set your precincts and polling places/vote centers.

**January 1st, 2022** – Local Redistricting Deadline. This is when your county needs to have their redistricting plan completed and submitted to our office by.

**January 2022** – Legislature releases their redistricting plan (House, Senate, Congress). If your county gets split by a legislative district(s) (Especially if you get split by a Senate District), we will reach out to you to make the appropriate adjustments.

Our office will not receive the 2020 census population data until April, possibly later, therefore, the actual work involved with redistricting will not begin until June or possibly later. The statutory deadline to complete redistricting is January 1, 2022. Depending on when the census maps and population data are available, you will only have between five and six months to develop and finalize a new county commission district plan. As a result, we recommend that local officials

- Establish a redistricting committee – Sample Resolution is available on our website towards the bottom [tncot.cc/redistricting](http://tncot.cc/redistricting)
- Review your current districts
- Review private acts in your county
- Read the manual that will be sent out
- Appoint a technical lead or point of contact person in your county to avoid confusion

Being proactive in the redistricting process can help assure that you have a smoother transition when it's time to redistrict. Due to a potential backlog of final map requests from our office in November and December, it may be a good idea to set your own deadline much sooner than January 1.

That brings me to what you should be thinking about as an AOE and Election Commission.

**Start thinking about the level of assistance that you and the Election Commission need.**

- You can have CTAS assist you (Free).
- You can have our office assist you (Free). Myself, John Thomas, or Ned Phillips will assist.
- Our office provides all the software, maps, and guides.

**Let us know what level of assistance you require by March 2021. Earlier if possible.**

**Also, we need your need help in getting the addresses of the County Commissioners. This will be used to display their locations on the map when we are Redistricting.**

**At your earliest convenience please send a list of County Commissioners with their Name & Address to me.**

We will keep you aware of any changes to the timeline or the process should they occur.

As always, let me know if you have any more questions.

**Matthew Hill**

*Senior Specialist (GIS)*

Comptroller of the Treasury

Division of Property Assessments

425 Fifth Avenue North | Nashville, TN 37243

[Matthew.Hill@cot.tn.gov](mailto:Matthew.Hill@cot.tn.gov) | Direct Line 615.401.7828

**COMMISSIONING SERVICE CONTRACT**

Motion by Tim Horner, seconded by Jim Stepp to adopt the Contract with

Entegrity Consulting for commissary services for the justice center project.

21/2021 5:49:27 PM RedCall Systems, Inc.



9.a. Commissioning Service Contract

VOTE RESULTS: Passed By Majority Vote

YES: **12** NO: **1** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw	<b>YES</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard	<b>NO</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp	<b>Second</b> <b>YES</b>
Mike Reed	<b>YES</b>	Bobby Haun	<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner	<b>Motion</b> <b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine	<b>YES</b>

Commissioning Agents Summary Score

January 4, 2021						
	BurWit Score	BurWit-25% Weight	Mosley Score	Mosley-75% Weight	Total	Place
Compass	78	19.5	75	56.3	75.8	6
Entegrity	94	23.5	94	70.5	94	1
Working Buildings	76	19	60	45	64	8
HEA Engineers	90	22.5	81	60.8	83.3	5
ICE	89	22.3	83	69.8	92.1	2
McGill	60	15	71	53.3	68.3	7
Smith Beckman Reid	89	22.3	85	63.8	86.1	4
TLC engineering Solutions	88	22	90	67.5	89.5	3
Epstein Group			Disqualified-not registered in TN prior to proposal			



DRAFT

# PROFESSIONAL SERVICES AGREEMENT

Between Entegrity Consulting  
and Hamblen County  
Hamblen County Justice Center  
Morristown, Tennessee

## CONTACT INFORMATION

Jacob Strassie  
Business Development Executive  
jacob.strassie@entegritypartners.com | 901.206.7691

# ENTEGRI

Partners

800.700.1414 | [info@entegritypartners.com](mailto:info@entegritypartners.com)

1111 W. Peachtree St. N.  
Atlanta, GA 30309

January 24, 2024

January 11, 2021

Client: Hamblen County  
Client: 511 W Second North St, Morristown, TN 37814

Re: Hamblen County Justice Center  
Commissioning

## PROJECT SUMMARY

This Professional Services Agreement (the "Agreement") is a contract for Eco Integration, Inc. dba Entegritty Consulting ("Entegritty") to provide services to Client to optimize building performance for the Hamblen County Justice Center. Sustainable design principles will be woven in with the Project goals and will result in an overall product that exemplifies the triple bottom line; equal consideration of people, profits, and the planet.

The project consists of the construction of a new justice center for Hamblen County. The project is located in Morristown, Tennessee.

## PRICING SUMMARY

Service	Scope Reference	Price
Commissioning	Appendix C1.A-D	\$54,900

## SERVICES

### Commissioning

In connection with the Project, Entegritty will provide Client with Commissioning services and will plan, manage, perform and report on the standard commissioning activities as defined in the attached Scope of Services, Appendix C1 "Commissioning Authority Scope of Services".

**Lump sum price to perform Commissioning:**

**\$54,900**

### Commissioning Clarifications

Includes:

- Commissioning of any of the following systems as installed as part of this project:
  - Mechanical – HVAC&R equipment and controls
  - Electrical – lighting and controls, including daylighting controls

January 11, 2021

Client: Hamblen County  
Client: 511 W Second North St, Morristown, TN 37814

Re: Hamblen County Justice Center  
Commissioning

## PROJECT SUMMARY

This Professional Services Agreement (the "Agreement") is a contract for Eco Integration, Inc. dba Entegriy Consulting ("Entegriy") to provide services to Client to optimize building performance for the Hamblen County Justice Center. Sustainable design principles will be woven in with the Project goals and will result in an overall product that exemplifies the triple bottom line; equal consideration of people, profits, and the planet.

The project consists of the construction of a new justice center for Hamblen County. The project is located in Morristown, Tennessee.

## PRICING SUMMARY

Service	Scope Reference	Price
Commissioning	Appendix C1.A-D	\$54,900

## SERVICES

### Commissioning

In connection with the Project, Entegriy will provide Client with Commissioning services and will plan, manage, perform and report on the standard commissioning activities as defined in the attached Scope of Services, Appendix C1 "Commissioning Authority Scope of Services"

**Lump sum price to perform Commissioning:**

**\$54,900**

### Commissioning Clarifications

Includes:

- Commissioning of any of the following systems as installed as part of this project:
  - Mechanical - HVAC&R equipment and controls
  - Electrical - lighting and controls, including daylighting controls

- Plumbing – domestic hot water systems, pumps, and controls
- Submission of all commissioning deliverables to the Client and Owner according to the Project schedule. All commissioning tasks will be conducted in a transparent manner and involve the Owner and Owner's staff as required.
- One electronic copy and up to two print copies of the Executive Summary of the Commissioning Report and the Commissioning Record will be provided to Client by Entegriy.

**Excludes:**

- Commissioning and/or testing of additional system types.
- Meeting certification requirements or documentation.
- Additional print copies of Commissioning Report or other documentation.
- The following roles to be performed by the General Contractor: Make jobsite available for access, inform Entegriy of subcontractor meetings, participate in a commissioning kick-off meeting, and have the controls subcontractor available for assistance in commissioning the HVAC equipment start-up and sequences of operation. General Contractor shall make available access to equipment consisting of ladder, lifts, etc. along with field personnel to operate equipment including opening access and room doors, remove / replace ceiling tiles, electrical panel cover removal and replacement, etc.
- Establishing design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CxA may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the design team. The CxA will report to the owner any deficiencies or discrepancies.

**DEFINITIONS**

The following terms used in this document have the meanings set forth below.

- Client: The entity or person identified as the client at the beginning of this document. Client may be the same entity or person that is General Contractor or Architect.
- Entegriy: Eco Integration, Inc. dba Entegriy Consulting  
1403 E. 6<sup>th</sup> Street  
Little Rock, AR 72202  
Attn: Matt Bell or Chris Ladner, Partners  
Entegriy Consulting is considered a **Small Business** by the SBA.
- Project: Hamblen County Justice Center

Owner: The entity or person that owns the building involved in the Project or that will own the building involved in the Project after work is completed.

General Contractor: The entity or person that is retained and serves as the general contractor for the Project.

Architect: The entity or person that is retained and serves as the architect for the Project.

## **TERMS AND CONDITIONS**

### Appendices

All appendices referenced above are incorporated as part of this Agreement.

### Owner Not General Contractor And/Or Architect

If Client is not the same person or entity as General Contractor for the Project, then Client shall cause General Contractor to complete all tasks, responsibilities, and obligations of General Contractor above. Further, if Client is not the same person or entity as Architect for the Project, then Client shall cause Architect to complete all tasks, responsibilities, and obligations of Architect above.

### Exclusions/Reimbursable

1. Travel and other services beyond the Morristown, Tennessee facilities.
2. Plan reproduction or other Project documentation costs.
3. No retainage be withheld.

### Additional Reimbursables

While none are expected, any additional reimbursables will be billed at cost plus 10%.

### Payment of Services

Client shall pay in full for all services provided by Entegritty under this Agreement in the time and manner as set forth herein. The fixed fee amount will be billed based upon statements submitted by Entegritty to Client indicating the proportion of the amount of work accomplished. Payments for services performed will be billed monthly by Entegritty. Client shall pay the amounts set forth in each monthly statement within 30 days of the statement date.

### Schedule; Revision to Agreement

This Agreement is effective as of the signature date or initiation of work applied to the Project and shall terminate upon completion of all attached service scopes of work unless otherwise terminated earlier pursuant to the "Termination" provision below. If Entegritty requests information from Client which is required to perform services under this Agreement and that information is not received within 6 months after the initial request,

Owner: The entity or person that owns the building involved in the Project or that will own the building involved in the Project after work is completed.

General Contractor: The entity or person that is retained and serves as the general contractor for the Project.

Architect: The entity or person that is retained and serves as the architect for the Project.

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1. Travel and other services beyond the Morristown, Tennessee facilities.
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3. No retainage be withheld.

### Additional Reimbursables

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### Schedule: Revision to Agreement.

This Agreement is effective as of the signature date or initiation of work applied to the Project and shall terminate upon completion of all attached service scopes of work unless otherwise terminated earlier pursuant to the "Termination" provision below. If Entegrity requests information from Client which is required to perform services under this Agreement and that information is not received within 6 months after the initial request,

Entegrity is entitled to revise this Agreement in its sole discretion to appropriately accommodate for the delay in receipt of the requested information.

#### Ownership and Use of Intellectual Property

All intellectual property (including, but not limited to, inventions (whether patentable or unpatentable and whether or not reduced to practice), improvements, patents, patent applications, trademarks, service marks, trade dress, logos, and all derivations of and all goodwill associated with each of the foregoing; all copyrightable works, all copyrights and applications; all trade secrets and confidential business information (including ideas, research and development, know-how, formulas, compositions, manufacturing and production processes and techniques, technical data, designs, drawings, and specifications; and any and all other data, results, reports, and information of any kind), pricing and cost information, and business and marketing plans and proposals; all proprietary rights; and all copies and tangible embodiments (in whatever form or medium) of any of the foregoing; remedies against infringements of the foregoing; and rights to protection of interests of the foregoing under any federal, state, local or foreign constitution, law, code, rule, regulation, order, writ, injunction, ruling, judgment, each as amended and in effect, now or in the future) that is made, discovered, created, invented, or generated by Entegrity in any activities or work under this Agreement or the Project is the sole and exclusive property of Entegrity.

All drawings, specifications, plans, computations, sketches, data, records, photographs, tapes, renderings, models, publications, statements, accounts, reports, studies, and other materials prepared by Entegrity under this Agreement or the Project are the sole and exclusive property of Entegrity.

Entegrity retains the right to publish articles or other works related to the work conducted by Entegrity under this Agreement or the Project. The Client retains the right to utilize the articles or other works for its purpose but does not have the right to publish or promote these articles or other works without the prior express written permission of Entegrity.

#### Termination

(a) If either party is in default of performance of any material obligation under this Agreement, the party that is not in default may give written notice of the default to the other party and if the party notified fails to correct the default within thirty (30) days or within such period fails to satisfy the party giving notice that the default does not exist, the party giving notice may terminate this Agreement upon expiration of the thirty (30) day period.

(b) Entegrity may terminate this Agreement immediately in the event of the filing by or against the Client of a petition for relief in bankruptcy or for receivership, or in the event that the Client becomes insolvent.

(c) The termination of this Agreement shall not affect any right or remedy that has accrued to either party at the time of termination.

### Venue; Governing law

The parties agree that a state court of competent jurisdiction in and for Hamblen County or, if permissible under applicable federal jurisdictional principles, the United States District Court for the District that encompasses such county, are the exclusive venues for commencing an action on or in respect of this Agreement. This Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Tennessee.

### Disclaimer of Warranties; Limitations on Entegriy's Liability

Except as expressly provided in this Agreement, Entegriy provides all goods, equipment, materials, services, personnel, facilities, and other items to Client under this Agreement "as is", without warranties, guarantees, certifications, or representations of any kind. Notwithstanding any other provision of this Agreement:

(a) Entegriy expressly and specifically disclaims any warranties of title, merchantability, or fitness for a particular purpose, as well as all implied warranties, including any implied warranties arising from a course of dealing or performance or usage of trade; and

(b) Entegriy's maximum aggregate liability under this Agreement shall not exceed the amounts paid by Client to Entegriy during the immediately preceding contiguous twelve (12) month period during the Term of this Agreement; and

(c) Entegriy shall not be responsible or liable to Client or to any person or entity claiming through Client for special, incidental, indirect, or consequential damages, including without limitation lost or anticipated profits, revenues, or savings, even if Entegriy has been advised of the possibility of such damages.

### Binding Effect

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors, assigns, and representatives and any and all persons and entities seeking to claim through any of them or on their behalf.

### Entire Agreement

The parties hereby agree and represent that this Agreement constitutes their entire agreement and understanding relating to the subject matter of this Agreement. This Agreement supersedes all prior agreements and understandings of the parties relating to the subject matter of this Agreement.

### Amendment, Modification, Waiver

Except as permitted by Entegriy in the "Schedule" provision above, this Agreement may be amended or modified only in writing, signed by the parties hereto, and neither this Agreement nor any provision herein may be waived, modified, amended, discharged, or terminated, except by written instrument signed by the party to be charged.



### Venue; Governing law

The parties agree that a state court of competent jurisdiction in and for Hamblen County or, if permissible under applicable federal jurisdictional principles, the United States District Court for the District that encompasses such county, are the exclusive venues for commencing an action on or in respect of this Agreement. This Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Tennessee.

### Disclaimer of Warranties; Limitations on Entegritty's Liability

Except as expressly provided in this Agreement, Entegritty provides all goods, equipment, materials, services, personnel, facilities, and other items to Client under this Agreement "as is", without warranties, guarantees, certifications, or representations of any kind. Notwithstanding any other provision of this Agreement:

(a) Entegritty expressly and specifically disclaims any warranties of title, merchantability, or fitness for a particular purpose, as well as all implied warranties, including any implied warranties arising from a course of dealing or performance or usage of trade; and

(b) Entegritty's maximum aggregate liability under this Agreement shall not exceed the amounts paid by Client to Entegritty during the immediately preceding contiguous twelve (12) month period during the Term of this Agreement; and

(c) Entegritty shall not be responsible or liable to Client or to any person or entity claiming through Client for special, incidental, indirect, or consequential damages, including without limitation lost or anticipated profits, revenues, or savings, even if Entegritty has been advised of the possibility of such damages.

### Binding Effect

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors, assigns, and representatives and any and all persons and entities seeking to claim through any of them or on their behalf.

### Entire Agreement

The parties hereby agree and represent that this Agreement constitutes their entire agreement and understanding relating to the subject matter of this Agreement. This Agreement supersedes all prior agreements and understandings of the parties relating to the subject matter of this Agreement.

### Amendment, Modification, Waiver

Except as permitted by Entegritty in the "Schedule" provision above, this Agreement may be amended or modified only in writing, signed by the parties hereto, and neither this Agreement nor any provision herein may be waived, modified, amended, discharged, or terminated, except by written instrument signed by the party to be charged.

Waiver of Breach

The waiver by any party of, a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or any other provision hereof.

Further Assurances and Actions

The parties hereby agree to take such other and further actions as may be necessary to implement the intent and purposes of this Agreement, including the execution of any additional documents necessary to effectuate the intents and purposes of this Agreement.

Divisions and Headings

The division of this Agreement into sections and subsections and the use of captions and headings in connection therewith are solely for convenience and shall have no legal effect in construing the provisions of this Agreement.

Execution in Counterparts and/or by Facsimile or Electronic Media

For the convenience of the parties, this Agreement may be executed in one or more counterparts, each of which will be deemed to be an original. This Agreement also may be executed by signatures transmitted by facsimile or other electronic media, which signatures will be deemed to be original and fully enforceable against the party transmitting the signature by facsimile or electronic media. The use of facsimile or electronic signatures will not render this Agreement void, voidable, or otherwise unenforceable.

Severability

If any provision of this Agreement is determined to be partially or wholly invalid, illegal, or unenforceable, then such provision will be deemed to be modified or restricted to the extent necessary to make such provision valid, binding, and enforceable or if such provision cannot be modified or restricted in a manner so as to make such provision valid, binding, or enforceable, then such provision will be deemed to be excised from this Agreement and the validity, binding effect, and enforceability of the remaining provisions of this Agreement will not be affected or impaired in any manner.

No Third-Party Beneficiary Relationships Created

No parties other than the signatories to this Agreement will be entitled to enforce or otherwise rely upon any provision of this Agreement or any other document executed in furtherance of this Agreement.

Acceptance

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to the terms, provisions, and conditions set forth herein and in each attached Appendix by signing below. The parties further acknowledge and represent that they have carefully read this Agreement and each attached Appendix;

understand all of the terms, provisions, and conditions set forth herein and in each attached Appendix; have executed this Agreement voluntarily and as a result of their own best judgment; and agree to be bound by it.

**Client**  
Hamblen County

**Entegrity**  
Eco Integration, Inc.  
dba Entegrity Consulting

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

understand all of the terms, provisions, and conditions set forth herein and in each attached Appendix; have executed this Agreement voluntarily and as a result of their own best judgment; and agree to be bound by it.

**Client**  
Hamblen County

**Entegrity**  
Eco Integration, Inc.  
dba Entegrity Consulting

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**APPENDIX C1**

**COMMISSIONING AUTHORITY SCOPE OF SERVICES**

**BASE SCOPE OF SERVICE OVERVIEW**

This scope of work meets all the requirements as described in Section C408 of the 2012 International Energy Conservation Code as well as the additional requirements as outlined in Section II of the Request for Qualifications – Hamblen County Justice Center Commissioning Services (November 19, 2020-10Q).

The following systems will be included in the Base Commissioning Scope:

1. Mechanical – HVAC&R equipment and controls
  - a. Pricing based on the 70% DD Submittal dated 01/31/20 (Chilled Water System, Heating water System, Dedicated Outside Air Units and Fan coil units)
2. Electrical – lighting and controls, including daylighting controls
3. Plumbing – domestic hot water systems, pumps, and controls

**A. Construction Documents Phase Activities**

1. Develop Commissioning Specifications for all commissioned systems outlining the responsibilities of the Commissioning Agent, Contractor(s), A&E Firm and Hamblen County Government. Coordinate with the Architect and Engineers to integrate the Commissioning Specifications into the overall project specification package. The Commissioning Specifications will include a detailed description of the commissioning process, issue resolution processes and commissioning team member roles and responsibilities.

**B. Construction Phase Activities**

1. Prior to beginning on-site commissioning activities, organize and conduct a Commissioning Kick-Off Meeting with the design and construction teams to review the goals, expectations, roles and responsibilities and expectations of the commissioning process.
2. Develop the Commissioning Plan, encompassing the Construction, Acceptance and Occupancy Phases. The Commissioning Plan shall detail each step of the commissioning process, define roles and responsibilities and provide samples and outlines of documents to be produced during the commissioning process.
3. Attend selected construction progress and coordination meetings to obtain information on construction activities. Attendance will be teleconference. Review construction meeting minutes for revisions/substitutions relating to the owner's design intent.

4. Organize and conduct periodic commissioning updates necessary to plan, coordinate and schedule activities and resolve Commissioning Issues. Commissioning updates will coincide with regular owner, architect, and contractor meetings during construction.

5. Develop project specific Functional Performance Test (FPT) Procedures for each commissioned system. FPTs are developed for dynamic system testing. Issue the FPT documents to the commissioning team for review and comment.

6. Coordinate a FPT review and coordination meeting with the commissioning team. Discuss and address any comments regarding the FPT Procedures, review the FPT execution process and schedule the execution of the FPTs.

**C. Acceptance Phase Activities (Prior to Certificate of Occupancy)**

1. Direct, witness and document the execution of the FPTs by the contractors and/or equipment manufacturers. Document any deficiencies in the Commissioning Issues Log. Provide Site Observations Reports periodically throughout the testing process. Testing shall include individual component and equipment tests in addition to integrated systems testing. Verify operation and calibration of all system components including valves, dampers, and sensors. Perform capacity verification to ensure equipment is achieving design and submitted performance criteria.

2. Develop the Preliminary Commissioning Report in accordance with Section 408.2.4 of the 2012 International Energy Conservation Code and provide to Hamblen County Government prior to the Certificate of Occupancy.

**D. Project Close Out Phase Activities**

1. Develop a Systems Manual containing the following information:

a) Submittal Data for the Commissioned Systems

b) Operations and Maintenance Manuals for the Commissioned Systems

c) As-Built Controls Drawings

d) Recommended schedules for ongoing testing and maintenance.

e) Narrative describing how each commissioned system is intended to operate (included recommended set-points)

2. Develop the Final Commissioning Report in accordance with Section 408.2.5.4 of the 2012 International Energy Conservation Code and provide to Hamblen County Government.

4. Organize and conduct periodic commissioning updates necessary to plan, coordinate and schedule activities and resolve Commissioning Issues. Commissioning updates will coincide with regular owner, architect, and contractor meetings during construction.

5. Develop project specific Functional Performance Test (FPT) Procedures for each commissioned system. FPTs are developed for dynamic system testing. Issue the FPT documents to the commissioning team for review and comment.

6. Coordinate a FPT review and coordination meeting with the commissioning team. Discuss and address any comments regarding the FPT Procedures, review the FPT execution process and schedule the execution of the FPTs.

**C. Acceptance Phase Activities (Prior to Certificate of Occupancy)**

1. Direct, witness and document the execution of the FPTs by the contractors and/or equipment manufacturers. Document any deficiencies in the Commissioning Issues Log. Provide Site Observations Reports periodically throughout the testing process. Testing shall include individual component and equipment tests in addition to integrated systems testing. Verify operation and calibration of all system components including valves, dampers, and sensors. Perform capacity verification to ensure equipment is achieving design and submitted performance criteria.

2. Develop the Preliminary Commissioning Report in accordance with Section 408.2.4 of the 2012 International Energy Conservation Code and provide to Hamblen County Government prior to the Certificate of Occupancy.

**D. Project Close Out Phase Activities**

1. Develop a Systems Manual containing the following information:

- a) Submittal Data for the Commissioned Systems
- b) Operations and Maintenance Manuals for the Commissioned Systems
- c) As-Built Controls Drawings
- d) Recommended schedules for ongoing testing and maintenance.
- e) Narrative describing how each commissioned system is intended to operate (included recommended set-points)

2. Develop the Final Commissioning Report in accordance with Section 408.2.5.4 of the 2012 International Energy Conservation Code and provide to Hamblen County Government.

## **ADDITIONAL SCOPE OF SERVICE OVERVIEW**

The following alternate scopes of work are intended to provide additional value to the Base Commissioning Scope.

### **E. Alternate 1 - Design Review & Construction Phase Submittal Review - \$11,200**

1. Conduct a Design Review of the construction documents and specifications for commissioned systems at the mid-CD phase. Review is focused on the systems constructability, commissionability, operability and the clarity of the drawings. Provide the Design Review Comments Log to the design team for review and response. If necessary, coordinate a meeting with the design team to discuss the identified issues. Back-check the 100% CD set to ensure comments were either incorporated or addressed.
2. Review contractor submittals for the commissioned systems, concurrent with the design team. Provide review comments to the design team for review, comment and potential inclusion in the official submittal response. If necessary, review up to one (1) re-submittal to ensure comments have been addressed.

### **F. Alternate 2 - Commissioned Systems Site Reviews - \$1,600 per site visit**

1. Perform periodic site visits to observe component and system installations of the commissioned systems. Develop and maintain the Commissioning Issues Log, detailing all observed issues and their resolution. Participate in the resolution of Commissioning Issues. Issue a Site Observation Reports after each visit.

### **G. Alternate 3 - Testing, Adjusting, and Balancing Coordination - \$7,700**

1. Coordinate and facilitate a Test and Balance coordination meeting with the design team and TAB contractor to review the TAB Plan and ensure sufficient understanding of the design intent prior to execution of TAB activities.
2. Review the TAB Report for commissioned systems concurrent with the design team. Provide comments to the EOR and Architect for review, comment, and potential inclusion in the official response. Review re-submissions as necessary to ensure the Final Report is accurate and in accordance with the contract documents and owner's project requirements.
3. Conduct TAB verification by confirming a random 10% sample of values within the TAB report. Verification should be performed by the TAB technician who recorded the initial values with the same equipment. Results shall be documented and confirmed by the CxA.



**H. Alternate 4 – Owner Training Coordination - \$8,600**

1. Participate in up to (2) coordination meetings with Hamblen County Government to assist in determining training requirements.
2. Create minimum training requirements and verify inclusion of operator and occupant training requirements in the contract documents.
3. Participated in, review, recommend pre-approval, and verify the training provided by the contractors for the commissioned systems. Ensure all required personnel and positions receive training.

**H. Alternate 4 – Owner Training Coordination - \$8,600**

1. Participate in up to (2) coordination meetings with Hamblen County Government to assist in determining training requirements.
2. Create minimum training requirements and verify inclusion of operator and occupant training requirements in the contract documents.
3. Participated in, review, recommend pre-approval, and verify the training provided by the contractors for the commissioned systems. Ensure all required personnel and positions receive training.

# HAMBLEN COUNTY JUSTICE CENTER COMMISSIONING AGENT RFQ

December 9, 2020



901.206.7691  
jacob.straessle@entegritypartners.com  
www.entegritypartners.com

**entegrity**  
energy.integrity.

January 21, 2021



December 9, 2020

RE: Request for Qualifications – Hamblen County Justice Center Commissioning Services

Dear Selection Committee,

Entegrity has enjoyed serving as the Commissioning Authority (CxA) for organizations throughout the U.S. As a result, our clients have experienced reduced energy usage, improved building comfort, enhanced operations and maintenance, and planning for the best use of their capital. We are excited for the opportunity to work with Hamblen County on the new Justice Center.

This justice center will be a unique facility with a variety of specialized systems and uses. In order to enjoy the greatest success, it is important for Hamblen County to select a CxA whose strengths align with your values and facility needs, and whose professionals have the proven capability of working in corrections and law enforcement.

Over the course of this project, there will be dozens of designers and hundreds of contractors contributing thousands of work-hours with the goal of producing a facility that Hamblen County will occupy for decades. As your CxA, we act as an independent agent that will ensure the building meets your requirements.

What makes Entegrity unique?

**We are truly independent**, not tied to either the design or construction teams. We are, however, widely respected by our professional colleagues in design and construction for our ability to vet and solve problems in a team setting. We have vast experience in serving as the Commissioning Authority for millions of square feet and for specialized corrections systems like security and extreme durability.

**We understand Corrections operations and county governments.** This experience guides our approach to commissioning. We can and have handled a large volume of commissioning work at any given time by bringing in staff from all offices, and cross-training staff between energy engineering, building testing, and commissioning.

**We are a training-centric firm**, focused on bridging the knowledge gap by effectively linking design phase to construction and ensuring a smooth transition from construction and into owner training, acceptance, and operation.

516 Tennessee Street, Ste 411 | Memphis, TN 38103  
Local: 901.433.0007 | Toll Free: 800.700.1414

[www.entegritypartners.com](http://www.entegritypartners.com)

January 21, 2021

## OPTIMIZING BUILDING PERFORMANCE

**Our pricing is tailored** specifically for the scope of the project to achieve optimal building performance. We price each required task associated, including all travel and expenses, and execute the required tasks regardless of how long it takes. This means we don't issue change orders, unless the project design changes significantly. In our twelve years of operation, we have issued less than 10 change orders for over 600 projects.

**We specialize in energy efficiency** as shown by the additional services we have in house: sustainability certifications, energy assessments, energy modeling, retro-commissioning, measurement and verification, envelope testing, etc.

**We provide real-time feedback** during site visits using advanced commissioning software. Entegrity provides building stakeholders innovative and sustainable solutions to make buildings operate the way they were designed. That is how we have had the opportunity to provide commissioning, building testing, and energy related services on over 600 projects in the US.

**Our commitment to optimizing building performance is historic.** Beyond our vast experience helping others, we walk the walk, too! Recently, our headquarters in Little Rock, Arkansas, was awarded the first LEED Net Zero Energy certification in the nation (second in the world) from the U.S. Green Building Council.

**We maintain a team with strong certifications**, even though we do not provide design services, including: LEED AP/Fellow, CHFM, RA, RLA, CEA, CEM, CxA, CxT, CCP, BCxP, IECC CE, PE, and Air Barrier Association of America Field Auditors, ABA Thermographers, and forensic drone pilots. Regardless of what credentials or specializations might be required, we have them. We are members of many of these organizations as well, including Building Commissioning Association, AABC Commissioning Group, ASHRAE, and NEBB.

It would be our great pleasure to serve as the Commissioning Authority for the Hamblen County Justice Center.

Please feel free to ask for additional information as needed.

Sincerely,



**Jacob Straessle**  
Business Development Executive  
[jacob.straessle@entegritypartners.com](mailto:jacob.straessle@entegritypartners.com)

**entegrity**  
energy.integrity.

January 21, 2021



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PROJECT CONFIDENTIAL  
Property of Entegrity Consulting  
Not for Duplication or Distribution

The information contained herein is considered confidential and proprietary and is being provided by Entegrity Consulting specifically for the project noted and the exclusive use of the individual or firm that requested it. Any duplication, re-transmission or modification of any of the information is strictly prohibited without the written authorization of Entegrity Consulting.

Hamblen County Justice Center  
Commissioning Services

4

January 21, 2021

# COMPANY PROFILE

## ENERGY INTEGRITY.

Entegrity is a sustainability and energy services company specializing in the implementation of energy conservation and renewable energy projects. Entegrity is uniquely qualified to deliver innovative and sustainable solutions to Optimize Building Performance.

### ABOUT ENTEGRITY

Entegrity is an independent building consulting firm specializing in Sustainability Consulting, Commissioning, Energy Services, Solar, and Building Testing.

Established in 2007 as a response to the growing demand for independent building commissioning services and sustainable building practices, Entegrity is a leader in the field of sustainable design. We provide building stakeholders innovative and sustainable solutions to develop and maintain high performance facilities that are more energy efficient and reduce environmental impact, all while realizing significant financial savings in both upfront and life cycle costs. Entegrity is uniquely positioned to represent our clients in an independent and unbiased manner. We do not provide architectural or mechanical design services or represent any products or manufacturers.

We encourage our team to be well-versed and actively engaged in our industry. Entegrity is a proud member of the U.S. Green Building Council, American Society of Heating, Refrigeration, and Air Conditioning Engineers, Association of Energy Engineers, AABC Commissioning Group, Air Barrier Association of America, American Institute of Architects, Building Owners and Managers Association International and an Energy Star partner.

### CONTACT US

800.700.1414 | [info@entegritypartners.com](mailto:info@entegritypartners.com)  
[www.entegritypartners.com](http://www.entegritypartners.com)

### QUICK FACTS

40+

Entegrity has completed projects in more than 40 states and the Cayman Islands.

100

Entegrity has 100 employees in locations throughout the US.

9

Entegrity is headquartered in Little Rock, Arkansas and has nine offices located across the country.

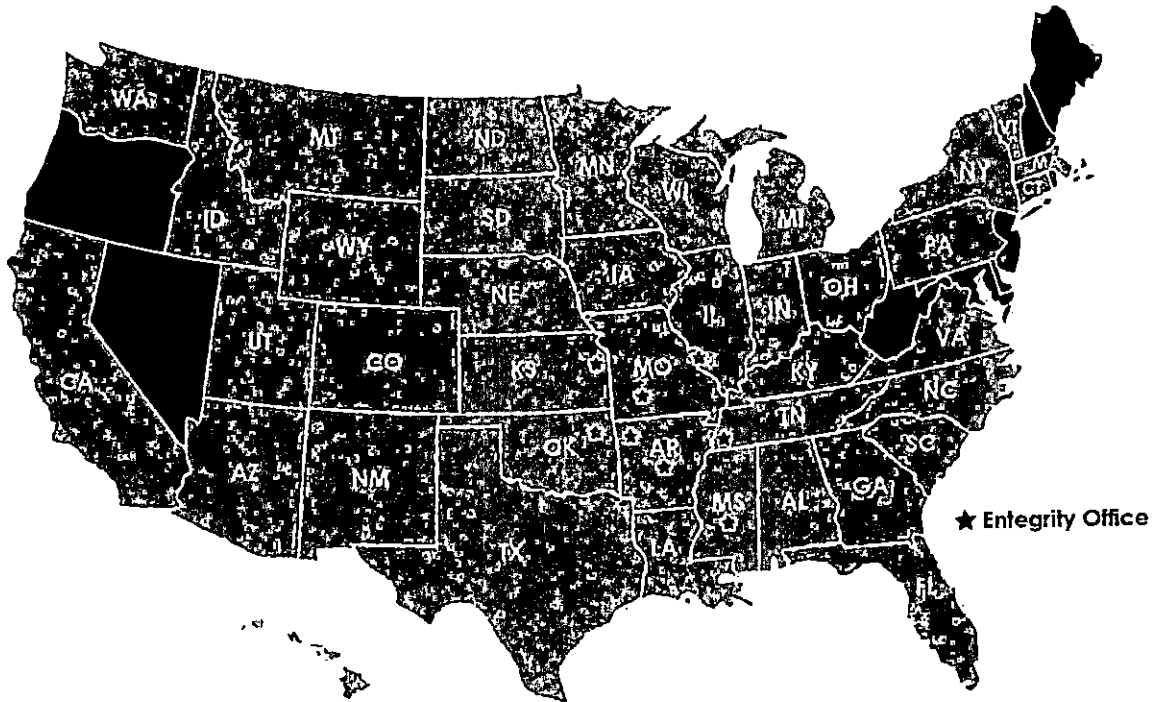
### Partnerships & Affiliations



# COMPANY INFORMATION

## GEOGRAPHICAL PRESENCE

Entegriy has completed projects in more than 40 states across the country and in the Cayman Islands.



## REGIONAL OFFICES

### HEADQUARTERS

1403 E 6th Street  
Little Rock, AR 72202  
o: 501.414.0058

### OKLAHOMA

10319 East 54th Street  
Tulsa, OK 74146  
o: 918.704.0413

### NORTHWEST ARKANSAS

114 N East Avenue  
Fayetteville, AR 72701  
o: 479.301.2517

### MISSISSIPPI

622 Duling Avenue  
Jackson, MS 39216  
o: 601.622.0387

### TENNESSEE

516 Tennessee Street  
Memphis, TN 38103  
o: 901.433.0007

### KANSAS

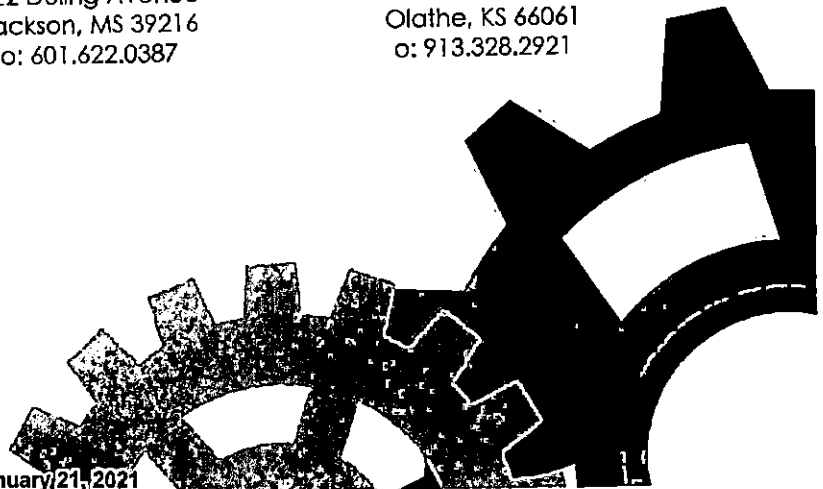
1707 E 123rd Terrace  
Olathe, KS 66061  
o: 913.328.2921

## SATELLITE OFFICES

Springfield, MO | St. Louis, MO | Tampa, FL



January 21, 2021





# KEY PERSONNEL

**Chris Ladner**, LEED Fellow, CxA, CEA, CEM, CMVP  
Partner

**John Coleman**, PE, LEED AP BD+C  
Regional Director

**Rick Vance**, CEM, CxA, LEED AP BD+C  
Regional Director

**Corey Keen**, CPMP, CxA, E.I.T., LEED AP BD+C  
Director of Commissioning  
Energy Services Division

**John Matejka**, ABAA Licensed Field Auditor, BECxP  
Director of Building Testing  
Energy Services Division

**Matt Bell**, CEM, LEED AP BD+C  
Partner

**April Ambrose**, LEED Fellow, GCP  
Business Development Manager

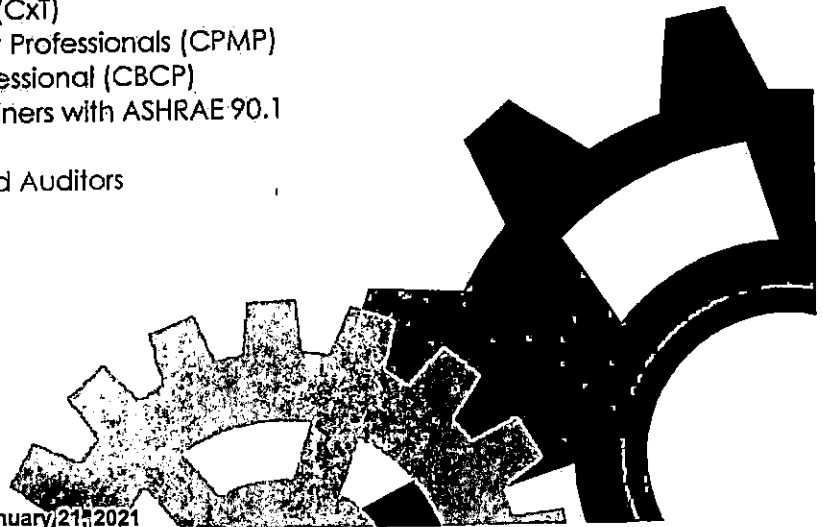
**Meredith Hendricks**, LEED AP BD&C, Homes,  
Fitwel Ambassador, GCP, NCARB  
Director of Sustainability

**Parker Higgs**, PE, CEM, LEED Green Associate  
Director of Energy Engineering  
Energy Services Division

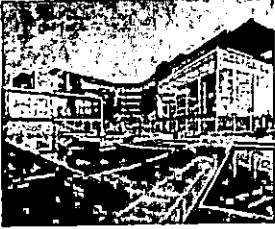
**Flint Richter**, NABCEP PV Installation Professional  
Business Development Executive  
Solar Division

## EMPLOYEE CREDENTIALS

- 8 Professional Engineers (PE)
- 2 Registered Architect (RA)
- LEED Credentials:
  - ◊ 2 LEED Fellows
  - ◊ 17 LEED Accredited Professionals (LEED AP)
  - ◊ 13 LEED Green Associates (LEED GA)
- 1 International Living Future Institute Ambassador
- 1 Green Globes Professional
- 2 FitWel Professionals
- 7 Certified Green Classroom Professionals
- 6 Certified Energy Managers (CEM)
- 1 Certified Energy Auditor (CEA)
- 1 Certified Commissioning Professional (CCP)
- 7 Certified Commissioning Authorities (CxA)
- 3 Certified Commissioning Technicians (CXT)
- 1 Commissioning Process Management Professionals (CPMP)
- 1 Certified Building Commissioning Professional (CBCP)
- 3 IECC Commercial Energy Plans Examiners with ASHRAE 90.1
- 2 IECC Commercial Energy Inspectors
- 2 Air Barrier Association of America Field Auditors
- 1 ABA Level II Thermographer

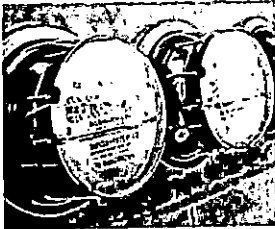


# SERVICES



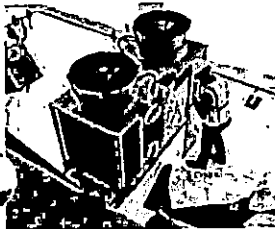
## SUSTAINABILITY

Using LEED, WELL, LBC, ARC, and other certification programs, Entegrity provides prescriptive or performance based sustainability certification options, including Net Zero Energy. As a nationally recognized sustainability consultant, Entegrity can support single, prototyped, and/or volume facilities at any phase of a design, construction or operations building project.



## ENERGY ENGINEERING

Entegrity offers a variety of services designed to reduce energy use and costs for the building. This includes building modeling, which includes simulations to prioritize energy efficiency measures, optimize daylight and calculate outside air. Measurement and Verification, Investment-Grade Audits (IGA) and Utility Rebate Analyses can also be performed.



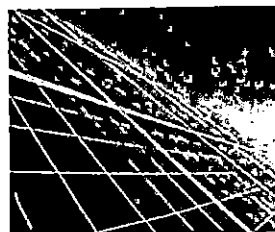
## COMMISSIONING

Our comprehensive commissioning approach ensures a functional facility that provides a productive working environment at the lowest possible costs. Entegrity's commissioning process and implementation has been developed to meet and exceed the requirements of most federal, state, and local agencies commissioning guidelines. Our commissioning services include new building commissioning, certification program commissioning, retro commissioning, and building envelope commissioning.



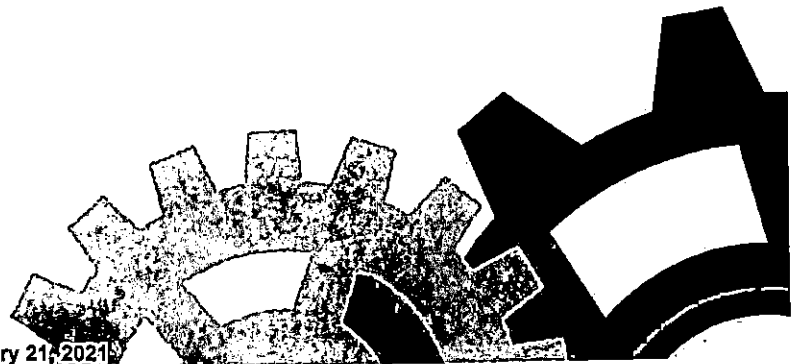
## BUILDING TESTING

Entegrity offers a variety of services designed to improve occupant comfort and well-being as well as reduce energy use and costs for the building. This includes envelope air leakage testing, indoor air quality testing, building forensics, infrared thermal imaging and smoke tracer diagnostics, building mock-up testing, and water intrusion testing.



## SOLAR

Entegrity specializes in the development, engineering, construction, and financing of high-quality solar projects. With the recent cost reductions in manufacturing, installation and equipment costs, solar photovoltaic (PV) systems are more cost effective than ever before. Entegrity is committed to delivering affordable and intelligent solar solutions to meet the sustainable goals of our education, municipal and commercial customers.





# COMMISSIONING APPROACH

Entegrity's commissioning services encompass various scopes of commissioning activities including total building commissioning, retro commissioning, re-commissioning, ongoing commissioning and other specified commissioning scopes.

An efficient and effective commissioning process is one that integrates with and enhances the existing design and construction management plans. Entegrity will work with the client to clearly define expectations for the commissioned systems and work closely with the project design, construction and operation teams to achieve those expectations. Provided below is Entegrity's approach to commissioning, as well as, the activities and documentation involved. In general, Entegrity follows the best practice available in the commissioning industry.

## PROJECT MANAGEMENT

A pre-defined and well communicated management plan will be used to detail the commissioning agent's role within the project team hierarchy. The commissioning management plan will include communication protocols, primary contact information for the commissioning team, document management plans, and commissioning scheduling and testing requirements. An efficient commissioning process requires effective communication of the commissioning roles and responsibilities, including how these responsibilities relate to the other design and construction team members, and formal documentation of the work progress required to perform the commissioning activities. The management plan will also account for lessons learned on previous commissioning projects.

The formal documents utilized for commissioning management and activities may include:

- Cx Process Flow Chart and Communication Protocol
- Owner's Project Requirements
- Basis of Design Response from Design Team
- Cx Specifications
- Cx Meeting Minutes
- Cx Plan
- Cx Responsibility Matrix
- Cx Test Plan and Schedule
- Design and Submittal Review
- Pre-Functional Checklists
- Performance Verification Checklists
- TAB Review and Verification
- Functional Test Reports
- Corrective Action Log
- Final Commissioning Report
- Facility Management Assessments
- Training Plans and Agenda
- Systems Manual
- Operations & Maintenance Plan
- Current Facilities Requirements
- Service Life Plans

# COMMISSIONING APPROACH

## INTEGRATING COMMISSIONING ACTIVITIES

Proper definition and documentation of the owner's project requirements (OPR) and design assumptions are vital activities that all design professionals seek to complete before finalizing design and construction documents. Documentation of the OPR and Basis of Design by the design team, as well as, design and submittal reviews by the commissioning agent contributes to a more efficient design process and helps minimize the amount of addenda and ASI's required for a project. Entegrity will be an active participant throughout the entire design process, thus ensuring all requirements, especially operational and maintenance issues, are integrated into each design. Entegrity considers the OPR as a living document, updating it as owner



requirements are modified throughout the process and verifying each modification is transferred to the design and construction teams.

Through the use of a comprehensive Commissioning Test Plan and Schedule, the Entegrity team will set scheduled dates for draft test plans and all milestones related to equipment/system installation, inspection, and testing. Pre-functional checklists and functional test procedures are provided to the commissioning team via the commissioning plan, which allows the contractor to review installation requirements and demonstrate compliance before the CxA verifies installation and performance. This integration of Cx requirements allows the construction team ample time to coordinate equipment requirements, remedy deficiencies and assures the commissioning team that the required milestones are achieved before on-site verification and testing. This process minimizes surprises for both the construction and commissioning team.

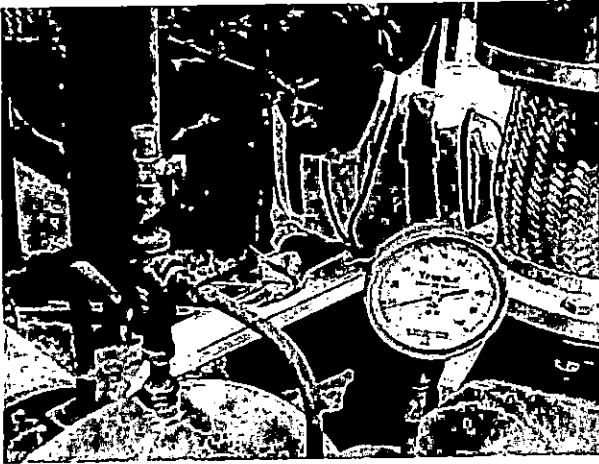
The Pre-Functional Checklists, Performance Verification Checklists, and Functional Test Forms are developed to define and verify all required modes of operation, provide clear communication with the construction team, and allow for the most efficient completion of the commissioning process. Using one of the most effective Commissioning software available, Building Start, the checklists and test forms are completed during the on-site observation and testing. These advanced checklists and forms allow Entegrity to provide real-time feedback to the construction team for timely resolution of any issues, as well as, efficient documentation of the commissioning findings.

## COMMISSIONING: TEAMWORK AND COOPERATION

Lack of understanding and trust in the commissioning process is probably the biggest challenge to an effective commissioning process. Since the commissioning agent (CxA) works closely with the owner, design team and construction team, it is critical that the CxA foster an attitude of teamwork and cooperation throughout the entire process. Entegrity is truly a third-party CxA, which prevents

## COMMISSIONING APPROACH

us from having conflicts of interest with other project team members. To further avoid or minimize potential adversarial relationships amongst the project team, Entegrity will clearly define our goals for the commissioning process with the team and execute the process transparently with a focus on providing the owner the best building possible.



Entegrity defines the commissioning process and communication protocol early in the project, then continues to educate the commissioning team on the commissioning process through milestone meetings such as the pre-commissioning and controls coordination meetings. Likewise, Entegrity provides consistent updates to the team of design and construction deficiencies through the use of field reports and corrective actions logs to ensure all deficiencies are addressed by the responsible parties per the owner's requirements.

Entegrity strives to efficiently remedy deficiencies at the point where they are found, with the least amount of management as possible. Direct communication with the appropriate subcontractor while keeping the Construction Manager informed allows for swift resolution to a deficiency and eliminates the personal and political fallout from an "up-the-chain" communication process. Any deficiencies that are not addressed within a pre-determined time frame will be communicated to the appropriate party for resolution. Regardless of how quickly an issue is addressed, all issues found during the commissioning process are properly documented through the commissioning corrective action log and verified by the CxA. The complete corrective action log is reviewed with the owner upon project close-out.

### APPROPRIATE PROJECT COMMISSIONING

Each project has unique challenges and specific goals that help determine the level of commissioning required to achieve success. The level and focus of commissioning efforts should be appropriate to a project's size, complexity, its mission, and an owner's risk management strategy. After the project delivery team has determined the essential project performance requirements, commissioning goals for project quality, efficiency, and functionality can then be established, and a commissioning approach and scope can be developed. Entegrity works extensively with the owner and project delivery team to help define and understand the factors that drive each project and shape the required commissioning effort.

### SPECIALIZED SYSTEM EXPERIENCE

Through previous experience with high performance building venue projects, various Entegrity team members have an in-depth knowledge of specialized systems and their associated control and

# COMMISSIONING APPROACH

operating issues. Entegrity has commissioned solar PV and solar thermal systems, rainwater harvesting systems, geo-exchange equipment, building envelope systems, de-icing systems and custom air handling equipment. This specialized experience ensures the Entegrity commissioning process adds value to the project and helps the owner achieve the required goals for the project.

Additional specialized system commissioning experience includes:

- Medical and Laboratory Gas
- Refrigeration Systems
- Lab and Fume Hoods
- Building Envelope
- Domestic Water and Process Water
- Power Air
- HVAC Systems & Controls
- Exhaust Air
- Life Safety
- Security
- Emergency and Standby
- Lighting Controls
- Chilled and Heating Water Systems
- Building Automation
- HVAC Air Handling Systems
- Fire Protection & Fire Alarm
- Steam and Condensate
- Energy Management

## OWNER TRAINING: ADDED COMMISSIONING VALUE

Entegrity understands that a major component of the commissioning process is training of the staff responsible for operating the newly commissioned facility. The CxA can be an important resource to owners to confirm that not only does the construction documents properly outline the training requirements, but also that staff members receive credible training that is site-specific and relevant. In addition, the inclusion of facility operators throughout the construction process is a valuable training tool for the facility staff. Not only does the commissioning process verify that the appropriate staff and operators are formally trained to operate and maintain each item of equipment, the process also confirms that the operators fully understand how integrated systems function and how these systems interface with others to run the building efficiently.

Entegrity coordinates, monitors, and verifies that the system trainers and the facility staff understand the unique strategies that drive design intent and control sequences in all modes of operation in normal, alternative and emergency operations. In addition to training, Entegrity also verifies that the facility management team has received the appropriate operational documentation on the commissioned equipment and systems and is prepared to effectively operate the newly commissioned systems.





STATE OF TENNESSEE  
DEPARTMENT OF  
COMMERCE AND INSURANCE



PARKER HAYDEN HIGGS

ID NUMBER: 120569  
LIC STATUS: ACTIVE  
EXPIRATION DATE: August 31, 2019

237503

STATE BOARD OF ARCHITECTURAL AND ENGINEERING  
EXAMINERS  
PROFESSIONAL ENGINEER

THIS IS TO CERTIFY THAT ALL REQUIREMENTS  
OF THE STATE OF TENNESSEE HAVE BEEN MET

ATTN: ENTEGRITY  
PARKER HAYDEN HIGGS  
1403 E. 6TH ST  
LITTLE ROCK AR 72202

# State of Tennessee

10708459

STATE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS  
PROFESSIONAL ENGINEER  
PARKER HAYDEN HIGGS

*This is to certify that all requirements of the State of Tennessee have been met.*

ID NUMBER: 120569  
LIC STATUS: ACTIVE  
EXPIRATION DATE: August 31, 2019



IN-1313  
DEPARTMENT OF  
COMMERCE AND INSURANCE

**HAMBLÉN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**REQUEST FOR QUALIFICATIONS**

**Office of the Hamblen County Mayor**  
 511 West Second North Street  
 Morristown, TN 37814

**RFQ TIMELINE:** Times listed below are in Eastern Standard Time.

Date Issued:	Thursday, November 19th, 2020
RFQ Title:	Hamblen County Justice Center Commissioning Services (2020-10Q)
RFQ Question Deadline:	Wednesday, November 25, 2020 @ 12:00 noon <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed below. Questions submitted by telephone call will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
RFQ Answer Deadline:	Tuesday, December 1, 2020 @ 4:00p.m.
Proposal Submission Deadline Date & Time:	Wednesday, December 9, 2020 @ 12:00 noon <i>If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, proposals will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
Proposal Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 <sup>st</sup> Floor, Administrative Building
Anticipated Negotiation of Contract	Tuesday, December 15, 2020 @ TBD



**HAMBLLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**INTRODUCTION:**

Hamblen County (hereafter referred to as "County") is soliciting qualifications for the commissioning services of building MEP systems in compliance with Section C408 of the 2012 International Energy Conservation Code and as described in Section II Scope of Commissioning Services on the Hamblen County Justice Center Project. The proposed Justice Center is a three (3)-story building with basement in approximately 196,000 square feet. It will consist of a 600-625-bed jail facility, three (3)-courtrooms, clerk office, community service office, judges office suite, and jail administration.

The County's selection process will rely on the evaluations of the submitted qualifications and any subsequent supplemental evaluation process deemed necessary by the Justice Center Committee such as the request for additional information as may be undertaken by the County at its sole discretion.

**TABLE OF CONTENTS:**

- I. Project Overview
- II. Scope of Commissioning Services
- III. General Information for Commissioning Agent
- IV. Submission Requirements
- V. Forms:
  - a. Statement of Qualifications
  - b. Anti-Collusion Statement
  - c. Certification of Compliance Iran Divestment Act
- VI. Evaluation of Qualifications
- VII. RFQ Submission Checklist

**I. PROJECT OVERVIEW:**

The County is currently in the construction document phase of the Justice Center Project. The facility will be constructed on county-owned property located on West 3<sup>rd</sup> North Street in Morristown, TN. The construction of the project is expected to bid in January 2021 with construction duration of approximately 24 months. Mechanical, electrical and plumbing equipment are in the process of being finalized but will generally be as described in the attached equipment schedules.

**Project Team:**

Moseley Architects located in Charlotte, North Carolina has been contracted for Architectural and Engineering services for this project. BurWil Construction Company located in Knoxville, Tennessee has been contracted for Project Management Services.

**HAMBLLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**Anticipated Project Schedule:**

<b>Projected Project Activity Duration</b>	
Schematic Design Drawings:	Completed
Design Development Phase:	Completed
Commission Approval of Project Concept:	Completed
Construction Drawings Preparation:	May-November 2020
Commission Approval of Construction Drawings:	December 2020
Authorization to Bid the Project:	December 2020
Award of Construction Contract:	January-February 2021
Current Property Demolition to be Completed:	December 2020

**HAMBLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**II. SCOPE OF COMMISSIONING SERVICES:**

- Perform commissioning of all building HVAC, domestic hot water, and lighting controls included in the proposed project.
- Commissioning scope shall include all activities described in Section C408 of the 2012 International Energy Conservation Code.
- Commissioning agent shall have a valid Professional Engineer (PE) license in Mechanical Engineering within the State of Tennessee.
- Provide the following deliverables directly to the County or its representative during the project phases indicated:

Construction Documents Phase: Commissioning specifications outlining the responsibilities of the Commissioning Agent, Contractor(s), A&E Firm and the County. This deliverable has a deadline of January 15, 2021, based on the successful commissioning agent having a fully executed contract by December 18, 2020.

Construction Phase: Commissioning Plan describing the commissioning activities, applicable equipment types, testing procedures and performance criteria.

Prior to Certificate of Occupancy: Preliminary commissioning report of commissioning test procedures and results to the County as described in Section C408.2.4 of the 2012 International Energy Conservation Code.

Project Close-Out:

Systems Manual containing the following:

- a. Submittal Data
- b. Manufacturers' O&M manuals
- c. Control Drawings
- d. Recommended schedules for ongoing testing and maintenance
- e. Narrative describing how each commissioned system is intended to operate (including recommended set-points)

Final commissioning report as described in Section C408.2.5.4 of the 2012 International Energy Conservation Code.

**HAMBLLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**III. GENERAL INFORMATION FOR COMMISSIONING AGENT:**

**Project Administrator:**

The County Finance Department is the sole point of contact for this procurement. All communication between prospective proposers and the County upon receipt of this RFQ shall be in email form to the County Finance Department as follows:

Johnna Harrell  
511 West Second North Street  
Morristown, TN 37814  
Telephone: 423-586-1931  
Email: Johnna.harrell@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

**RFQ Questions and Answers:**

Questions regarding this RFQ will be accepted via email to the Project Administrator until 12:00 noon on Wednesday, November 25, 2020. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be posted to the Hamblen County Government website, [www.hamblencountytn.gov](http://www.hamblencountytn.gov), under the Bids & Proposals Tab no later than 4:00p.m., Tuesday, December 1, 2020.

**Proprietary Information and Public Disclosure:**

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All proposals submitted shall remain sealed until the deadline for submission of proposals has expired. Once a proposal is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

**Cost of Proposal Submission:**

The County will not be liable for any costs incurred by any respondent in preparation of a response to this RFQ, in conducting of a presentation, or any other activities related to responding to this RFQ.

**HAMBLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**Revisions to the RFQ:**

In the event it becomes necessary to revise any part of this RFQ, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, [www.hamblencountyttn.gov](http://www.hamblencountyttn.gov), under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this RFQ in whole or in part prior to the execution of a contract.

**Period of Performance:**

The period of performance of any contract resulting from this RFQ is tentatively scheduled to begin upon award of a contract.

**Subcontract Terms:**

The successful respondent will not subcontract any portion of their duties under this RFQ or subsequent contract without the prior written consent of the County.

**Contract Terms:**

All items in this RFQ must be included with the proposal submission. All contracts between parties as a result of this RFQ shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

**Contract Termination:**

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the Commissioning Agent a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the Commissioning Agent with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the Commissioning Agent. The Commissioning Agent shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

**No Obligation Contract:**

The County reserves the right to accept or reject any or all proposal submissions at its sole discretion without penalty and to not issue a contract as a result of this RFQ. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

**HAMBLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**Right To Withdraw:**

Respondents have the right to request withdrawal of their proposals from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

**Commitment of Funds:**

The Hamblen County Legislative Body are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this RFQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

**Invoice Requirements:**

The Commissioning Agent will submit invoices to the County Finance Department based on the timeline outlined in the contract. The invoices will include a detailed account of the following:

1. Purchase Order number issued by County;
2. A description of the work performed;
3. The date(s) the work was performed; and
4. If applicable, an itemized list, including receipts, of all reimbursable expenses as outlined in the contract.

**IV. SUBMISSION REQUIREMENTS:**

Respondents are required to submit one (1) complete proposal packet either electronically or in a sealed envelope based on the instructions below. Proposals, whether mailed, hand-delivered, or electronically submitted must arrive no later than 12:00 noon, Eastern Standard Time on Wednesday, December 9, 2020.

**Instructions for Submitting Proposals Electronically:**

Electronic submissions should be sent to [Johnna.harrell@co.hamblen.tn.us](mailto:Johnna.harrell@co.hamblen.tn.us) via WeTransfer.com, an internet-based computer file transfer service. The message line of the WeTransfer page should state: **HAMBLEN COUNTY JUSTICE CENTER COMMISSIONING AGENT RFQ #2020-10Q, DECEMBER 9, 2020 @ 12:00 noon. Please note: Proposal should be submitted no earlier than December 3rd as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Wednesday, December 9, 2020 @ 12:00p.m.**

**HAMBLLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**Instructions for Submitting Hard Copies of Proposals:**

Envelopes must arrive sealed and clearly marked with **HAMBLLEN COUNTY JUSTICE CENTER COMMISSIONING AGENT RFQ #2020-10Q, DECEMBER 9, 2020 @ 12:00 noon** on the outside of the envelope to the Hamblen County Mayor's Office, 511 West Second North Street, Morristown, TN 37814, Attention: Johnna Harrell.

Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service whether in-person or electronically. Late proposals will not be accepted.

**Proposal Content:**

All items listed below must be included in your submission.

1. Statement of Qualifications Form (attached)
2. Copy of Professional Engineer (PE) License in Mechanical Engineering within the State of Tennessee
3. Anti-Collusion Statement (attached)
4. Certification of Compliance with Iran Divestment Act (attached)

**Statement of Qualifications Form:**

The respondent must complete the statement of qualifications on pages 11 & 12 of this document. This includes contact information, education, experience, and three (3) references. If the respondent would like to list more than three (3) references for previous projects, those can be listed on a separate sheet and submitted with this document.

**HAMBLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**Insurance Requirements:**

a. Certificates of Insurance

Upon award of this project, the Commissioning Agent **must** provide to Hamblen County Government certificates of the insurance requirements listed below before duties commence. Policies shall be endorsed to provide Hamblen County Government at least thirty (30) days written notice of reduction, cancellation or intent not to renew coverages as listed. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the Commissioning Agent **must** cease work on this project.

b. Liability Coverages

1. The Commissioning Agent shall furnish at their own expense and keep in full force during the terms of this contract the following coverages which shall list Hamblen County Government and BurWil Construction, managing agent, as additional insured:

- General liability insurance covering bodily injury and property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate and products/completed operations in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate.
- Professional liability insurance in the minimum sum of \$2,000,000 limit per occurrence.
- Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage.
- Umbrella liability insurance in the minimum sum of \$3,000,000 for each occurrence.

2. Worker's Compensation Compliance

The Commissioning Agent shall also comply with all requirements of the Workers' Compensation Law and shall at their own expense, maintain such insurance, including waiver of subrogation in favor of Hamblen County and BurWil Construction, managing agent, and employer's liability, as will protect the Commissioning Agent from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by anyone directly or indirectly employed by the Commissioning Agent.



**HAMBLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**Anti-Collusion Statement:**

The respondent certifies by signing the anti-collusion statement on page 13 of this RFQ that this proposal is made without prior understanding, agreement, or accord with any other person submitting proposals for the same service and that this submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

**Iran Divestment Act:**

The respondent must certify on page 14 of this RFQ that neither they nor any of their successors, parent companies, subsidiaries or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

**Signatures:**

The Statement of Qualifications Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, and all RFQ Amendments must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

**HAMBLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**V. FORMS:**

**a) STATEMENT OF QUALIFICATIONS**

<b>Information of company or individual with whom the contract would be written</b>	
Legal Name:	Eco Integration, Inc. dba Entegritty Consulting
Address:	516 Tennessee St, Suite 411, Memphis, TN 38103
Phone:	901.206.7691
Email Address:	Inside.sales@entegrittypartners.com
Education:	8 PE's, 2 RA's, 2 LEED Fellows, 17 LEED AP's, 6 CEM's, 7 CxA's, ICCP, 3 CxT's, 1 CPMP, 3 IECC Examiners, 2 IECC Inspectors, 2 ABAA Field Auditors, IABA Level II Thermographer
Experience:	Entegritty has performed commissioning services for a variety of clients including justice centers and correctional facilities, healthcare, laboratories, higher education, K-12, emergency services, and municipal wastewater treatment plants.
Name & Email Address of Commissioning Agent & Primary Point-of-Contact (if different from information listed above)	Commissioning Agent: Parker Higgs, PE, CEM, LEED GA Parker.Higgs@EntegrittyPartners.com Primary POC: Jacob Straessle Jacob.Straessle@EntegrittyPartners.com

List a minimum of three (3) completed projects that demonstrate your experience with commissioning services, preferably of large scale projects.

<b>Completed Project #1</b>	
Name of Project:	Tulsa County Juvenile Justice Center
Year Completed:	2020
Size of Project:	\$39 Million   147,000 SF
Project Owner Contact Information:	Matney Ellis Tulsa County Procurement Director 918-596-5022

**HAMBLÉN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblén County Justice Center Commissioning Services (2020-10Q)**

**STATEMENT OF QUALIFICATIONS continued...**

<b>Completed Project #2</b>	
Name of Project:	Greene County Jail
Year Completed:	2021
Size of Project:	\$150 Million   180,000 SF
Project Owner Contact Information:	Rob Rigdon, P.E. Greene County Resource Management 417.207.0619

<b>Completed Project #3</b>	
Name of Project:	St. Jude Advanced Research Center
Year Completed:	2021
Size of Project:	\$412 Million   550,000 SF
Project Owner Contact Information:	John Curran Owners Representative 901.595.4367

**Description of Services Offered:** (Describe commissioning services you would anticipate furnishing for this project.)

Commissioning of the Hamblén County Justice Center will be completed in accordance with Section C408 of the 2012 International Energy Conservation Code and the requirements listed in Section II of this RFQ.

**HAMBLLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**b) ANTI-COLLUSION STATEMENT**

By signing this form the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this RFQ being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFQ, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent's authorized agent. All signatures must be original and not photocopies.

April Ambrose  
Signature

Business Development Manager  
Title

April Ambrose  
Printed Name

12/9/2020  
Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government's Terms and Conditions.

**HAMBLLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

c) **CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT**  
**Tenn. Code Ann. § 12-12-101 et seq.**

Comes April Ambrose, for and on behalf of  
(Printed name of Principal Officer of Company)

Eco Integration, Inc. dba Entegrity Consulting, (the "Company") and, after being duly authorized by the Company so to do, makes oath that:

By submission of these qualifications, each respondent certifies, and in the case of a joint submission each party certifies, under penalty of perjury, that to the best of their knowledge and belief that each respondent is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

April Ambrose  
Signature

Business Development Manager  
Title

12/9/2020  
Date

**HAMBLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**VI. EVALUATION OF QUALIFICATIONS:**

This document is a Request for Qualifications. It differs from a Request for Bid or Proposal in that the County is seeking the most qualified respondent. Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The highest score will be determined to be the most qualified and contract negotiations will begin at that point. In the event that a contract cannot be negotiated with the first most qualified respondent, the County reserves the right to negotiate with the next qualified respondent until a contract can be reached.

**Evaluation Criteria:**

<b>Evaluation Criteria</b>	<b>Maximum Points to be Earned</b>
Professional Commissioning Experience:	50
Jail/Justice Center-Specific Commissioning Experience:	15
Narrative of Proposed Services:	10
Overall Comments from References:	25
<b>Total Points Available:</b>	100

**HAMBLLEN COUNTY GOVERNMENT**  
**Request for Qualifications – Hamblen County Justice Center Commissioning Services (2020-10Q)**

**VII. RFQ SUBMISSION CHECKLIST:**

- ✓ Proposal is labeled on the outside of the envelope or in the subject line, if electronically delivered, 'Hamblen County Justice Center Commissioning Agent RFQ #2020-10Q– December 9, 2020 @ 12p.m.' as instructed on pages 7 & 8 Section IV of this document
- ✓ Complete ORIGINAL signed and initialed RFQ packet
- ✓ Statement of Qualifications Form completed (pages 11 & 12 Section V.a. of this document)
- ✓ Copy of Professional Engineer (PE) Certification in Mechanical Engineering within the State of Tennessee
- ✓ Anti-Collusion Statement Signed (page 13 Section V.b. of this document)
- ✓ Certification of Compliance with Iran Divestment Act completed and signed (page 14 Section V.c. of this document)



Date: 1-4-2021

To: Dan Mace  
Moseley Architects  
6210 Ardrey Kell Road Suite 425  
Charlotte NC 28277

RE: Approval of Plans  
Hamblen County Justice Center  
440 North Jackson St  
Morristown TN 37814

TFM # 20388  
Project # 2020-09-25-01  
County: Hamblen

Dear Dan Mace,

The construction documents submitted to our office for the above referenced project have been reviewed for compliance with the minimum standards for fire prevention, fire protection, and building construction safety of the *Rules of Tennessee Department of Commerce and Insurance, Division of Fire Prevention, Chapter 0780-02-02, Codes and Standards*.

This is a public building. Therefore, it is subject to Tenn. Code Ann. § 68-102-201, et seq., the Tennessee Public Building Accessibility Act. It has been reviewed for compliance with the 2010 ADA Standards for Accessible Design. It has not been reviewed for compliance with the Americans with Disabilities Act.

Plans are approved with the following stipulation(s)

**Stipulation 1:**

Complete sprinkler shop drawings with calculations and manufacturer cut sheets showing listing of fire protection systems must be submitted by a Tennessee registered sprinkler system contractor for review and approval prior to installation in accordance with Rule 0780-2-7-.09. The sprinkler shop drawings, calculations, & manufacture's cut sheet package must be reviewed and approved by the fire protection engineer of record (processed with the engineers shop drawing review stamp) prior to the submittal to the State Fire Marshal's Office. All piping from the *point of service* including underground used for sprinkler or standpipe must be installed by a Tennessee registered sprinkler contractor. Rule 0780-2-.08

**Stipulation 2:**

New buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the



jurisdiction at the exterior of the building. Emergency responder radio coverage must be verified in the field prior to the issuance of a CO. The test should be performed by the local fire department after interior and exterior walls and the roof are constructed.

Note that stipulations must be satisfied by sealed construction documents before such work is performed. A Certificate of Occupancy (CO) will not be issued if stipulations are not satisfied. Rule 0780-02-03-.10.

If this is a "phased construction" project, construction may not proceed past the approved stage. Rule 0780-02-03-.02.

No approval of plans, or failure to review, plans, and specifications by the Division shall relieve the owner, developer, contractor, or designing architect or engineer of their respective responsibilities for compliance with applicable codes respecting fire prevention, fire protection, and building construction. Rule 0780-02-03-.05.

Approved plans are available electronically at <https://apps.tn.gov/tnsfm0/>. They must be printed with all markups and stamps and placed at the project site prior to construction. They shall be available to the State Fire Marshal's Office inspector and retained until a CO has been issued by the Division. Failure to have the plans at the site and available to the inspector may be grounds for a Stop Work Order to be issued. Rule 0780-02-03-.05.

All subsequent construction document revisions that impact the approved plan's fire prevention, fire protection, or building construction safety must be submitted to this office for review and approval. Rule 0780-02-03-.02.

New buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction at the exterior of the building. Emergency responder radio coverage must be verified in the field prior to the issuance of a CO. The test should be performed by the local fire department after interior and exterior walls and the roof are constructed.

The project's contractor must contact the Tennessee State Fire Marshal's Office inspector prior to construction to ensure that the proper inspections are performed. A CO will be issued after work is completed and all inspections are performed and satisfied. The building must have a CO before it may be occupied. Rule 0780-02-03-.10.

Sincerely,



James E. Snider, Plans Examiner II  
Codes Enforcement Section

cc: Michael Myers, DSFM  
Attachment: Requirements for inspections of construction

**Detention, 1B, 4 Stories, Sprinklered**

# MOSELEYARCHITECTS

6210 Ardrey Kell Road  
The Hub at Waverly, Suite 425  
Charlotte, NC 28277  
P: (704) 540-3755

December 11, 2020

RE: Hamblen County Justice Center  
Project No. 590418

Mr. Bill Brittain  
Hamblen County Mayor's Office  
511 W. 2<sup>nd</sup> North Street  
Morristown, Tennessee 37814

Dear Mayor Brittain,

Moseley Architects has reviewed the Contractor Pre-qualification submissions received for the Hamblen County Justice Center project. Each of the submissions were evaluated based upon the criteria listed in the Pre-qualification procedures and scored utilizing the Scoring Matrix which was included with the Pre-qualification package.

We recommend the following firms be considered as Pre-qualified to Bid the Hamblen County Justice Center project.

Bell & Associates Construction, LLC  
Blaine Construction Corporation  
Branch Builds, Inc.  
W.C. English, Incorporated

If you have any questions, please feel free to contact Dan Mace or myself.

Sincerely,



Bryan Payne, Assoc. AIA  
Senior Associate  
Moseley Architects

Cc: Dan Mace, AIA  
Tony Pettit

**INVITATION TO BID**

Hamblen County is soliciting Sealed Bids for the **HAMBLEN COUNTY JUSTICE CENTER** from pre-qualified contractors to construct the new Hamblen County Justice Center located at 440 N. Jackson Street, Morristown, Tennessee. Bids will be received at the location listed below until the date and time listed:

HAMBLEN COUNTY MAYOR'S OFFICE  
C/O JOHNNA HARRELL, SPECIAL PROJECTS  
511 WEST SECOND NORTH STREET  
MORRISTOWN, TN 37814  
Phone: (423) 586-1931  
Email: Johnna.harrell@co.hamblen.tn.us  
**2:00 PM, TUESDAY, MARCH 2, 2021**

All bids must be submitted in a sealed envelope and plainly labeled on the outer most package "**HAMBLEN COUNTY JUSTICE CENTER BID**". **The inside and outside package shall include the Contractor's License Number.**

**Due to travel and meeting restrictions in place from the COVID-19 outbreak, Hamblen County is making the following changes to the bid opening:**

- Bids will be received at 511 West Second North Street, Morristown, TN 37814.
  - It is the responsibility of all Bidders to select shipping/ delivery method that will ensure the bids arrive by the 2:00 pm deadline.
  - Bidders may ship their bids to the above address via UPS or FedEx.
  - Bidders may alternatively hand deliver their bids to the above address. The receptionist will be available to receive bids delivered by hand.
- Hamblen County will conduct the bid opening via live stream only over Zoom. Bidders hand delivering their bids will not be allowed to stay in person for the opening.
  - Prior to the bid opening a link for the Zoom meeting will be emailed to registered plan holders, posted on Hamblen County's website and posted to Moseley Architects plan room.
  - A blank bid tab summary will also be distributed to registered plan holders in the same manner.
  - The live stream bid opening will be conducted in a manner that shows all bids were received in sealed packages and were unopened prior to the bid opening.

During the bid opening, Hamblen County will have no less than two (2) staff members present in the room, one of which will be the Purchasing Agent.

HAMBLEN COUNTY JUSTICE CENTER  
MORRISTOWN, TENNESSEE  
Architect's Project No: 590418

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Bids received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Bidders are responsible for ensuring their Bid is received before the deadline indicated. Bids submitted by telephone, email, text message, or facsimile shall not be accepted.

The Work generally consists of a new justice center approximately 199,000 square feet. The detention portion of the project is four stories and includes precast concrete wall panel construction with steel framing, interior CMU partitions, TPO roofing, architectural casework, food service equipment, detention equipment, security electronics, and finishes typically associated with a new detention center. The courtroom/ administration portion of the project is one story and includes metal stud and brick veneer wall construction with steel framing, interior metal stud partitions, TPO roofing, architectural casework including courtroom casework, security electronics, and finishes typically associated with a new courthouse. The project includes a kitchen, laundry, vehicle sally port, intake/booking, steel cells and three courtrooms. Sitework includes stormwater management, sidewalks, parking lots, grading, and fencing/gates. Structural work includes steel micropiles, soil cement modified subgrade, structural steel framing and precast concrete. Mechanical work includes ductwork, plumbing, sprinkler system, smoke control system, controls, and roof top units. Electrical work includes panelboards, lighting fixtures, fire alarm, emergency generator, power, technology wiring and infrastructure; and security systems (cameras, intercoms, duress, door controls, and touchscreens).

A mandatory pre-bid conference will be held at 2:00 p.m., on February 9, 2021, at Location: **Hale House Conference Room, 534 West Second North Street, Morristown, TN 37814.** Submit questions in writing, at this time on the required "Pre-Bid Question Form." The "Pre-Bid Question Form" may be accessed within the Project Manual, or you may submit online via [www.moseleyarchitects.com](http://www.moseleyarchitects.com). Responses will be in the form of addenda if required.

Beginning on **January 19, 2021**, all Bidders may obtain, and/or examine electronic Bidding Documents by visiting [moseleyarchitects.com](http://moseleyarchitects.com).

In order for Moseley Architects to maintain an accurate list of plan holders (General Contractor's only) and notify them of any addenda, each General Contractor shall complete the following required steps:

1. Submit the following information to Moseley Architects by email:

[jhill@moseleyarchitects.com](mailto:jhill@moseleyarchitects.com)

ATTN: Jessica Hill

Company Name:

Address:

Phone/ Fax Number:

Email Address:

Contact Person:

2. Visit [moseleyarchitects.com](http://moseleyarchitects.com), click the "Bidding" tab at the top of the page, scroll to **Hamblen County Justice Center** click on "Bid Documents", and follow the instructions to "Request a key." Once complete, access to the electronic Bidding Document files can be obtained, saved, and or examined as needed. Addenda for the Project will be posted to the above listed website.

**HALE HOUSE PROJECT**

Motion by Tim Horner , seconded by Chris Cutshaw to reject all the bids on the Hale House Project  
and to rebid the projects separate.

2/2/2021 5:51:33 PM RollCall Systems, Inc.



**9.b. Hale House Project**

VOTE RESULTS: Passed By Majority Vote

YES: **11** NO: **2** ABSTAIN: 0 ABSENT: **1**

Joe Huntsman,	<b>YES</b>	Randy DeBord	<b>YES</b>
Taylor Ward	<b>YES</b>	Chris Cutshaw <small>Second</small>	<b>NO</b>
Thomas Doty	<b>ABSENT</b>	Jeff Akard	<b>YES</b>
Wayne NeSmit	<b>YES</b>	Jim Stepp	<b>NO</b>
Mike Reed	<b>YES</b>	Bobby Haun	<b>YES</b>
Tim Goins	<b>YES</b>	Tim Horner <small>Motion</small>	<b>YES</b>
Howard Shiple	<b>YES</b>	Eileen Arnwine	<b>YES</b>

Thereupon meeting adjourned at 5:55p.m.



TENNESSEE  
**Hamblen County**  
SERVICE • COMMUNITY • INDUSTRY  
OFFICE OF THE MAYOR

January 21, 2021

To: Hamblen County Commission  
From: Bill Brittain, County Mayor *BB*  
Re: Hale Property Development

Architect Dave Wright and I are disappointed that we only received one bid for the renovation of the Hale House and two prices for the construction of the parking lot on the vacant lot of the Hale Property. We would prefer to move forward with more than one bid.

Therefore, we are recommending that the commission reject the bids received in December and rebid the project. Our plan is to bid the renovation of the house and the parking lot separately. Proposals for the home renovation will be scheduled for February 25<sup>th</sup>. The parking lot will be rebid in April. Mr. Wright plans to actively seek potential bidders for the project as well as post the project throughout the East Tennessee construction market.

Do not hesitate to contact me with any questions.

**Bill Brittain, County Mayor**

511 West Second North Street • Morristown, TN 37814 • office. 423.586.1931 • fax. 423.585.4699

www.HamblenCountyTN.gov • email. bbrittain@co.hamblen.tn.us

HAMBLEN COUNTY JUSTICE CENTER  
MORRISTOWN, TENNESSEE  
Architect's Project No: 590418

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Refer to the Instructions to Bidders for bidding procedures and requirements. Any questions relating to the Bidding Documents shall be directed to the architect, Moseley Architects at [www.moseleyarchitects.com](http://www.moseleyarchitects.com).

The following General Contractors have been pre-qualified to bid the Work (Sub-Contractors are not required to be pre-qualified):

Bell & Associates Construction, LLC, Brentwood, Tennessee  
Blaine Construction Corporation, Knoxville, Tennessee  
Branch Builds, Inc., Roanoke, Virginia  
W.C. English, Incorporated, Lynchburg, Virginia

Hamblen County reserves the right to reject all bids, to waive informalities and technicalities, and to cancel the Bid Process at any time.

END OF INVITATION TO BID

<b>BID TAB</b>										
<b>PROJECT</b>		<b>Hale House Development for Hamblen County Government</b>								
<b>BID DATE</b>		<b>Tuesday, December 8, 2020 at 2:00 p.m.</b>								
<b>Bidder of Record</b>	<b>Addendum</b>	<b>Security</b>	<b>Base Bid - House Renovation</b>	<b>Calendar Days</b>	<b>Base Bid - Site Development</b>	<b>Calendar Days</b>	<b>TOTAL BID</b>	<b>TOTAL Calendar Days</b>	<b>Alternate Bid - Standing Seam Roof</b>	<b>Calendar Days</b>
Andrew & Hoskins Construction, Inc. P.O. Box 298 Talbot, Tennessee 37877 License No. 22722	1	check	\$211,677.00	180	\$201,023.00	60	\$412,700.00	240	\$45,645.00	60
Ballinger Construction License No.										
**** Bid not read: contractor, stated the bid envelope was enclosed in the submitted envelope However, another sealed envelope was not enclosed; bid envelope cover sheet was loose - architect could not read bid info. - this bid is rejected										
Duracap Asphalt Paving Co. Inc. 2535 Asbury Road Knoxville, Tennessee 37950 License No. 7240	1	X			\$331,143.00	90	\$331,143.00	90		
License No.										
License No.										

January 21, 2021



**Hamblen County Justice Center Project  
Bidding Timeline  
January 5, 2021**

Issue Invitation to Bid:	Wednesday, January 13 <sup>th</sup> (to all prequalified GCs)
Release Plans to Prequalified GC's:	Tuesday, January 19 <sup>th</sup>
Pre-Bid Meeting:	Tuesday, February 9 <sup>th</sup> at 2pm in Hale House
Receive Bids: (Virtual Meeting)	Tuesday, March 2 <sup>nd</sup> at 2pm (6 weeks)
Commission Vote:	Thursday, March 18 <sup>th</sup>
Bid Award:	Monday, March 22 <sup>nd</sup> (pending HCLB approval)

Thereupon meeting adjourned at 5:55p.m.

1/21/21

1/21/21