

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PRAYER

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL & CORRECTIONS OF THE AGENDA

VI. HONORARY RESOLUTIONS AND RECOGNITION

- a. Stanley Wilder
- b. Tommy Love

VII. APPROVAL OF MINUTES

- a. Regular Quarterly Session for Jefferson County Board of Commissioners on Monday October 17, 2022
- b. Special Called Session for Jefferson County Board of Commissioners on Monday November 28, 2022
- c. Beer Board Minutes for Jefferson County Beer Board Monday October 17, 2022

VIII. APPEARANCE OF CITIZENS

IX. APPROVAL OF NOTARIES & BONDS

X. REPORTS FROM ELECTED OFFICIALS, DEPARTMENT HEADS, & OTHERS

- 1. County Mayor – Mark Potts
 - i. Mayoral Appointments
 - 1. E-911 Board
 - a. Dale Chrisman January 2023 March 2023
 - 2. Public Records
 - a. Wayne Roberts January 2023 January 2026
- 2. Circuit/Sessions Court Clerk Kevin Poe
- 3. County Clerk – Frank Herndon
 - a. Wheel Tax Compliance – Tim Satterfield
- 4. Highway Superintendent – Charles Tipton (Handout 3Q)
 - a. New Roads Jefferson County Highway Department January 2023
- 5. Register of Deeds – Ed Stiner
- 6. Sheriff – Jeff Coffey (Handout 3Q)
- 7. County Trustee – Jennifer Boling Hall (Handout 3Q)
- 8. Department / Director Reports
 - A. Building Inspector – Rob Wilson (Handout 3Q)
 - B. Jefferson County Sanitation Department Solid Waste Director – David Gaut
 - C. Director of Schools – Dr. Tommy Arnold (Handout 3Q)
 - D. Emergency Communications District Executive Director – Justin Crowther (Handout 3Q)
 - E. Emergency Medical Service Director – Brad Phillips (Handout 3Q)
 - F. Environmental Service Director – Tom Carter (Handout 3Q)
 - G. Finance Director – Jessica Elder
 - a. Bids and Quotes Policy # 3.2
 - b. Financial Reports

- i. 2023-01 Resolution to Surplus County Clerk
 - ii. 2023-02 Resolution to Surplus/Transfer to Sheriff IT Circuit Court Clerk
 - iii. 2023-03 Resolution to Surplus/Destroy Circuit Court Clerk
 - iv. 2023-04 Resolution to Surplus/Transfer to Office on Aging Parrott-Wood Memorial Library
 - v. 2023-05 Resolution to Surplus/Transfer to Dandridge Memorial Library Parrott-Wood Memorial Library
 - vi. 2023-06 Resolution to Surplus/Destroy Register of Deeds
 - vii. 2023-08 Resolution to Surplus Dandridge Memorial Library
 - viii. 2023-09 Resolution to Surplus Sheriff
 - ix. 2023-10 Resolution to Surplus Sheriff
 - c. School
 - i. 2022-112 Resolution to Surplus/Dispose (Information Only)
 - H. Health Department County Director – Ashley Lyons
 - I. Jefferson Park – Rodger Mynatt
 - J. Office on Aging – Tracy Clayton (Handout Q3)
 - K. Tourism Department Director – Lauren Hurdle (Handout 3Q)
 - L. UT Extension – Jefferson County Director & 4-H Agent – Karen Nelms (Handout 3Q)
 - M. Veterans Service Officer – Curtis Hudson
9. Reports of Committees, Boards & Commissions
- A. Budget Committee – Chairman/Commissioner – John Neal Scarlet
 - a. Budget Amendments
 - i. County Amendments
 - a. Fund 101 #13 Items 1-13
 - b. Fund 101 #14 Items 1-3
 - c. Fund 116 #3 Item 1
 - d. Fund 127 #4 Items 1
 - e. Fund 131 #3 Item 1
 - f. Fund 131 #4 Item 1
 - g. Fund 207 #2 Item 1-2
 - ii. School Amendments
 - a. Fund 141 #12 Items 1-4
 - b. Fund 141 #13 Items 1-6
 - c. Fund 141 #15 Item 1
 - d. Fund 143 #4 Items 1-2
 - e. Fund 177 #2 Item 1
 - B. Nominating Committee
 - a. Audit Committee Dale Allen (CT Phyllis Best) Jan 2023 July 2023
 - b. Industrial Development Board Wayne Craig (CT Danny Shelton) Jan 2023 Sept 2025
10. Non-Profits
- A. Boys and Girls Club of Dumplin Valley – CEO, Josh Yarbrough (Handout 3Q)
 - B. Chamber of Commerce- President and CEO – Michael Cole (Handout 3Q)
 - C. Companion Animal Rescue and Education – Audree Stephenson (Handout Q3)
 - D. Fire and Rescue Departments
 - 1. Baneberry VFD

2. Chestnut Hill VFD
3. Dandridge VFD
4. Jefferson City FD
5. Jefferson County Rescue Squad
6. Kansas – Talbott VFD
7. Lakeway Central VFD
8. New Market VFD
9. Parrott's Chapel Community FD
10. White Pine VFD (Handout 3Q)

E. Libraries

1. Dandridge Memorial Public Library (Bethany Jones (HandoutQ3)
2. Jefferson City Public Library (Handout 2Q)
3. Parrot-Wood Memorial Library (Handout 2Q)
4. White Pine Public Library (Handout 2Q)

XI. OLD BUSINESS

XII. NEW BUSINESS

1. **Resolution 2023-07 A Resolution Recommending The General Assembly Of The State Of Tennessee Enact Or Amend Legislation Protecting Minors From Gender Reassignment Surgery, Sponsors: Marcus Reed, Joe Coleman, Austin Brooks, Jimmy Dale Patterson**
2. **Donation of land to Jefferson County David Longmire**
3. **Resolution 2022-50 A Resolution Amending the "Zoning Map of Jefferson County, Tennessee" by Rezoning Property From A-1, Agricultural -Forestry to R-1, Rural Residential**
4. **Motion to hire Purchasing Agent for School and County Katie Huffaker
Job Description in Packet**
5. **Motion to Change Jefferson County Commission Rules of Procedure. Austin Brooks (Citizens Comments) Rule XIV – Rule Repeal & Suspension of Rules**

- A. **The foregoing Rules of Procedures may be amended or repealed by a vote of two-third majority of Commission. Rules shall be effective at the next meeting after approval.**
- B. **A Rule may be temporarily suspended by a vote of two-third majority vote of the Commission.**

Rule IX - Citizen Input: Addressing the Board

- A. **Citizen Input - The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encourage citizen participation in the local government**

process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner. **Citizens may make public comments on any issue at any Jefferson County Commission Meeting including Special Called meetings.**

- B. Citizen Input Card** - Citizens wishing to make public comments to the Board at the prescribed agenda time should complete a "Citizen Input Card" prior to the meeting "Call to Order" and present the card to the Chairman or Clerk.

- 6. Motion to Change Jefferson County Commission Rules of Procedure.**
Austin Brooks (Monthly Meetings)

Rule I -- Meetings

- A. Regular Meetings Day / Dates / Times** - The Board of Commissioners shall meet at 6:30 p.m. on the third Mondays of **any** month **in which they meet. They shall adopt a Schedule of Meeting Months at the April Regular Meeting of the preceding fiscal year.** Should a Monday fall on a legal holiday, Commission shall meet on the following day or on a date agreed to by the majority. The June meeting may be scheduled to accommodate the fiscal year-end Budget Process.

Current wording words in red removed and replaced with the following

Rule I -- Meetings

- A. Regular Meetings Day / Dates / Times** - The Board of Commissioners shall meet at 6:30 p.m. on the third Mondays of **every** month. Should a Monday fall on a legal holiday, Commission shall meet on the following day or on a date agreed to by the majority. The June meeting may be scheduled to accommodate the fiscal year-end Budget Process.

- 7. Motion f** Long Range Planning Committee Commissioner Katie Huffaker
8. Motion for the Jefferson County Regional Planning Commission to review and update the Zoning regulations for Jefferson County and report their recommendations to Jefferson County Commission. Commissioner Tim Seals

XIII. ANNOUNCEMENTS

XIV. ADJOURN

JEFFERSON COUNTY, TENNESSEE
2022-2023
HIGHWAY FUND 131 - AMENDMENT #4
January 2023

FUND BALANCE TOTAL -	0.00
RESERVE BALANCE TOTAL -	54,780.00

Budget Com. App'd: _____
County Com. App'd: _____

Item # 1

<i>Highway and Bridge Maintenance</i>				Debit	Credit
49700		Insurance Recovery		+ 112,500.00	
34650		Committed for Highway / Public Works		- 54,780.00	
63100	790	Other Equipment		+	167,280.00
Total				167,280.00	167,280.00
Budgeting insurance recovery and reserve funds to purchase a replacement dump truck on state contract.					



JEFFERSON COUNTY

FINANCE DEPARTMENT

1244 Gay Street

PO Box 1749

Dandridge, TN 37725

Phone (865) 397-4922

PURCHASING AGENT

General Statement of Duties: Performs professional and administrative duties in the process of acquiring goods and services for Jefferson County and Jefferson County Schools.

Responsibilities of Work: (Illustrative Only)

- Processes purchase requisitions and ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; Prepares purchase orders to procure day-to-day purchases; and awards contracts to successful vendor(s);
- Composes Invitations for Bid and Request for Proposals for routine and non-routine purchases of products and services; Sends solicitations to appropriate vendors specifying date, time & location for opening of sealed bids; Tabulates and reviews bid and proposal responses; Analyzes bid specifications, vendor performance, and location in order to determine potential savings;
- Negotiates contract pricing and term bid renewals;
- Reviews insurance, bid bonds, performance and payment bonds to ensure and verify financial viability and solvency of insurers and sureties;
- Ensures that contract documents are maintained with County Procurement regulations, including contract extensions, renewals & modifications;
- Develops new term and blanket bids; Researches past buying activities to gather information; reviews vendor bid proposals and verifies contracts are within budgetary constraints;
- Seeks out and recommends consolidation of needs to realize savings through quantity buying;
- Seeks out and recommends cooperative purchasing alliances to realize a greater savings by combining buying power;
- performs other duties as required.

Required Knowledge, Skills and Abilities: General knowledge of clerical methods used in keeping and auditing fiscal accounts and records, and of office terminology, procedures, routines and equipment; some knowledge of professional accounting practices; ability to understand and carry out complex oral and written instructions; ability to operate computer terminal; proficient in Microsoft Office suite; ability to get along well with others; clerical aptitude; mental alertness; accuracy; integrity. Extended period of sitting at a workstation or desk. Manual dexterity to work efficiently on computer keyboard for data entry.

Acceptable Experience and Training: Minimum of Associate's degree with business concentration; Bachelor's degree preferred; Five (5) years of public sector buying experience preferred; A Certified Professional Buyer (CPPB) certification preferred; or any equivalent combination of education, experience or training which provides the required knowledge, skills and abilities.

Jefferson County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson County Government may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.