

Jefferson County Board of Commissioners

Quarterly Voting Meeting

Tuesday January 21, 2025, 6:30 p.m.

Jefferson County Courthouse

Main Courtroom

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PRAYER

IV. PLEDGE OF ALLEGIANCE

V. PROCLAMATIONS & COURTESY RESOLUTIONS

Home Town Hero: William P (Paul) Hickman
Presentation by Marissa King Veteran's Service Officer

VI. PUBLIC HEARING: None

VII. APPROVAL & CORRECTIONS OF THE AGENDA

VIII. CONSENT AGENDA

IX. APPROVAL OF MINUTES

a. Regular Quarterly Session for Jefferson County Board of Commissioners on Monday, October 21, 2024 (Packet)

b. Special Called Session for Jefferson County Board of Commissioners on Monday, November 18, 2024 (Packet)

X. APPEARANCE OF CITIZENS

Citizens who wish to address the County Commission for items of concern that may or may not be on the agenda need to complete a "Citizen Input Form" located on the table just inside the door and hand it to the Chairman before the meeting "Call to Order".

XI. APPROVAL OF NOTARIES & BONDS (Packet)

XII. NOMINATING COMMITTEE/ELECTION OF COMMITTEES, BOARDS & COMMISSIONS

a. Nominating Committee: Heidi Thomas, Chair

Industrial Development Board

Jeff Depew	Jan 2025	Jan 2031
Steve Hammer	Jan 2025	Jan 2031
Chris Myers	Jan 2025	Jan 2031

b. Library Board

a. Joesph Payne (ct Susan Underwood)	Jeff City	6/2026 1(t)
b. Rose Mays (ct Jennifer Winkler)	White Pine	6/2027 1(t)
c. Matt Cohen (ct Paige Bolton)	Jefferson County	6/2025 1(t)

XIII. REPORTS FROM ELECTED OFFICIALS, DEPARTMENT HEADS, OTHERS

a. **County Mayor – Mark Potts**

Mayoral Appointments

a. Jefferson Memorial Oversight Board		
Laura Purdom, M. D.	February 2025	February 2028
b. Medical Examiner Mark Harrell, M.D.		
c. Bob Farzanegan Regional Planning Commission/Board of Zoning and Appeals		
Continued Term of Terry Reneau		October 2025

b. **Chairman’s Comments – Jimmy Carmichael**

c. **Other Elected Officials**

- a. Circuit/Sessions Court Clerk – Kevin Poe (Packet)
- b. County Clerk – Frank Herndon
- c. Highway Department – Joe Patterson (Packet)
- d. Register of Deeds – Ed Stiner (Packet)
- e. Sheriff’s Department – Jeff Coffey
- f. Assessor of Property – Susan Gass
- g. County Trustee – Jennifer Boling Hall (Packet)
- h. Jefferson County Constables – Jacob Thompson (Packet)

d. **County Attorney**

e. **Department/Director Reports**

- a. Building Inspector – Rob Wilson (Packet)
- b. Sanitation Department – David Gaut (Packet)
- c. Department of Education – Dr. Tommy Arnold
- d. Emergency Communications District – Justin Crowther (Packet)
- e. Emergency Medical Services – Brad Phillips
- f. Environmental – Tom Carter (Packet)

g. Finance Director – Jessica Elder (Packet)

November 2024 Financials

- h. Health Department – Jennifer Gilbert (Packet)
- i. Tech (IT) Danielle Pullen
- j. Jefferson Park – Roger Mynatt
- k. Office on Aging – Arlita Brisbin (Packet)
- l. Soil Conservation Office – David Jessie (Handout)
- m. Tourism – Lauren Hurdle (Handout)
- n. UT Extension – Karen Nelms (Handout)
- o. Veterans Service- Marissa King

f. Reports of Committees, Boards & Commissions, Other

Budget Committee

Budget Amendments **County**

- 1) Fund 101 BA #6, item 1
- 2) Fund 101 BA #7, items 1-29
- 3) Fund 101 BA #8, item 1
- 4) Fund 101 BA#9, item 1
- 5) Fund 131 BA #2, items 1-2
- 6) Fund 171 BA #3, item 1-5
- 7) Fund 207 BA #2, item 1

Budget Amendments **School**

- 1) Fund 141 BA# 5, Item 1
- 2) Fund 141 BA# 6, Items 1-4
- 3) Fund 141 BA #7, items 1-4
- 4) Fund 141 BA #8, item 1
- 5) Fund 141 BA #9, items 1-6
- 6) Fund 142 BA #5, items 1-4
- 7) Fund 142 BA #6, items 1-2

1. Travel Policy 2.1
2. Purchasing Policy 3.1
3. Surplus Policy 6.8
4. Debt Management Policy 4.3

c. Non-Profits/Others

- a. Jefferson Alliance (Packet) Joe Gibson
- b. Jefferson County Auxiliary Radio Emergency Services (JCARES)
- c. Companion Animal Rescue & Education (Packet)
- d. Jefferson County Chamber of Commerce (Packet) Shelia Wiggins

d. Fire & Rescue

1. Baneberry Volunteer Fire Department
2. Chestnut Hill Volunteer Fire Department
3. Dandridge Volunteer Fire Department (Packet)
4. Jefferson City Fire Department
5. Jefferson County Rescue Squad (Packet)
6. Kansas Talbott Volunteer Fire Department
7. Lakeway Central Volunteer Fire Department
8. New Market Volunteer Fire Department
9. Parrott's Chapel Community Fire Department (Packet)
10. White Pine Volunteer Fire Department

e. Libraries

- i. Dandridge Memorial Public Library (Packet)
- ii. Jefferson City Public Library (Packet)
- iii. Parrott-Wood Memorial Library (Packet)
- iv. White Pine Public Library (Packet)

f. Safe Harbor Child Advocacy Center (Packet)

g. Safe Space

XIV. OLD BUSINESS

Resolution 2024-31 RESOLUTION TO LEVY A MINERAL SEVERTANCE TAX ON ALL SAND, GRAVEL, SANDSTONE, CHERT AND LIMESTONE SEVERED FROM THE GROUND IN JEFFERSON COUNTY, TENNESSEE

XV. NEW BUSINESS

- a. **RESOLUTION 2025-01** RESOLUTION REQUESTING THE 114TH SESSION OF THE TENNESSEE GENERAL ASSEMBLY TO ALLOCATE ONE HALF OF THE REALESTATE TRANSFER TAX TO THE COUNTY, WHERE THE TAX IS COLLECTED ONA RECURRING BASIS.
- B. **RESOLUTION 2025-02** A RESOLUTION TO APPLY FOR A TENNESSEE COMMUNITY DEVELOPMENT BLOCK GRANT AS SET FORTH IN TITLE I OF THE HOUSING COMMUNITY DEVELOPMENT ACT OF 1974.
- C. **RESOLUTION 2025-03** A RESOLUTION DECLARING AS SURPLUS AND TO AUTHORIZE THE DANDRIDGE LIBRARY OF JEFFERSON COUNTY TO SURPLUS AND DISPOSE SAID EQUIPMENT.
- D. **RESOLUTION 2025-04** A RESOLUTION DECLARING AS SURPLUS AND TO AUTHORIZE THE REGISTER OF DEEDS OF JEFFERSON COUNTY TO SURPLUS AND DISPONSE SAID EQUIPEMENT
- E. **RESOLUTION 2025-07** A RESOLUTION DECLARING AS SUPPLUS AND TO AUTHORIZE THE PARROTT WOOD MEMORIAL LIBRARY OF JEFFERSON COUNTY TO SUPPLUS AND DISPONSE SAID EQUIPMENTY
- F. **RESOLUTION 2025-08** A RESOLUTION AUTHORIZING AN ADDITIONAL MOTOR VEHICLE PRIVILEGE TAX AND PROVIDING FOR THE DISPOSITIONOF THE PROCEEDS THEREOF. (COMMISSIONER REED)
- G. **RESOLUTION 2025-09** A RESOLUTION AUTHORIZING AN ADDITIONAL MOTOR VEHICLE PRIVILEGE TAX AND PROVIDING FOR THE DISPOSITIONOF THE PROCEEDS THEREOF. (COMMISSIONERS HUFFAKER, DOCKERY)
- H. **RESOLUTION 2025-10** A RESOLUTION AMENDING THE ZONING RESOLUTION OF JEFFERSON COUNTY, TENNESSEE TO REFLECT CERTAIN PROHIBITED USES AND PERMITTED USES IN THE A-1, R-2, AND C-2 ZONING DISTRICTS
- I. **RESOLUTION 2025-11** A RESOLUTION RECOMMENDING THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE PROTECT PRIVATE PROPERTY RIGHTS BY MAKING OR AMENDING LAW TO LIMIT THE POWER OF EMINENT DOMAIN
- J. **RESOLUTION 2025-12** A RESOLUTION ESTABLISHING INFRASTRUCTURE DEVELOPMENT DISTRICTS

XVI. ANNOUNCEMENTS

XVII. ADJOURN.

Beer Board

HONORARY PROCLAMATION

HOMETOWN HERO

WHEREAS, William P "Paul" Hickman, one of five children born to Peter F and "America" Burchfield Hickman lived in Piedmont, Tennessee where his family ran the first telephone switchboard, out of the Piedmont General Store; and

WHEREAS, as a young man, he traveled to New Market, Tennessee and enlisted in the United States Army on June 24, 1917, and was sent for training at Camp Sevier, Greenville, South Carolina. He was assigned to the Medical Corps, 119 Infantry Regiment, 30 Infantry Division; and

WHEREAS, On May 15, 1918, Private William P "Paul" Hickman's 119th Regiment assembled in the harbor at Halifax, Nova Scotia. In a convoy including three British transport ships – Ascania, Haverford, and Laomedon – the 119th sailed for England the following day; and

WHEREAS, On the morning of May 27, 1918, after battling treacherous weather of the North Atlantic crossing, and the ever-threatening attacks from German submarines, the convoy safely reached the port of Liverpool, England. The troops were loaded onto trains bound for Dover. By May 29, 1918, the Regiment had crossed the English Channel and assembled in a camp near the French port city of Calais; and

WHEREAS, The Regiment remained in this camp for three days being equipped with gas respirators and ammunition. Here the United States rifles were exchanged for British rifles, as the 30th Division had been designated to serve with the British; and

WHEREAS, the city of Ypres, Belgium, held strategic importance for both the Allied Powers and Germany. Near Belgium's western border with France, the Ypres sector was the site of three major battles that leveled the city and resulted in more than 850,00 Allied and German casualties; and

WHEREAS, Private William P "Paul" Hickman, in this battle-torn Ypres sector, was risking his life, tending to the wounded. He was carrying a litter with a squadron of four men on August 31, 1918, when he was struck by enemy shrapnel killing him instantly at the age of twenty-one; and

WHEREAS, the family of Private William P "Paul" Hickman received letters from fellow soldiers and good friends, Ralph Cates and Clifton Latimer sharing the love and admiration shown by the entire hospital corps. Private William P "Paul" Hickman served his county well. He was temporarily buried in Nine Elms British Military Cemetery near the city of Poperinge, in the Belgian province of West Flanders. His remains were later returned to his family, and he was laid to rest in the Piedmont Cemetery, Jefferson County, Tennessee. His family engraved "God bless our Boy on his headstone."

NOW THEREFORE I, Mark Potts by virtue of the authority vested in me as Mayor of Jefferson County, Tennessee, and in conjunction with the Jefferson County Commissioners express our sincere thanks, deepest sympathy and condolences to the family and friends of the late Private William P "Paul" Hickman. He will always be remembered for the sacrifices he made to Jefferson County, Tennessee, and the United States of America; and

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of Jefferson County, Tennessee to be affixed this twenty-first day of January in the year of our Lord two thousand twenty-five.



His Honor the Mayor: _____

Mark Potts

January 21, 2025

STATE OF TENNESSEE

COUNTY OF JEFFERSON

BE IT REMEMBERED THAT, the Quarterly Session of the Jefferson County Board of Commissioners began and was held in and for the aforementioned State and County on the 21st day of October 2024 A.D. at 6:30 P.M., at the Jefferson County Courthouse in Dandridge, Tennessee. Present and Presiding were Chairman Jimmy Carmichael; County Clerk Frank Herndon; and the following County Commissioners answering to Roll Call Docket Book 4 Page 204 to-wit: Katy Huffaker, Joe Coleman, Austin Brooks, Paul Lowe, Jim Snodgrass, John Johnson, Tim Seals, Sammy Solomon, Rob Blevins, Ransom Douglas, Randy Bales, John Neal Scarlett, Ronny Coleman, Jimmy Carmichael, A. J. Walker, and Hilda "Heidi" Thomas. Seventeen (17) members were present, four (4) were absent: Janet Norton, Jimmy Dale Patterson, Greg Byrd, and Terry Dockery.

The Meeting was called to order by Chairman Carmichael. An invocation was given by Chaplain J. Coleman, and Commissioner Solomon led the Pledge of Allegiance.

HONORARY PROCLAMATIONS & COURTESY RESOLUTIONS:

Grateful Nation Project

Hometown Hero James A. "Jimmy" Russell: Presentation by Mayor Potts and Commissioner Reed.

Mayor Potts prepared the following Honorary Resolutions that were read aloud and entered into the minutes.

1. An Honorary Resolution to Commemorate and Honor Barbara Jean Sheets for her public service to the citizens of Jefferson County.
2. An Honorary Resolution to Commemorate and Honor Terry F. Stanley for his public service to the Citizens of Jefferson County.
3. An Honorary Resolution to Commemorate and Honor James Gordon Pack for his public service to the Citizens of Jefferson County.
4. An Honorary Resolution to Honor Charles Tipton for his public service to the Citizens of Jefferson County.
5. A Mayoral Proclamation to Commend volunteers and employees of C.A.R.E. for their diligent work after sixty-eight dogs were removed from a residence by Animal Control and surrendered to their organization.

Commissioner Norton arrived at this time.

APPROVAL & CORRECTIONS OF THE AGENDA:

Commissioner Solomon moved to approve the agenda as presented, Commissioner Seals provided a second. A Roll Call vote was taken 18-0 (in favor: all present), and the agenda was **approved**.

ELECTION OF OFFICERS

Chairman – Commissioner Solomon nominated Commissioner Carmichael; Commissioner R. Coleman provided a second. Commissioner Brooks nominated Commissioner Snodgrass; Commissioner Blevins provided a second. Hearing no further nominations Commissioner Scarlett moved that nominations cease; Commissioner Bales provided a second. A voice vote was taken, and nominations **ceased** without objection. A Roll Call vote was taken for the position of Chairman and Commissioner Carmichael was **elected** Chairman 12-6.

(Carmichael: Huffaker, J. Coleman, Lowe, Johnson, Seals, Solomon, Bales, Scarlett, R. Coleman, Carmichael, Walker, and Thomas; Snodgrass: Norton, Brooks, Snodgrass, Blevins, Douglas, and Reed).

Chairman Pro Tempore – Commissioner Huffaker nominated Commissioner Solomon; Commissioner Walker provided a second. Hearing no further nominations, Commissioner Scarlett moved that nominations cease, and Commissioner Solomon be elected by acclamation, Commissioner Brooks provided a second and on a voice vote without objection voiced, Commissioner Solomon was **elected** Chairman Pro Tempore.

Chaplain – Commissioner Seals nominated Commissioner J. Coleman; Commissioner Solomon provided a second, hearing no further nominations Commissioner Brooks moved that nominations cease, and Commissioner J. Coleman be elected Chaplain by acclamation. Commissioner Lowe provided a second and on a voice vote without objection voiced, Commissioner J. Coleman was **elected** Chaplain.

Parliamentarian – Commissioner Huffaker nominated Commissioner Scarlett to serve as Parliamentarian, Commissioner Solomon provided a second. Commissioner Brooks nominated the County Attorney; Commissioner Reed provided a second. Hearing no further nominations, a Roll Call vote was taken, and Commissioner Scarlett was **elected** Parliamentarian 13-4.

(Scarlett: Huffaker, Norton, J. Coleman, Lowe, Snodgrass, Johnson, Seals, Solomon, Bales, R. Coleman, Carmichael, Walker, and Thomas; County Attorney: Brooks, Blevins, Douglas, and Reed, Commissioner Scarlett Abstained).

APPROVAL OF THE MINUTES:

Commissioner Solomon moved to approve the minutes of the Jefferson County Board of Commissioners, July 15, 2024: Regular Quarterly Session, and July 17, 2023, Beer Board, seconded by Commissioner Brooks. A Roll Call vote was taken 18-0 (in favor: all present), and the above-listed minutes were **approved**.

APPEARANCE OF CITIZENS:

Kathleen Villars 8th District – Spoke about Short-Term Rentals in Jefferson County and in favor of a temporary additional wheel tax.

Bruce Kent 1st District – Spoke in objection to the increase in wheel tax and property tax.

James Knowlan 7th District – Spoke in opposition wheel tax.

Chris Maish 2nd District – Spoke opposition to wheel tax and in favor of supporting the Sheriff's Department.

Bill Villars 8th District - Spoke in favor of improved Jefferson County Land Use Management.

Beth Nelson 6th District - Spoke in favor of the proposed Mineral Tax and proper funding of county departments.

Jim Fox 8th District – Spoke about a lengthy agenda and the need for the Commission to meet more frequently.

Richard Jinnette 2nd District – Spoke of concerns about the Flock Cameras.

James Lance 4th District – Spoke to the need to identify new sources of operating revenue. Mr. Lance offered his assistance with Strategic Planning at no cost to the county.

Michelle Jinnette 2nd District – Spoke in opposition to the use of Flock Cameras in Jefferson County.

APPROVAL OF NOTARIES & BONDS:

County Clerk Frank Herndon requested to add the names of Amanda L. Wheeler, Chancey Russell, Sandra Sparks, and Courtney Breeden to the presented list. Commissioner Brooks moved to approve the list of notaries and as presented with the additional names listed, Commissioner Blevins seconded the motion. A Roll Call vote was taken 18-0 (in favor: all present) and the below named applicants for Notary Public were **approved** providing the proper bonds or property affidavits are filed in the office of the County Clerk.

Kobi Sutton	Jessica Marie Gardner	Kelly Thomas	Jordan Hill
Sherrie Justice	Miranda Harrington	Jessica B. Gass	Tracee Lee Geisler
Susan K. Dunning	Tammie Olaker	Crissy Coffey	Lori Ann Cobb
Michael L. Jones	Norma Jean Jones	Richard Todd Mounts	Deborah L. Starr
Michaela Norwood	Patricia D. Oliver	Donna Miano	Dana L. Teele
Angela Cuberson Ledford	Sonya D. West	Danielle McCorison	Deborah Kerr
Betty Shaw	Tonya Bowlin	Sandy Farmer	Lou Ann Justice
E. Walters	Danielle M. Wehner	Amanda L. Wheeler	Chancey Russell
Sandra Sparks	Courtney Breeden		

NOMINATING COMMITTEE/ELECTION OF COMMITTEES, BOARDS, & COMMISSIONS

A. Agricultural Extension Committee

Commissioner Jim Snodgrass (3 rd Term)	December 2024 – December 2026
Commissioner Terry Dockery (3 rd Term)	December 2024 – December 2026
Farm Man Aaron Loy (1 st Term)	December 2024 – December 2026
Farm Woman Heather Martin (2 nd Term)	December 2024 – December 2026

B. Facilities Committee

Commissioners Snodgrass, Huffaker, Brooks, Byrd, and Bales

C. Finance Committee

Commissioners Huffaker, Norton, Reed, and Johnson

D. Personnel Committee

Commissioners Johnson, Norton, Carmichael, R. Coleman, and Thomas

E. Public Service

Commissioners Huffaker, Norton, Walker, Solomon, and Bales

The nominating committee moved the above listed nominees as a group for approval. Commissioner Blevins objected to the grouping, calling a question to two Commissioners from the same district being placed on the same committee.

The nominating committee moved the appointments to the **Agriculture Extension Committee** for approval. Hearing no nominations from the floor, a Roll Call vote was taken 18-0 (in favor: all present) and the Agriculture Extension Committee appointments were **approved**.

The nominating committee moved the appointments to the **Finance Committee** for approval. Hearing no nominations from the floor, a Roll Call vote was taken 16-2 (in favor: Huffaker, Norton, J. Coleman, Brooks, Lowe, Snodgrass, Johnson, Seals, Solomon, Bales, Scarlett, R. Coleman, Carmichael, Walker, Reed, and Thomas) and the Finance Committee appointments were **approved**.

The nominating committee moved the appointments to the **Public Service Committee** for approval. Hearing no nominations from the floor, a Roll Call vote was taken 16-2 (in favor: Huffaker, Norton, J. Coleman, Brooks, Lowe,

Snodgrass, Johnson, Seals, Solomon, Bales, Scarlett, R. Coleman, Carmichael, Walker, Reed, and Thomas) and the Public Service Committee appointments were **approved**.

The nominating committee moved the appointments to the **Facilities and Personnel Committees** for approval as a group without objection. Hearing no nominations from the floor, a Roll Call vote was taken 17-1 (in favor: Huffaker, Norton, J. Coleman, Brooks, Lowe, Snodgrass, Johnson, Seals, Solomon, Douglas, Bales, Scarlett, R. Coleman, Carmichael, Walker, Reed, and Thomas) and the Facilities and Personnel Committee appointments were **approved**.

REPORTS FROM ELECTED OFFICIALS, DEPARTMENT HEADS, AND OTHER OFFICIALS:

A. Mayor Mark Potts - Mayoral Appointments

Commissioner Solomon moved that the below Mayoral Appointments be confirmed, Commissioner Huffaker provided a second and with a Roll Call vote of 16-2 (in favor: Huffaker, Norton, J. Coleman, Lowe, Johnson, Seals, Solomon, Blevins, Douglas, Bales, Scarlett, R. Coleman, Carmichael, Walker, Reed, and Thomas) the below name nominees were **confirmed**.

1. E-911 Board
 - a. Joe Gibson October 2024 – October 2028
 - b. Brad Phillips October 2024 – October 2028
2. EMS Board
 - a. Ronnie Coleman October 2024 – October 2028
 - b. Paul Lowe October 2024 – October 2028
 - c. Colin McRae October 2024 – October 2028
3. Ethics Committee
 - a. Heidi Thomas October 2024 – October 2026
 - b. Austin Brooks October 2024 – October 2026
 - c. Joe Coleman October 2024 – October 2026
 - d. Ransom Douglas October 2024 – October 2026
4. Jefferson Memorial Oversight
 - a. David Hensley October 2024 – October 2027
5. Sanitation Commission
 - a. Todd Kesterson October 2024 – October 2027
6. Long Range Planning
 - a. Jimmy Carmichael October 2024 – July 2025

B. Circuit/Sessions Court Clerk, Kevin Poe – 1st Quarter FY 2024-2025 Report: Presented and Filed.

C. County Clerk, Frank C. Herndon

1. 1st Quarter FY 2024-2025 Report: Presented and Filed.
2. Uncollectable Debt Write Off: County Clerk Frank Herndon requested Commissions approval to write off seven checks that have been declared as uncollectable and carried on his office's books for greater than ten years. These checks total \$388.63 and upon approval shall be paid from the clerk's fee account. Commission Huffaker moved for approval of this write off, Commissioner Douglas provided a second. A Roll Call vote was taken 18-0 (in favor: all present) and the uncollectable debt write-off was **approved**.

D. Highway Superintendent, Joe Patterson – 1st Quarter FY 2024-2025 Work Acc. Report: Presented and Filed.

E. Register of Deeds, Ed Stiner – 1st Quarter Report FY 2024-2025: Presented and Filed.

F. Sheriff, Jeff Coffey – 1st Quarter FY 2024-2025 Report: Presented and Filed.

- G. Trustee, Jennifer Boling Hall – 1st Quarter FY 2024-2025 Report: Presented and Filed.
- H. Constables, Jacob Thompson (Sec/Tres) - 3rd Quarter 2024 Report: Presented.
- I. Building Inspector, Rob Wilson – 1st Quarter FY 2024-2025 Permit Report & School Facilities Tax Comparison: Presented and Filed.
- J. Sanitation Department, David Gaut – 1st Quarter FY 2024-2025 Report: Presented and Filed.
- K. Jefferson County Schools, Dr. Tommy Arnold – 1st Quarter FY 2024-2025 Report: Presented and Filed.
- L. Emergency Communications District Executive Director, Justin Crowther – 1st Quarter FY 2024-2025 Report: Presented and Filed.
- M. Environmental Services Director, Tom Carter – 1st Quarter FY 2024-2025 Report: Presented and Filed.
- N. Finance Director, Jessica Elder
 - 1. June 2024 Financials: Presented and Filed.
 - 2. August 2024 Financials: Presented and Filed.
 - 3. TN Comptroller letters presented for information only, no action needed or taken:
 - a. FY 24/25 Budget Receipt and Approval Letter
- O. Health Department, Jennifer Gilbert – 1st Quarter FY 2024-2025 Report: Presented.
- P. Jefferson Park, Roger Mynatt – Jefferson Park at White Pine Update: Presented.
- Q. Office on Aging Director, Arlita Brisbin – 1st Quarter FY 2024-2025 Report: Presented and Filed.
- R. Soil Conservation Office, David Jessie District Tech – 1st Quarter FY 2024-2025 Report: Presented and Filed.
- S. Tourism Department Director, Lauren Hurdle – 1st Quarter FY 2024-2025 Report: Presented and Filed.
- T. UT Extension Jefferson County Director, Karen Nelms – 1st Quarter FY 2024-2025 Report: Presented.

REPORTS OF COMMITTEES, BOARDS, & COMMISSIONS:

- A. Budget Committee – Chairman John Neal Scarlett
 - 1. County Amendments
 - a. General Fund 101 – Amendment #3 Items 1-37: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - b. General Fund 101 – Amendment #4 Items 1-2: **Approved** with a Roll Call vote 17-1 (in favor: Huffaker, Norton, J. Coleman, Lowe, Snodgrass, Johnson, Seals, Solomon, Blevins, Douglas, Bales, Scarlett, R. Coleman, Carmichael, Walker, Reed, and Thomas).
 - c. TN Opioid Abatement Fund 121 – Amendment #1 Item 1: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - d. ARPA Grant Fund 127 – Amendment #1 Item 1: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - e. Highway Fund 131 – Amendment #1 Items 1-2: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - f. Capital Fund 171 – Amendment #2 Items 1-5: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - g. Landfill Fund 207 – Amendment #1 Items 1-3: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - 2. School Amendments
 - a. General Purpose Fund 141 – Amendment #1 Items 1-15: **Approved** with a Roll Call vote 18-0 (in favor: all present).

- b. General Purpose Fund 141 – Amendment #2 Item 1: **Approved** with a Roll Call vote 17-1 (in favor: Huffaker, Norton, J. Coleman, Brooks, Lowe, Snodgrass, Johnson, Seals, Solomon, Blevins, Douglas, Bales, Scarlett, R. Coleman, Carmichael, Walker, and Reed).
 - c. General Purpose Fund 141 – Amendment #3 Items 1-6: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - d. General Purpose Fund 141 – Amendment #4 Items 1-2: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - e. Federal Funds 142 – Amendment #1 Items 1-3: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - f. Federal Funds 142 – Amendment #2 Item 1: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - g. Federal Funds 142 – Amendment #3 Items 1-6: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - h. Capital Projects Fund 177 – Amendment #1 Items 1-5: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - i. Capital Projects Fund 177 – Amendment #2 Item 1: **Approved** with a Roll Call vote 18-0 (in favor: all present).
 - j. Capital Projects Fund 177 – Amendment #3 Items 1: **Approved** with a Roll Call vote 18-0 (in favor: all present).
3. Interlocal Cooperative Purchasing Agreements
- a. Choice Partners – Contract
 - b. PEPPM Cooperative Purchasing
- The above-listed contracts and purchasing agreements were moved for approval by Commissioner Solomon, seconded by Commissioner Blevins. A Roll Call vote was taken 18-0 (in favor: all present) and they were **approved**.
4. 24/25 Budget Parameters and Calendar approved by the budget committee, presented to commission for informational purposes only.
5. Law Library Fund: Cease contract with Thomson Reuters. Moved for approval by Commissioner Blevins, seconded by Commissioner Solomon. A Roll Call vote was taken 18-0 (in favor: all present) and ceasing the Law Library Fund was **approved**.

Chairman Carmichael called a recess at 8:00 PM and reconvened at 8:10 PM

B. Personnel Committee

Hiring of Veteran Service Officer – Marissa King – The recommendation of Marissa King for hiring as the Veteran’s Service Officer was moved for approval by the Personnel Committee. A Roll Call vote was taken 18-0 (in favor: all present) and the hiring of Marissa King was **approved**.

NON-PROFIT REPORTS:

- A. Jefferson Alliance, Joe Gibson Director – 1st Quarter FY 2024 – 2025 Report: Presented.
- B. JCARES – 1st Quarter FY 2024 – 2025 Report: Presented.
- C. Chestnut Hill VFD – 1st Quarter 2024 – 2025 Report: Presented.
- D. Dandridge VFD – 1st Quarter 2024 – 2025 Report: Presented.

- E. Jefferson County Rescue Squad – 1st Quarter 2024 –2025 Report: Presented.
- F. Parrotts Chapel Community FD – 1st Quarter 2024 – 2025 Report: Presented.
- G. White Pine VFD – 1st Quarter 2024 – 2025 Report: Presented.
- H. Dandridge Memorial Library – 1st Quarter FY 2024 – 2025 Report: Presented.
- I. Jefferson City Public Library – 1st Quarter FY 2024 – 2025 Report: Presented.
- J. Parrot-Wood Memorial Library – 1st Quarter FY 2024 – 2025 Report: Presented.
- K. White Pine Public Library – 1st Quarter FY 2024 – 2025 Report: Presented.
- L. Safe Harbor Child Advocacy Center – 1st Quarter FY 2024 – 2025 Report: Presented.

NEW BUSINESS:

- A. Commissioner Brooks moved to suspend the rules to allow the full commission to hear items concerning the funding request from the Sheriff’s Department and the libraries that were voted down in the budget committee. Commissioner Douglas provided a second. A Roll Call vote was taken 13-5 (in favor: Huffaker, J. Coleman, Brooks, Lowe, Snodgrass, Johnson, Seals, Blevins, Douglas, Carmichael, Walker, Reed, and Thomas) and the motion to suspend the rules **failed** for a lack of 2/3rds majority.
- B. Commissioner Snodgrass moved to suspend the rules to allow the full commission to hear a funding request from the Sheriff’s Department that was voted down in the budget committee. Commissioner Brooks provided a second. A Roll Call vote was taken 12-6 (in favor: Huffaker, J. Coleman, Brooks, Lowe, Snodgrass, Johnson, Seals, Blevins, Douglas, Walker, Reed, and Thomas) and the motion to suspend the rules **failed** for a lack of 2/3rds majority.
- C. Commissioner Thomas moved to suspend the rules to allow the full commission to hear a funding request from the libraries that was voted down in the budget committee. Commissioner Brooks provided a second. A Roll Call vote was taken 9-9 (in favor: Huffaker, Brooks, Johnson, Seals, Blevins, Douglas, Walker, Reed, and Thomas) and the motion to suspend the rules **failed** for a lack of 2/3rds majority.
- D. **Resolution 2022-15**, A Resolution amending the “Zoning Resolution of Jefferson County, Tennessee” by establishing the I-3 zoning district in Jefferson County, Tennessee. A motion to approve **Resolution 2022-15** was provided by Commissioner Brooks, seconded by Commissioner Douglas. A Roll Call vote was taken 17-0-1 (in favor: all present except Commissioner Seals’ abstention) and **Resolution 2022-15** was **approved**.
- E. **Resolution 2022-16**, A Resolution amending the “Zoning Resolution of Jefferson County, Tennessee” by defining, permitting, and regulating cryptocurrency mining facilities in the I-3 zoning district of Jefferson County, Tennessee. A motion to approve **Resolution 2022-16** was provided by Commissioner Brooks, seconded by Commissioner Scarlett. A Roll Call vote was taken 17-0-1 (in favor: all present except Commissioner Seals’ abstention) and **Resolution 2022-16** was **approved**.
- F. **Resolution 2024-23**, A Resolution amending the “Zoning Map of Jefferson County, Tennessee” by rezoning property from A-1, Agriculture-Forestry to C-2, General Commercial. A motion to approve **Resolution 2024-23** was provided by Commissioner Scarlett, seconded by Commissioner Brooks. A Roll Call vote was taken 17-0-1 (in favor: all present except Commissioner Seals’ abstention) and **Resolution 2024-23** was **approved**.
- G. **Resolution 2024-24**, Resolution declaring as surplus and to authorize the maintenance garage of Jefferson County to surplus and transfer said equipment to sanitation department. A motion to approve **Resolution 2024-24** was provided by Commissioner Brooks, seconded by Commissioner Solomon. A Roll Call vote was taken 18-0 (in favor: all present) and **Resolution 2024-24** was **approved**.
- H. **Resolution 2024-25**, Resolution endorsing the use of visual surveillance devices to enhance law enforcement in Jefferson County. A motion to approve **Resolution 2024-25** was provided by Commissioner R. Coleman,

seconded by Commissioner Douglas. A Roll Call vote was taken 5-13 (in favor: J. Coleman, Lowe, Douglas, R. Coleman, and Thomas) and **Resolution 2024-25 failed**.

- I. **Resolution 2024-26**, Resolution authorizing an additional motor vehicle privilege tax and providing for the disposition of the proceeds thereof. A motion to approve **Resolution 2024-26** was provided by Commissioner R. Coleman, seconded by Commissioner Douglas. During discussion, Commissioner Douglas requested to withdraw his second, at which time Commissioner Solomon provided a second to **Resolution 2024-26**. Commissioner Scarlett raised the concern of three members of the Commission publishing a press release following the vote at the previous meeting in July. He stated that he received no notice of this meeting where this release was generated and requested to see the minutes of the meeting. Chairman Carmichael cautioned the commission from participating in the act of issuing a joint statement that was not discussed in a public meeting for a risk of violating the Open Meetings Act. During his statement rebuttal was offered by Commissioner Blevins and he was gavelled down with the chairman stating that he had the floor, rebuttal continued, and Chairman Carmichael again gavelled down Commissioner Blevins asking, "Do you want to leave this room?" Commissioner Blevins responded: "Are you going to make me?" At which time, Chairman Carmichael called for the Bailiff to remove Commissioner Blevins from the meeting, however Commissioner Blevins left the meeting without further disruption. A Roll Call vote was taken 12-5-1 (in favor: Huffaker, J. Coleman, Lowe, Johnson, Seals, Solomon, Bales, Scarlett, R. Coleman, Carmichael, Walker, and Thomas) and **Resolution 2024-26 failed** for a lack of 2/3rds majority. Chairman Carmichael announced that Commissioner Blevins could return as he was sponsoring **Resolution 2024-31** yet to be voted on "if he had composed himself".
- J. **Resolution 2024-27**, Resolution declaring as surplus and to authorize the County Clerk of Jefferson County to surplus and dispose of said equipment. A motion to approve **Resolution 2024-27** was provided by Commissioner Brooks, seconded by Commissioner Norton. A Roll Call vote was taken 17-0 (in favor: all present) and **Resolution 2024-27 was approved**.
- K. **Resolution 2024-28**, Resolution declaring as surplus and to authorize Parrott – Wood Memorial Library of Jefferson County to surplus and dispose of said equipment. A motion to approve **Resolution 2024-28** was provided by Commissioner Johnson, seconded by Commissioner Reed. A Roll Call vote was taken 17-0 (in favor: all present) and **Resolution 2024-28 was approved**.
- L. **Resolution 2024-29**, Resolution declaring as surplus and to authorize the County Mayor of Jefferson County to surplus and dispose of said equipment. A motion to approve **Resolution 2024-29** was provided by Commissioner Johnson, seconded by Commissioner R. Coleman. A Roll Call vote was taken 17-0 (in favor: all present) and **Resolution 2024-29 was approved**.
- M. **Resolution 2024-30**, A Resolution recommending approval of the Town of Dandridge's request to expand their urban growth boundary in Jefferson County, Tennessee. A motion to approve **Resolution 2024-30** was provided by Commissioner Norton, seconded by Commissioner Douglas. A Roll Call vote was taken 16-0-1 (in favor: all present except Commissioner Seals' abstention) and **Resolution 2024-30 was approved**.

Chairman Carmichael made a final call for Commissioner Blevins to return to the meeting

- N. **Resolution 2024-31**, Resolution to levy a mineral severance tax on all sand, gravel, sandstone, chert, and limestone severed from the ground in Jefferson County, Tennessee. A motion to approve **Resolution 2024-31** was provided by Commissioner Austin Brooks a second was provided by Commissioner Janet Norton. During discussion, Commissioner Huffaker moved to postpone action on this matter until the next quarterly meeting so that further research could be done and more information gathered. Commissioner J. Coleman provided a

second. A Roll Call vote was taken 11-6 (in favor: Huffaker, J. Coleman, Johnson, Seals, Solomon, Bales, Scarlett, R. Coleman, Carmichael, Walker, and Thomas) and **Resolution 2024-31** was **postponed**.

- O. **Resolution 2024-33**, Resolution declaring as surplus and to authorize the Dandridge Library of Jefferson County to surplus and dispose of said equipment. A motion to approve **Resolution 2024-33** was provided by Commissioner R. Coleman, seconded by Commissioner Johnson. A Roll Call vote was taken 17-0 (in favor: all present) and **Resolution 2024-33** was **approved**.
- P. **Resolution 2024-34**, Resolution declaring as surplus and to authorize the Jefferson City Library of Jefferson County to surplus and dispose of said equipment. A motion to approve Resolution 2024-34 was provided by Commissioner Brooks, seconded by Commissioner Johnson. A Roll Call vote was taken 17-0 (in favor: all present) and **Resolution 2024-34** was **approved**.
- Q. Ad-Hoc Committee – Terry Dockery: In Commissioner Dockery’s absence, Commissioner Brooks deferred to Director Arnold who presented the proposal of an Ad-Hoc Committee with three members of the commission, three members of the school board, the Director of Schools, and the County Mayor as an information sharing committee to help the two boards communicate and share information. Commissioner Brooks moved to place the names of Commissioner Reed, Commissioner Thomas, and Commissioner Snodgrass in nomination. Commissioner Douglas provided a second. School Board member Ibbetson spoke to the make-up of the committee and stated that it was the school boards desire that the Chairman of the School Board and the Chairman of the County Commission both serve on the committee. After Discussion with Mr. Ibbetson, Commissioner Reed willingly withdrew his name from consideration in place of the Commission Chairman. Commissioner Brooks amended his nomination with Commissioner Douglas’ approval to the Commission Chairman, Commissioner Snodgrass, and Commissioner Norton on the Ad-Hoc Committee. Commissioner Huffaker mentioned that she would like to see Commissioner Thomas on the committee since she represented citizens in the Jefferson Elementary School District. Commissioner Huffaker then amended the motion to appoint the Chairman of County Commission to the committee and allow the Commission to vote on the other two members. Commissioner Bales seconded. During discussion, Commissioner Scarlett moved to amend the motion by placing the Chairman of County Commission on the committee and allow him to appoint the two remaining members. Commissioner Solomon seconded the motion. With this new amendment in place, Commissioner Huffaker withdrew her amendment. A Roll Call vote was taken 17-0 (in favor: all present) on Commissioner Scarlett’s amendment and it was **carried**. A Roll Call vote was taken 15-1-1 (in favor: Huffaker, Norton, Brooks, Lowe, Snodgrass, Johnson, Seals, Solomon, Douglas, Bales, Scarlett, R. Coleman, Carmichael, Walker, and Thomas with Commissioner J. Coleman abstaining) on the original motion as amended and it **carried**. Chairman Carmichael announced the appointments of Commissioner Snodgrass and Commissioner Thomas to the Ad-Hoc Committee.
- R. **Lobby Expense, David Seal “Tennessee Property Rights Protection Act” Up to 3,500 – Ronny Coleman:** Mayor Potts stated that in the proposed agreement the wording “herein referred to as ‘The Act’ a copy of which is attached hereto as Exhibit A” needed to be removed because there was no Exhibit A attached. Commissioner R. Coleman moved the proposed agreement with David Seal with the following amendments “Volunteer” to be placed in front of “Lobbyist” each time you see it and the word “mileage” needs to be added under the “compensation”. Commissioner Reed provided a second. A Roll Call vote was taken 16-1 (in favor: Huffaker, Norton, J. Coleman, Brooks, Lowe, Snodgrass, Johnson, Seals, Solomon, Douglas, Bales, Scarlett, R. Coleman, Carmichael, Walker, and Reed) and the agreement was approved. A Motion by Commission Solomon was offered to reimburse David Seal’s expenses pursuant to the above-mentioned agreement for a total not to exceed \$3,500.00 for this legislative session. A second was provided by Commissioner Walker. A Roll Call vote

was taken 16-1 (in favor: Huffaker, Norton, J. Coleman, Brooks, Lowe, Snodgrass, Johnson, Seals, Solomon, Douglas, Bales, Scarlett, R. Coleman, Carmichael, Walker, and Reed) and the reimbursement of expenses not to exceed \$3,500.00 for David Seal was **approved**.

- S. **2024 Home Program Homeowners Rehabilitation Program Policies and Procedures:** A motion for approval of the policies and procedures was provided by Commissioner R. Coleman, seconded by Commissioner Brooks. A Roll Call vote was taken 17-0 (in favor: all present) and the **2024 Home Program Policies and Procedures** were **approved**.
- T. **Interlocal Agreement** for emergency aid and emergency jail resources by and between Cocke County, Tennessee, Cocke County Sheriff's Department & Jefferson County, Tennessee and Jefferson County Sheriff's Department. A motion for approval was provided by Commissioner Solomon, seconded by Commissioner Brooks. A Roll Call vote was taken 17-0 (in favor: all present) and the **Interlocal Agreement** was **approved**.
- U. **Public Safety Memorial Project:** Circuit Court Clerk Kevin Poe presented information at the work session of his desire to erect a memorial for fallen Jefferson County Public Safety Personnel at the Justice Center and requested the Commission's support of the project. He stated that there was no funding request at the current time, he just wanted to gauge the Commission's potential support before beginning the work on plans. A motion for support was provided by Commissioner Brooks, seconded by Commissioner Reed. A Roll Call vote was taken 17-0 (in favor: all present) and the Commissions show of support was **approved**.

Hearing no further business before the commission and with no objections voiced, on a motion by Commission Solomon, seconded by Commissioner Brooks, Chairman Carmichael **adjourned** the meeting at 9:45 PM.

County Commission Chair, James E. Carmichael

County Clerk, Frank C. Herndon

STATE OF TENNESSEE

COUNTY OF JEFFERSON

BE IT REMEMBERED THAT, the Special Called Session of the Jefferson County Board of Commissioners began and was held in and for the aforementioned State and County on the 18th day of November 2024 A.D. at 6:30 P.M., at the Jefferson County Courthouse in Dandridge, Tennessee. Present and Presiding were Chairman Jimmy Carmichael; Deputy County Clerk Glen Warren; and the following County Commissioners answering to Roll Call Docket Book 4 Page 209 to-wit: Janet Norton, Joe Coleman, Austin Brooks, Paul Lowe, Jim Snodgrass, John Johnson, Tim Seals, Sammy Solomon, Robert Blevins, Ransom Douglas, Randy Bales, John Neal Scarlett, Ronny Coleman, Terry Dockery, Marcus Reed, and Heidi Thomas. Seventeen (17) members were present, four (4) were absent: Katy Huffaker, Jimmy Dale Patterson, Greg Byrd, and Anthony "A. J." Walker.

The Meeting was called to order by Chairman Carmichael at 6:30 P.M. An invocation was given by Chaplain Joe Coleman, followed by the Pledge of Allegiance led by Commissioner Sammy Solomon.

APPEARANCE OF CITIZENS

Bill Rosser, 4th District – Spoke in favor of funding for the libraries and commended David Phillips of the Jefferson City Library for his work.

Cathy Buck, 4th District – Spoke in favor of the added funding for the libraries and the Sheriff's Department.

Kathlene Villars, 8th District – Spoke in favor of increased funding for the Sheriff's Department.

Jim Wilson, 4th District – Spoke in favor of increased funding for the County Libraries so they could provide a living wage to employees.

Brenda Morgan, 2nd District – Spoke in favor of increased funding for the Sheriff's Department, Highway Department and all county departments.

Doug Ibbetson, 8th District – Spoke in favor of broadening our revenue sources by implementing a mineral tax.

Mike Foley, 1st District – Spoke to the need for proper funding for the Sheriff's Department so that they can fulfill their oaths.

Chris Maish, 2nd District – Spoke in favor of increased funding for the Sheriff's Department and implementing an increased Wheel Tax to fund it.

Brett Kilgore, 4th District – Spoke in favor of increased funding for the Sheriff's Department and Libraries.

Doris Perkins, 4th District – Submitted a letter supporting the implementation of an additional wheel tax to properly fund county departments.

NEW BUSINESS

Library Funding – Commissioner Thomas moved to provide the funding of \$29,639.00 for wage increases for the Library staff with funding to be paid from Fund Balance. Commissioner Seals provided a second. A Roll Call vote was taken 9-8 (in favor: J. Coleman, Brooks, Lowe, Johnson, Seals, Blevins, Douglas, Reed, and Thomas) and the motion **failed**.

Sheriff's Department Funding – Commissioner Brooks moved to approve the budget amendment requested by the Sheriff to move \$264,179.00 from the Overtime Pay line item to the Deputies line item to increase the pay of road deputies. Commissioner Blevins provided a second. After discussion, a Roll Call vote was taken 10-7 (in favor: J. Coleman, Brooks, Lowe, Snodgrass, Johnson, Seals, Blevins, Douglas, Reed, and Thomas) and the motion **failed**.

There being no further business of the called agenda before the Commission, on a motion by Commissioner Brooks, seconded by Commissioner Dockery, the meeting was **adjourned** with no objection voiced, at 7:35 PM.

County Commission Chair, James E. Carmichael

County Clerk, Frank C. Herndon

JEFFERSON COUNTY CLERK
 NOTARY - EXPIRATION REPORT
 01/31/2025 - 05/01/2025

NAME	EXPIRATION	HOME ADDRESS	HOME PHONE	EMPLOYER	BUSINESS ADDRESS	BUSINESS PHONE
1. MICHELE HERNDON	3/29/2025	3115 ROY MESSER HWY WHITE PINE TN 37890	865.674.8673	STATE OF TN	1052 S HWY 92 DANDRIDGE TN 37725	865.397.9434
2. DIANE STALSWORTH	3/9/2025	1401 COLLINS ROAD NEW MARKET TN 37820	865.567-4713	TOTAL PROPERTY MANAGEMENT LLC	1022 W. HWY 11E NEW MARKET TN 37820	865-471-5151
3. SANDRA COMBS	3/9/2025	578 PHILLIPS SPRINGS RD RUTLEDGE TN 378614543	865-806-0893	FARRAR FUNERAL HOME	411 W BROADWAY BLVD JEFFERSON CITY TN 377603104	865-475-3892
4. W JACK FARRAR	3/9/2025	158, EAST MEETING ST. DANDRIDGE TN 37725	865-397-3000	FARRAR FUNERAL HOME	162 E MEETING ST DANDRIDGE TN 377254825	865-397-2711
5. BRITTANY MARIE BUNCH	3/29/2025	650 GOOSE CREEK RD DANDRIDGE TN 377256115	865-803-7206	COVENANT HEALTH	1420 CENTERPOINT BLVD KNOXVILLE TN 379321960	--
6. TERESA GENTRY	3/9/2025	1120 CALDWELL RD NEW MARKET TN	865.475.5823	JEFFERSON COUNTY STANDARD PUBL	PO BOX 310 JEFFERSON CITY TN 37760	865.475.2081
7. KATELYN ZIELINSKI	4/22/2025	3538 WHITE BIRCH RD WHITE PINE TN 37890	717-425-0328	NA	226 TRISTAN LN DANDRIDGE TN 37725	865.244.6038
8. REBECCA BRADLEY	3/9/2025	226 TRISTAN LN DANDRIDGE TN 37725	865.244.6038	SELF EMPLOYED	312 APRIL LN NASHVILLE TN 372116007	865-591-6352
9. SHEILA S TREECE	4/22/2025	459 HILLTOP DR JEFFERSON CITY TN 377602083	865-475-5967	STEWART ENTERPRISES	PO BOX 671 DANDRIDGE TN 37725	865.397.2786
10. KENDRA M SHROPSHIRE	3/9/2025	2767 HICKORY RIDGE RD WHITE PINE TN 37890	865.674.6449	JEFFERSON COUNTY	PO BOX 206 WHITE PINE TN 37890	865-674-2441
11. JOHN WALKER	3/9/2025	PO BOX 495 WHITE PINE TN 37890	865-674-2441	FARRAR FUNERAL HOME	4310 WINKLER AVE MORRISTOWN TN 37814	865-544-5400
12. MYRANDA REED	3/9/2025	3157 ENKA HWY MORRISTOWN TN 37813	423-736-8736	KNOXVILLE TVA EMPLOYEES CU	1129 N HIGHWAY 92 JEFFERSON CITY TN 377603805	865-475-6896
13. ANGIE COX	3/9/2025	4228 DRIFTING DR KNOXVILLE TN 379125815	865-603-0432	ANGIE COX STATE FARM AGENCY		
14. BROOKELYN WHITE	3/9/2025	2480 MUDDY HOLLOW ROAD DANDRIDGE TN 37725	423-608-0053	DISTRICT ATTORNEY GENERAL	355 E BROADWAY NEWPORT TN 37821	423-623-1285
15. JESSICA MARTIN	3/29/2025	1573 DEPAUL RD NEWPORT TN 37821	--	C. DOUGLAS BERRYHILL, ATTORNEY	117 E BROADWAY BLVD JEFFERSON CITY TN 37760	865-475-4708

JEFFERSON COUNTY CLERK
 NOTARY - EXPIRATION REPORT
 01/31/2025 - 05/01/2025

NAME	EXPIRATION	HOME ADDRESS	HOME PHONE	EMPLOYER	BUSINESS ADDRESS	BUSINESS PHONE
16. BRIAN DELEEUW	4/22/2025	1133 CHERRYWOOD WAY DANDRIDGE TN 37725	865-258-0400			
17. PENNY C ELDER	4/22/2025	120 DUMPLIN MILL RD NEW MARKET TN 37820	865-363-7886			
18. JACOB THOMPSON	4/22/2025	PO BOX 183 NEW MARKET TN 37820183	865-456-0711	JEFFERSON COUNTY CONSTABLES DE	PO BOX 183 NEW MARKET TN 37820183	865-210-8573
19. DAVID E MYERS JR	4/22/2025	2103 SOCKLESS RD DANDRIDGE TN 37725	865-203-5309	MORRIS COUPLING	5112 N NATIONAL DR KNOXVILLE TN 37901	865-546-6511
20. DONNA LEWIS	3/9/2025	611 ESLINGER RD NEW MARKET TN	865-368-6104		611 ESLINGER RD DANDRIDGE TN 37725	
21. AUTUMN LEMING	4/22/2025	1917 MANNING AVE APT 2 JEFFERSON CITY TN 37760	865.312.2935	INNOVATIVE MAINTENANCE, LLC	PO BOX 305 JEFFERSON CITY TN 37760	423.273.9000
22. AMANDA ROBISON	3/25/2025	825 JULIANNE DR JEFFERSON CITY TN 377601606	865-235-4479	TODD MOUNTS STATE FARM	215 E BROADWAY BLVD JEFFERSON CITY TN 377602851	865-475-2282
23. KIRK RUST	3/15/2025	PO BOX 1271 DANDRIDGE TN 37725	919-495-2662	JEFFERSON TITLE, INC	706 JUSTICE CENTER DR DANDRIDGE TN 37725	865-397-9428
24. KATHY DERRICK	3/15/2025	767 DERRICK RD DANDRIDGE TN 37725	865.850.8700	JACKSON REAL ESTATE		
25. MELISSA MARIE HORN	4/22/2025	427 INDEPENDENCE DR JEFFERSON CITY TN 377603839	386-295-8420	BALANCED ANESTHESIA SOLUTIONS	427 INDEPENDENCE DR JEFFERSON CITY TN 377603839	--
26. KAREN PARTRIDGE	3/25/2025	1400 SWANNSYLVANIA RD DANDRIDGE TN 37725	865-686-2587	FARM CREDIT MID- AMERICA	100 NEVADA AVE GREENEVILLE TN 377453409	423-638-8151
27. LINDA FRAZIER	3/29/2025	761 CECEIL LOCKHART RD NEW MARKET TN 37820	865.475.4006	SERVICE ELECTRIC COMPANY	PO BOX 339 NEW MARKET TN 37820	865.475.4721
28. LADUSKA O'QUINN	3/29/2025	2475 HICKLE RD NEW MARKET TN 37820	865-712-0380	APPALACHIAN ELECTRIC COOPERATI	1109 HILL DR NEW MARKET TN 37820	865-475-2032
29. TERI K KNAUF	4/22/2025	2090 SEVEN OAKS DR MORRISTOWN TN 37813	423-231-0306	JILL R TALLEY, ESQ	1211 GAY ST DANDRIDGE TN 37725	865-397-0333
30. DAVID J ARANDA	4/22/2025	1119 MORRISSETT AVE JEFFERSON CITY TN 37760	865-765-2247	FARRIS MOTOR COMPANY	246 E BROADWAY AVE JEFFERSON CITY TN 37760	865-765-2247

JEFFERSON COUNTY CLERK
 NOTARY - EXPIRATION REPORT
 01/31/2025 - 05/01/2025

NAME	EXPIRATION	HOME ADDRESS	HOME PHONE	EMPLOYER	BUSINESS ADDRESS	BUSINESS PHONE
1. LESLIE K LAMB	4/22/2025	479 HEATHER BROOK DR JEFFERSON CITY TN 377605017	423-312-2010	CRYE LEIKE LAKEWAY REAL ESTATE	2423 E ANDREW JOHNSON HWY MORRISTOWN TN 378145503	423-586-3100
2. DUSTY FORRESTER	4/22/2025	1093 BALES RD NEW MARKET TN 37820	865-360-8844	DIAMOND RESORTS	2301 RIDGE RD PIGEON FORGE TN 37863	865-323-6650
3. JOSEPH A TAYLOR	4/22/2025	222 ROACH RD JEFFERSON CITY TN 37760	865.850.4433	HILLCREST PROPERTIES	317 W HILLCREST DR MORRISTOWN TN 37813	423.318.0248
4. PAM DOCKERY	4/22/2025	206 ANCHOR CT DANDRIDGE TN 1586 MOUNT PLEASANT RD JEFFERSON CITY TN 37760	423-379-0436	CORPORATE SERVICES CONSULTANTS	1015 GAY ST DANDRIDGE TN 37725	865-207-6715
5. KATHY A WIESNER	4/22/2025		612-201-0466	FIRST BAPTIST CHURCH JEFFERSON	1610 RUSSELL AVE JEFFERSON CITY TN 37760	8654753826

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC BATCH # PENDING

AS A CLERK OF THE COUNTY OF JEFFERSON, TENNESSEE I HEREBY CERTIFY TO
 THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF
 NOTARY PUBLIC DURING THE JANUARY 21, 2025 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. ERNESTO RODRIGUEZ	688 CHUCKY PIKE TALBOTT TN 37877	423-200-7151	3606 W ANDREW JOHNSON HWY STE	423-6770398	
2. JOSHUA A BIDDLE	3270 BLUE SPRINGS RD STRAWBERRY PLAINS TN 378713644	865-466-8188	MORRISTOWN TN 37813 3270 BLUE SPRINGS RD STRAWBERRY PLAINS TN 378713644		

**JEFFERSON COUNTY HIGHWAY DEPARTMENT
JANUARY 2025**

NEW ROADS TO BE ACCEPTED

<u>Voting District</u>	<u>Road Name</u>	<u>Mileage</u>	<u>Located off</u>
8	Very Old Barton Trl		End of Very Old Barton Trail

REQUEST TO RETURN ROAD TO LAND OWNERS

<u>Voting District</u>	<u>Road Name</u>	<u>Mileage</u>	<u>Located off</u>
3	Harrison Ferry Rd	4/10's	Harrison Ferry Rd



Ronald Joe Patterson
Superintendent

JEFFERSON COUNTY, TENNESSEE
 2024-2025
 GENERAL FUND 101 - AMENDMENT #6
 January 2025

FUND BALANCE TOTAL	-	3,105.00
RESERVE BALANCE TOTAL	-	0.00

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

Item #		<i>Community Development Block Grant / Fund Balance</i>	Debit	Credit
	39000	Unassigned Fund Balance	-	3,105.00
	47180	CDBG Community Development - CDBG	+	17,595.00
	51100	399 CDBG County Commissioner - Other Contracted Services - CDBG	+	20,700.00
		Total		20,700.00
				20,700.00

Budgeting 2021 Jefferson County EMS / Community Development Block Grant (CDBG) Revenue and County Match portion for East TN Development District project management contract - final payment.

JEFFERSON COUNTY, TENNESSEE
2024-2025
General Fund 101 - Budget Amendment #7
January 2025

FUND BALANCE TOTAL	-	57,288.38
RESERVE BALANCE TOTAL	-	102,852.86

Budget Com. App'd: 1/13/2025
County Com. App'd: _____

Item #	1	Emergency Medical Service / Ambulance / EMS Training CTR Grant		Debit	Credit
		46980 EMS Other State Grants	+	126,156.00	
		55130 790 EMS Other Equipment - EMS	+		126,156.00
		Total		126,156.00	126,156.00
Budgeting funds received from the EMS Training CTR Grant into expenditure line.					

Item #	2	Emergency Medical Service / Ambulance		Debit	Credit
		44530 EMS Sale of Equipment	+	4,200.00	
		55130 790 EMS Other Equipment - EMS	+		4,200.00
		Total		4,200.00	4,200.00
Budgeting funds received from sale of equipment into expenditure line.					

Item #	3	Maintenance Garage / Insurance Recovery		Debit	Credit
		49700 Insurance Recovery	+	5,635.11	
		51810 338 Maintenance Garage - Maintenance and Repair Services - Vehicles	+		5,635.11
		Total		5,635.11	5,635.11
Budgeting funds from Tennessee Risk Management and Trust insurance into expenditure line for repair to 2021 Chevrolet Silverado Asset #1375, VIN #238931.					

Item #	4	Sheriff's Department / Insurance Recovery		Debit	Credit
		49700 Insurance Recovery	+	13,950.00	
		54110 338 Sheriff's Department - Maintenance and Repair Services - Vehicles	+		13,950.00
		Total		13,950.00	13,950.00
Budgeting funds received from Tennessee Risk Management and Trust for repair to 2016 Ford Utility Police Truck, Asset #910, VIN #1FM5K8AR7GGD04595, reimbursement of deductible for repair expenses to 2021 Ford Explorer Asset # 1371, VIN # 1FM5K8AB2MGA19561, & reimbursement of deductible for 2015 Chevrolet Asset # 1541, VIN # 1GAWGPF6XG1283182.					

Item #	5	Emergency Medical Service / Ambulance / Insurance Recovery		Debit	Credit
		49700 Insurance Recovery	+	70,500.00	
		55130 718 Ambulance / EMT - Vehicles	+		70,500.00
		Total		70,500.00	70,500.00
Budgeting funds received from Tennessee Risk Management and Trust for totaled 2020 Chevrolet G3500 Ambulance #142, Asset 1351, VIN #1GB3GRCG9L1148768 into vehicle line.					

Item #	6	Transfers Out / Capital Projects		Debit	Credit
		34510 ADA Restricted for General Government - Americans with Disability Act	-	71,892.00	
		99100 590 ADANX Transfers Out - Transfers to Other Funds - ADANX (To Capital Fund 171)	+		71,892.00
		Total		71,892.00	71,892.00
Moving funds from Americans with Disability Act reserves in to expenditure line for Americans with Disability Act Exterior improvements to the County Annex.					

Item #	7	Jefferson County Jail / Jail Training Equipment Grant				Debit	Credit
		46980		TCI	Jail Training Equipment Grant -TCI	+	10,148.00
		54210	790	TCI	Jail - Other Equipment - TCI	+	10,148.00
					Total		10,148.00 10,148.00
Budgeting additional funds received from the Jail Training Equipment Grant into expenditure line.							

Item #	8	Maintenance Garage / Insurance Recovery				Debit	Credit
		49700			Insurance Recovery	+	400.00
		51810	453		Maintenance Garage - Vehicle Parts	+	400.00
					Total		400.00 400.00
Budgeting reimbursement funds from Tennessee Risk Management and Trust of towing expenses for Ambulance #142, Asset #1351, VIN 1GB3GRCG9L1148768.							

Item #	9	Election Commission				Debit	Credit
		51500	162		Election Commission - Clerical Personnel	-	12,000.00
		51500	169		Election Commission - Part-Time Personnel	+	7,423.00
		51500	193		Election Commission - Election Workers	+	4,577.00
					Total		12,000.00 12,000.00
Moving funds to cover early voting and election day workers expenses for 2024 presidential, state, and local election cycle.							

Item #	10	Dandridge Memorial Library / Training Opportunities for the Public Grant				Debit	Credit
		46980		DA	Dandridge Memorial Library - Other State Grants - TOP Grant	+	2,814.00
		56500	709	DA	Dandridge Memorial Library - Data Processing Equipment	+	2,814.00
					Total		2,814.00 2,814.00
Budgeting funds received from the Dandridge Memorial 2024 Training Opportunities for the Public Grant.							

Item #	11	County Overtime Pay / Unassigned Fund Balance				Debit	Credit
		39000			Unassigned Fund Balance	-	5,823.28
		52100	187		Accounting and Budgeting - Overtime Pay	+	1,888.28
		52400	187		County Trustee's Office - Overtime Pay	+	3,000.00
		56500	187	DA	Libraries - Overtime Pay - DA	+	475.00
		56500	187	SP	Libraries - Overtime Pay - SP	+	60.00
		57500	187		Soil Conservation - Overtime Pay	+	400.00
					Total		5,823.28 5,823.28
Budgeting funds from unassigned fund balance to cover overtime pay for October 2024 - December 2024 payrolls.							

Item #	12	Library Fees / Reserves				Debit	Credit
		43360		DA	Library Fees - Dandridge Library	+	1,460.61
		34535		DA	Restricted for Social, Cultural, Rec. Ser - Dandridge Library	+	1,460.61
		43360		JC	Library Fees - Jefferson City Library	+	4,070.33
		34535		JC	Restricted for Social, Cultural, Rec. Ser - Jefferson City Library	+	4,070.33
		43360		SP	Library Fees - Parrott-Wood Library	+	795.75
		34535		SP	Restricted for Social, Cultural, Rec. Ser - Parrott-Wood Library	+	795.75
		43360		WP	Library Fees - White Pine Library	+	140.50
		34535		WP	Restricted for Social, Cultural, Rec. Ser - White Pine Library	+	140.50
					Total		6,467.19 6,467.19
Moving library fees collected during the 2nd quarter of Fiscal Year 2024-2025 October 2024 through December 2024 from revenue to reserves.							

Item #	13	Sheriff's Department / Tennessee Recruitment and Retention Grant				Debit	Credit
		46980		TRARG	Other State Grants - TRARG	+	3,000.00
		54110	196	TRARG	Sheriff's Department - In-Service Training - TRARG	+	3,000.00
					Total		3,000.00 3,000.00
Budgeting funds received from the Tennessee Recruitment and Retention Grant and placing them into an expenditure account.							

Item #	14	County Coroner/Medical Examiner / Fund Balance				Debit	Credit
		39000		Unassigned Fund Balance	-	4,250.00	
		51100	131	County Commission - Medical Personnel	-	27,500.00	
		54610	399	County Coroner / Medical Examiner - Other Contracted Services	+	31,750.00	
				Total		31,750.00 31,750.00	
		Moving budgeted funds from fund balance and county commission function to county coroner/medical examiner function per audit recommendation.					
Item #	15	Tourism / Committed for General Gov. - Economic Development				Debit	Credit
		34610		ECDEV Committed for General Gov. - ECDEV	-	1,098.17	
		58110	338	Tourism - Maintenance and Repair Services - Vehicles	+	1,098.17	
				Total		1,098.17 1,098.17	
		Budgeting funds from reserves and those received from Tennessee Risk Management and Trust insurance recovery into expenditure line to repair to 2021 Chevrolet Silverado Asset # 1375, VIN #238931.					
Item #	16	Jefferson City Library / Reserves				Debit	Credit
		34535		JC Restricted for Social, Cultural, Rec Ser - JC	-	6,000.00	
		56500	432	JC Jefferson County Public Library - Library Books - JC	+	6,000.00	
				Total		6,000.00 6,000.00	
		Budgeting funds using reserves to purchase library books and reading materials for the remainder of fiscal year 2024-2025.					
Item #	17	Jefferson County Jail / Electronic Monitoring Indigency Fund Grant				Debit	Credit
		47590		EMIF Other Federal through State - EMIF	+	25,075.01	
		54110	312	EMIF Jail - Contracts with Private Agencies - EMIF	+	25,075.01	
				Total		25,075.01 25,075.01	
		Budgeting revenue received from the Electronic Monitory Indigency Fund Grant into correct expenditure account for fiscal year 2024-2025.					
Item #	18	Circuit Court / Reserves				Debit	Credit
		34520		GS Restricted for Administration of Justice - GS	-	7,000.00	
		53100	334	Circuit Court - Maintenance Agreements	+	7,000.00	
				Total		7,000.00 7,000.00	
		Budgeting funds from reserves into expenditure line for purchase of case management software.					
Item #	19	Jefferson County Sheriff's Department / Mental Health Prisoner Transport				Debit	Credit
		47590		MHPT Other Federal Through State - MHPT	+	67,653.00	
		54110	599	MHPT Sheriff's Department - Other Charges - MHPT	+	67,653.00	
				Total		67,653.00 67,653.00	
		Budgeting funds received from the Tennessee Mental Health Prisoner Transport grant into correct expenditure line for fiscal year 2024-2025.					
Item #	20	Jefferson County Sheriff's Department				Debit	Credit
		44570		FARA Contributions and Gifts - FARA	+	1,500.00	
		54110	790	FARA Sheriff's Department - Other Equipment - FARA	+	1,500.00	
				Total		1,500.00 1,500.00	
		Budgeting donated funds for purchase of deputy faraway bags in fiscal year 2024-2025.					
Item #	21	County Buildings / Insurance Recovery				Debit	Credit
		49700		Insurance Recovery	+	500.00	
		51800	335	County Buildings - Maintenance and Repair Services - Buildings	+	500.00	
				Total		500.00 500.00	
		Allocating claim GC-108855 reimbursement of deductible received from Tennessee Risk Management and Trust for the Rainwater building damage that incurred on July 31, 2024.					

Item #	22	County Mayor / 2020 Tennessee Home Grant / Fund Balance				Debit	Credit
		39000			Unassigned Fund Balance	-	2,000.00
		51300	399	THDA	Mayor / Executive - Other Contracted Services - THDA	+	2,000.00
					Total		2,000.00 2,000.00
Budgeting additional funds from fund balance into expenditure for 2020 Home Grant Cash Bond Reimbursement.							

Item #	23	Jefferson County Sheriff's Department / Competitive Collaborative Enhancement Grant				Debit	Credit
		46980			VCIFC Other State Grants - VCIFC	+	121,195.00
		54110	599	VCIFC	Sheriff's Department - Other Charges - VCIFC	+	121,195.00
					Total		121,195.00 121,195.00
Budgeting additional funds received from the state through the Competitive Collaborative Enhancement Grant in to proper expenditure line.							

Item #	24	County Buildings / Fund Balance				Debit	Credit
		39000			Unassigned Fund Balance	-	7,450.00
		51800	502		County Buildings - Building and Contents Insurance	+	7,450.00
					Total		7,450.00 7,450.00
Budgeting funds using fund balance for increase in building and contents insurance due to new Jefferson County Office Building.							

Item #	25	Local Health Center / Health Department Programs				Debit	Credit
		46310			Health Department Programs	-	6,400.00
		55110	355		Local Health Center - Travel	+	6,400.00
					Total		6,400.00 6,400.00
Budgeting additional funds received from state grant into proper expenditure line.							

Item #	26	Transfers Out / Capital Projects				Debit	Credit
		34510		ADA	Restricted for General Government - Americans with Disability Act	-	14,600.00
		99100	590	JCOB	Transfers Out - Transfers to Other Funds - JCOB (To Capital Fund 171)	+	14,600.00
					Total		14,600.00 14,600.00
Moving funds from General fund Americans with Disability Act (ADA) into expenditure line for ADA automatic door openers for Jefferson County Clerk's Office/Elections Office.							

Item #	27	Dandridge Memorial Library / Reserves				Debit	Credit
		34535		DA	Restricted for Social, Cultural, Rec Ser - DA	-	8,729.88
		56500	307	DA	Libraries - Communications - DA	+	729.88
		56500	399	DA	Libraries - Other Contracted Services - DA	+	500.00
		56500	432	DA	Libraries - Library Books - DA	+	7,000.00
		56500	435	DA	Libraries - Office Supplies - DA	+	500.00
					Total		8,729.88 8,729.88
Budgeting reserve funds into expenditure lines cover hotspot license renewals, copier contract overage, and increased costs for books and office supplies.							

Item #	28	Zoning Compliance / Fund Balance		Debit	Credit
		39000	Unassigned Fund Balance	-	37,765.10
		51750	105 Zoning Compliance - Clerical Personnel	+	25,000.00
		51750	201 Zoning Compliance - Social Security	+	1,550.00
		51750	204 Zoning Compliance - Retirement	+	2,750.00
		51750	206 Zoning Compliance - Life Insurance	+	36.60
		51750	207 Zoning Compliance - Medical Insurance	+	7,702.00
		51750	208 Zoning Compliance - Dental Vision	+	114.00
		51750	210 Zoning Compliance - Unemployment	+	250.00
		51750	212 Zoning Compliance - Medicare	+	362.50
			Total	37,765.10	37,765.10
Budgeting funds using fund balance for Zoning Compliance Office position adjustments for remaining of FY 24/25.					

Item #	29	County Buildings		Debit	Credit
		51800	105 County Buildings - Director	-	44,957.14
		51800	166 County Buildings - Clerical Personnel	+	28,007.29
		51800	167 County Buildings - Maintenance Personnel	+	3,202.25
		51800	201 County Buildings - Social Security	+	1,860.00
		51800	204 County Buildings - Retirement	+	3,300.00
		51800	206 County Buildings - Life Insurance	+	36.60
		51800	207 County Buildings - Medical Insurance	+	7,702.00
		51800	208 County Buildings - Dental Vision	+	114.00
		51800	210 County Buildings - Unemployment	+	300.00
		51800	212 County Buildings - Medicare	+	435.00
			Total	44,957.14	44,957.14
Adjusting salary budgets for new full-time Custodial Position recommended by Personnel Committee on 1/13/25 for remaining of FY 24/25.					

JEFFERSON COUNTY, TENNESSEE
 2024-2025
 GENERAL FUND 101 - AMENDMENT #9
 January 2025

FUND BALANCE TOTAL	-	0.00
RESERVE BALANCE TOTAL	-	0.00

Budget Com. App'd: 1/13/2025
 County Com. App'd: _____

Item #	1			Debit	Credit
Ambulance / Emergency Medical Services / East Tennessee Foundation Gran					
		44570	EMS Contributions and Gifts - EMS	+	75,000.00
		55130	790 EMS Ambulance - Emergency Medical Services - EMS	+	75,000.00
			Total		75,000.00 75,000.00
Budgeting funds received from the East Tennessee Foundation Grant into correct expenditure line.					

JEFFERSON COUNTY, TENNESSEE
2024-2025
HIGHWAY FUND 131 - AMENDMENT #2
January 2025

FUND BALANCE TOTAL - 0.00
RESERVE BALANCE TOTAL - 22,152.00

Budget Com. App'd: 1/13/2025
County Com. App'd: _____

Item#	1			Debit	Credit
Jefferson County Highway Operation and Maintenance of Equipment / Fund Balance					
		34550	Restricted for Highways / Public Works	-	22,152.00
		63100	790 Operation and Maintenance of Equipment - Other Equipment	+	22,152.00
			Total		<u>22,152.00</u> <u>22,152.00</u>
Budgeting funds using fund balance to purchase new 2025 Kenworth T480 dump truck.					

Item#	2			Debit	Credit
Jefferson County Highway & Bridge Maintenance / State Aid Program Tennessee Department of Transportation					
		46420	State Aid Program - TDOT CMS	+	50,368.22
		62000	405 Highway & Bridge Maintenance - Asphalt - Liquid	+	50,368.22
			Total		<u>50,368.22</u> <u>50,368.22</u>
Budgeting additional funds not budgeted for fiscal year 2024-2025 from the Tennessee Department of Transportation State Aid Program into expenditure line as per direction of Superintendent of Highway Commissioners.					

JEFFERSON COUNTY, TENNESSEE
2024-2025
CAPITAL FUND 171 - AMENDMENT #3
January 2025

FUND BALANCE TOTAL	-	-	
RESERVE BALANCE TOTAL	-	5,000.00	

Budget Com. App'd: 1/13/2025
County Com. App'd: _____

Item #	1	Transfers In / ADA				Debit	Credit
		49800	ADANX	Transfers In (General Fund 101)	+	71,892.00	
		91190	706	ADANX Other General Government Projects - Building Construction - FDADA	+		71,892.00
				Total		71,892.00	71,892.00
Budgeting funds from General fund Americans with Disability Act (ADA) into expenditure line for ADA exterior improvements to the annex.							

Item #	2	Transfers In / ADA				Debit	Credit
		49800	JCOB	Transfers In (General Fund 101)	+	14,600.00	
		91190	706	JCOB Other General Government Projects - Building Construction - FDADA	+		14,600.00
				Total		14,600.00	14,600.00
Budgeting funds from General fund Americans with Disability Act (ADA) into expenditure line for ADA automatic door openers for Jefferson County Clerk's Office/Elections Office.							

Item #	3	Capital Projects Donated to School Department				Debit	Credit
		99100	316	Transfers Out	-	783,256.00	
		95100	316	Contributions	+		783,256.00
				Total		783,256.00	783,256.00
Allocating funds received from the Energy Efficient Schools Initiative Loan into expenditure line as per Resolution No. 2023-42.							

Item #	4	Committed for Capital Projects - County Clerk				Debit	Credit
		34685	CoC	Committed for Capital Projects - County Clerk	-	5,000.00	
		91190	707	CoC Building Improvements - CoC	+		5,000.00
				Total		5,000.00	5,000.00
Budgeting funds from reserves into expenditure line to purchase window blinds for County Clerk's office.							

Item #	5	Public Health and Welfare Projects - Community Assistance for Recovery Employment Grant				Debit	Credit
		47316	CARES	CARES Grant - Health Dept. Awnings	+	50,000.00	
		91140	707	CARES Public Health and Welfare Projects - Building Improvements - CARES	+		50,000.00
				Total		50,000.00	50,000.00
Budgeting additional funds received from the CARES grant into expenditure line.							

JEFFERSON COUNTY, TENNESSEE
 2024-2025
 LANDFILL FUND 207 - AMENDMENT #2
 January 2025

FUND BALANCE TOTAL	- 200,000.00
RESERVE BALANCE TOTAL	- 0.00

Budget Com. App'd: 1/13/2025
 County Com. App'd: _____

Item #	1	Landfill Operation and Maintenance / Fund Balance	Debit	Credit
		39000 Unassigned Fund Balance	-	200,000.00
		55754 364 Contracts for Development Costs	+	50,000.00
		55754 321 Engineering Services	+	50,000.00
		55754 359 Disposal Fees	+	100,000.00
		Total	200,000.00	200,000.00

Budgeting funds from fund balance due to continued engineering cost for Class 1 closure and the Class III / IV permit modification.

JEFFERSON COUNTY SCHOOLS
Fund 141 - General Purpose Funds
Budget Amendment #5
November 2024

School Board Approval	11/4/2024	FUND BALANCE TOTAL	+	\$ -
Budget Committee Approval		RESERVE BALANCE TOTAL	-	\$ -
County Commission Approval				

	Regular Instruction			Debit	Credit
Item 1	46513	Revenue - TISA On-behalf payments	+	152,001.00	
	71200 595	Individual Education Plan payments	+		26,984.00
	71100 595	ACT testing, STEM and Instructional services	+		125,017.00
				152,001.00	152,001.00
TN Dept of Education uses TISA funds to make On-Behalf payments for ACT testing and Individualized Education plans.					

JEFFERSON COUNTY SCHOOLS
Fund 141 - General Purpose Funds
Budget Amendment #6
November 2024

School Board Approval	11/4/2024	FUND BALANCE TOTAL	+	\$ -
Budget Committee Approval		RESERVE BALANCE TOTAL	-	\$ 10,868,000.00
County Commission Approval				

Item 1	Transfers Out				Debit	Credit
	39000	Unassigned Fund Balance			-	1,968,000.00
	99100	590	ROF	To Fund 177 - Captial Projects - Roof Replacements & repairs	+	1,968,000.00
						1,968,000.00
School Board approved motion to move funds from Unassigned Fund Balance for roof replacements and repairs.						

Item 2	Transfers Out				Debit	Credit
	39000	Unassigned Fund Balance			-	3,750,000.00
	99100	590	MSW	Committed for Education - MMS Scope of Work	+	3,750,000.00
						3,750,000.00
School Board approved motion to move funds from Unassigned Fund Balance for MMS approved Scope of Work.						

Item 3	Transfers Out				Debit	Credit
	39000	Unassigned Fund Balance			-	4,500,000.00
	99100	590	JSW	To Fund 177 - Captial Projects - JMS - Scope of Work	+	4,500,000.00
						4,500,000.00
School Board approved motion to move funds from Unassigned Fund Balance for JMS approved Scope of Work						

Item 4	Capital Projects				Debit	Credit
	39000	Unassigned Fund Balance			-	650,000.00
	99100	590	MSL	Committed for Education - MMS Sports Lighting	+	650,000.00
						650,000.00
School Board approved motion to move funds from Unassigned Fund Balance for MMS Sports Lighting.						

JEFFERSON COUNTY SCHOOLS
Fund 141 - General Education Funds
Budget Amendment #7
December 2024

School Board Approved:	<u>12/5/2024</u>	Fund Balance:	+	
Budget Com. Approved:	<u>1/13/2025</u>	Reserve Balance:	+	
County Commission Approved:				

Item 1	Career & Technical Education - Innovative School Model Grant					Debit	Credit
	71300	429	945	Instructional Supplies & Materials	-	8,000.00	
	71300	730	945	Equipment	+		9,500.00
	72230	524	945	Staff Development	-	1,500.00	
						9,500.00	9,500.00
	To support the purchase of Kubota equipment for Agriculture program						

Item 2	Career & Technical Education Program					Debit	Credit
	72230	399	300	Other Contracted Services	-	1,000.00	
	71300	730	300	Equipment	+		1,000.00
						1,000.00	1,000.00
	To support the purchase of Kubota equipment for Agriculture program						

Item 3	Special Education					Debit	Credit
	72710	425		Gasoline	-	2,000.00	
	72220	313		Contracts wth Parents	+		2,000.00
						2,000.00	2,000.00
	To provide funds for parent travel reimbursements						

Item 4	Transportation					Debit	Credit
	49700			Insurance recovery	+	18,594.00	
	72710	718		Motor Vehicles	+		18,594.00
						18,594.00	18,594.00
	Payments by TN Risk Management for Bus #1912 totaled in accident						

JEFFERSON COUNTY SCHOOLS
Fund 141 - General Education Funds
Budget Amendment #8
December 2024

School Board Approved:	<u>12/5/2024</u>	Fund Balance:	+		<u> </u>
Budget Com. Approved:	<u>1/13/2025</u>	Reserve Balance:	-		<u>4532.85</u>
County Commission Approved:	<u> </u>				

Item 1	Career & Technical Education - SPARC Grant				Debit	Credit
	34555		345	Restricted for Education - SPARC grant	-	4,532.85
	71300	707	345	Building Improvements	+	4,532.85
					<u>4,532.85</u>	<u>4,532.85</u>
<p>The SPARC grant was received in a prior year, CTE got permission to use remaining funds. All grant funds must be spent by December 2024, this will move all funds remaining to a line to be expended. The funds will be applied to expenditures on the Culinary Arts renovation.</p>						

JEFFERSON COUNTY SCHOOLS
Fund 141 - General Education Funds
Budget Amendment #9
January 2025

School Board Approval	<u>1/9/2025</u>	FUND BALANCE TOTAL	+	\$ <u> -</u>
Budget Committee Approval	<u>1/13/2025</u>	RESERVE BALANCE TOTAL	-	<u> </u>
County Commission Approval	<u> </u>			

Item 1	Community Services				Debit	Credit
	71100	206	Life Insurance	-	750.00	
	73300	206	Life Insurance	+		750.00
					750.00	750.00
To cover costs of employees who added life insurance benefit in this department for the remainder of school year.						

Item 2	Special Education - Pre-k Grant				Debit	Credit
	71200	163	845 Assistants	-	60,000.00	
	71200	116	845 Teachers	+		42,000.00
	71200	201	845 Social Security	+		2,200.00
	71200	204	845 State Retirement	+		3,000.00
	71200	206	845 Life insurance	+		56.00
	71200	207	845 Medical insurance	+		12,034.00
	71200	208	845 Dental insurance	+		200.00
	71200	212	845 Employer medicare	+		510.00
					60,000.00	60,000.00
To reallocate grant funds to pay for a Pre-K teacher rather than more assistants.						

Item 3	Regular Instruction				Debit	Credit
	44170		Miscellaneous Refunds	+	32,700.50	
	71100	449	015 Bound textbooks	+		32,700.50
					32,700.50	32,700.50
A refund from TN Book Company on textbooks purchased in prior year.						

Item 4	Special Education - State Transportation Reimbursement				Debit	Credit
	47143		State Transportation reimbursement	+	43,087.11	
	72220	312	Contracts with private agencies	+		43,087.11
					43,087.11	43,087.11
To acknowledge and disperse new revenue for Special Education transportation						

Item 5	Other Student Support				Debit	Credit
	72130	322	020 Evaluation and Testing	-	1,000.00	
	71100	429	020 Instructional Supplies	+		1,000.00
					1,000.00	1,000.00
To purchase 20 calculators for Jefferson County Virtual Academy and Jefferson Academy						

Item 6

Other Student Support					Debit	Credit
72130	322	020	Evaluation and Testing	-	1,000.00	
72130	499	020	Other Supplies and Materials	+		1,000.00
					<u>1,000.00</u>	<u>1,000.00</u>
To fund 9th grade boot camp with needed materials and supplies.						

JEFFERSON COUNTY SCHOOLS
Fund 142 - Federal Funds
Budget Amendment #5
December 2024

School Board Approved: 12/5/2024
 Budget Com. Approved: _____
 County Commission Approved: _____

Item 1	IDEA Preschool				Debit	Credit
	911	47145	Revenue	+	9,426.62	
	911	71200	207 Medical Insurance	+		8,500.00
	911	71200	524 Staff Development	+		926.62
					<u>9,426.62</u>	<u>9,426.62</u>
	Amend in Carryover funds					

Item 2	Consolidated Title I				Debit	Credit
	102	71100	429 Instructional Supplies & Materials	-	6,249.44	
	102	71100	722 Regular Instruction Equipment	+		12,717.54
	102	72210	524 Staff Development	-	6,468.10	
					<u>12,717.54</u>	<u>12,717.54</u>
	Adjustment of Allocation base on Title I Team Needs Assessment					

Item 3	Consolidated Title I-D				Debit	Credit
	104	71150	429 Instructional Supplies & Materials	+		8,000.00
	104	71150	790 Other Equipment	-	8,000.00	
					<u>8,000.00</u>	<u>8,000.00</u>
	Original equipment request not allocable for federal funds.					

Item 4	Consolidated Title III				Debit	Credit
	302	71100	189 Other Salaries & Wages	+		17,319.56
	302	72130	499 Other Supplies And Materials	-	16,000.00	
	302	72130	524 Staff Development	-	1,319.56	
					<u>17,319.56</u>	<u>17,319.56</u>
	Correction to carryover inadvertently allocated to supplies rather than staff.					

JEFFERSON COUNTY SCHOOLS
Fund 142 - Federal Funds
Budget Amendment #6
January 2025

School Board Approved: 01/09/25 (Pending Approval)
 Budget Com. Approved: _____
 County Commission Approved: _____

Item 1	IDEA Part B	Debit	Credit
	902 47143 Revenue	+ 172,789.01	
	902 71200 116 Teachers	- 10,000.00	
	902 71200 163 Educational Assistants	+ 177,000.00	
	902 71200 429 Instructional Supplies	- 5,000.00	
	902 71200 725 Special Education Equipment	- 5,000.00	
	902 72220 189 Other Salaries & Wages	- 41,144.00	
	902 72220 312 Contracts with Private Agencies		24,515.00
	902 72220 322 Evaluation and Testing	- 6,000.00	
	902 99100 504 Indirect Costs		38,418.01
		<u>239,933.01</u>	<u>239,933.01</u>
	Adjust budgeted amounts to align with ePlan		

Item 2	Consolidated Title I	Debit	Credit
	102 71100 189 Other Salaries & Wages	- 5,934.80	
	102 71100 722 Regular Instructional Equipment		5,934.80
		<u>5,934.80</u>	<u>5,934.80</u>
	Allocate more funds to instructional equipment		

Jefferson County Government			
Monitoring: Review: Annually	Travel Policy	Policy # 2.1	Issued Date: Revised Date: 01/2025

The intent of this policy is to make uniform provision for reimbursement of necessary expenses of County employees or officials of the County who are required to travel within or without the County boundaries in the performance of their duties and in the interest of County affairs.

Policy Administration - The respective department heads are responsible for the administration of the provisions of this policy. Department heads are authorized to approve travel reimbursements for the employees under their supervision except where otherwise stated.

A. General Policy

1. Travel — Jefferson County recognizes that employees and officials are required to travel both within and without the State of Tennessee for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government. It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of official County business are not acceptable under this standard, and travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.

2. Mileage Allowance —The amount authorized to be paid on a per-mile basis for travel by privately owned vehicle will be reimbursed at the rate established each year by the Internal Revenue Service. Total miles driven and the rate per mile must be identified on the Travel expense reimbursement request. Current and past mileage reimbursement rate can

be found on the IRS website at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

3. Meal Reimbursement Rates — Reimbursement for the cost of meals in connection with County business shall be reimbursed at the per Diem Rate as described by the U.S. General Services Administration. These rates are identified by major city. First and last day of approved travel reimbursement amounts are also identified. Overview, highlights and frequently asked questions may be found on the U.S. General Services Administration website at <https://www.gsa.gov/travel>. While on travel status if a single full meal is provided as part of a hotel accommodation, training session or conference, the employee shall not request reimbursement for meal provided unless dietary restrictions require employee to seek meal alternative.
4. Trip Sheet — A form provided for the traveler to fill out upon completion of a specific trip, or trips, within a given time period prescribed by the department head. This form lists all mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable. Receipts for lodging, registration, and private or public transportation are to be attached to and made a part of the trip sheet. For taxis, airport shuttles, and buses, receipts may not be available or provided; therefore, attach, if possible. The trip sheet must be approved by the department head. Before being presented to the Finance Office for reimbursement, the trip sheet must bear the approving signature of the appropriate department head and the requesting employee.
5. Transportation Cost of Employee — Payment of mileage allowance or actual cost of public transportation as applicable. If rental vehicles are used for both business and non-business purposes, reimbursement to the county for the non-business portion will apply.

B. Authorized Travel Modes

1. County-owned Vehicle — This method of transportation is to be used whenever a county vehicle is available. The department head may authorize reimbursement to the employee for exact operation expenses, in circumstances where direct credit charges cannot be made to the county and county gas, etc., is not available.
2. Private owned Vehicle — When no county vehicle is available, this mode may be used if specifically authorized by the appropriate department head. Reimbursement for operation expense shall be limited to the mileage allowance.

3. Transportation by Common Carrier — Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt. Quotes must be obtained from more than one (1) common carrier, if multiple carriers exist, and documentation that the lowest fare available was used must be submitted on the trip sheet.
4. Rental Vehicles — Reimbursement of rental vehicle expenses will not be authorized without prior approval by the Finance Director or County Mayor. If approved, the rented vehicle should be secured at the lowest practical cost found through Jefferson County's Purchasing Agent.

c. Travel Destination

1. Local Travel — County employees, who by the normal nature of their duties, are required to travel regularly within the county and are individually authorized by the appropriate department head, are eligible for reimbursement of transportation expense. Meal reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted unless approved prior by Finance Director.
2. Lodging — Reimbursement of lodging expenses incurred in counties contiguous to Jefferson County will not be authorized without prior approval by the Finance Director or County Mayor. If more than one employee occupies the same hotel room, the total lodging expense should be reported on only one employee's trip sheet. When another person, who is not an employee, occupies the same hotel room with an employee on an authorized trip, the employee must pay the difference between the single and double room rates. Lodging expenses should be paid directly by the County. Check request along with itemized hotel costs and backup for reason for stay (example: conference agenda) must be provided to Finance Department at least three weeks prior to stay in order for check to be mailed to hotel within a timely manner. To receive reimbursement for additional lodging expenses, an itemized hotel bill must be attached to the travel reimbursement sheet.
3. Registration Cost — Registration costs should be paid directly by the County. When an employee personally pays a registration fee, a receipt for payment should be obtained and is preferable to a canceled check for reimbursement purposes. Additional registration costs for recreational and entertainment activities will not be paid by the County. Meal functions are not included in this requirement and are eligible for payment by the County in lieu of the meal reimbursement payment.
4. Out-of-State Travel — Out-of-state travel begins when the employee leaves the State and remains in effect until the employee returns to the State. Out-

of-state travel requests by employees and department heads must be approved by the Finance Director or County Mayor.

5. **Credit Card** — Employees and officials authorized to use a County credit card may elect to use them instead of reimbursement; however, meals are still subject to the meal rates listed in Section A. 3. of the Policy. Itemized receipts for Jefferson County Travel Policy expenditures must be submitted with the credit card bill to the Finance Office for the expenditures to be approved.
6. **Travel with Others** - When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately-owned vehicles. Travel with representatives of other government units is encouraged whenever possible.
7. **Commuting** — No reimbursement shall be made for use of a personal vehicle in commuting from an individual's home to his/her office.
8. **Other Costs** - Reasonable parking fees, tolls, taxi charges, and expenses of a similar nature, when appropriate to the travel, are reimbursable upon submission of appropriate documentation of the same. The Finance Director or County Mayor shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

D. Extraordinary Travel

1. Extraordinary travel or cost in instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the county, the Finance Director or County Mayor may approve reimbursement of actual cost beyond the maximums stated herein. However, the terms of reimbursement must be determined before the travel occurs or before the cost is incurred. The Finance Director or County Mayor shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

E. Travel Expenses not addressed by this Policy

1. Any travel expenses falling outside the realm of this policy must be approved by the Finance Director or County Mayor.

F. Travel Procedure

1. A Travel/Expense Form with supporting receipts will be submitted to the Department Head for approval. After approval by the Department Head, the form should be forwarded to the Finance Department.
2. The Finance Department will determine that the Travel/Expense Form and receipts have been properly approved, that they are mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set by the Policy. If an error in the reimbursement request is found, the requesting party will be informed, and the error will be corrected before payment is made.
3. Trip Cancellation — When an employee cancels an approved trip and the County has paid airfare, registration and other related fees or issued a travel advance, a memo must be sent to the Finance Department explaining the cancellation.
4. The following items are not reimbursable:
 - Any miscellaneous expense not supported by a receipt
 - Meals included in registration
 - Travel to and from workplace
 - Souvenirs from the trip
 - Items purchased to be used as door prizes or raffle items
 - Non-employee expense
 - Alcoholic beverages
 - Movie rental
 - Any traffic fines

This list is not all-inclusive. The Finance Director or County Mayor shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

Jefferson County Government			
Monitoring:	Descriptor Term:	Policy #	Issued Date:
Review: Annually	Purchasing	3.1	01/15/08
			Revised 01/2025

Jefferson County will follow the basic purchasing principles and guidelines as established in Tennessee Code Annotated (TCA) and as outlined in the County Purchasing Manual prepared by County Technical Assistance Service (CTAS).

A. Definitions:

1. Purchase Requisition is a formal request for a purchase to be made. It is a pre-printed purchasing requisition form that is used to convey the purchase request to the purchasing department. It contains pertinent information such as goods or items to be purchased, cost of those goods, and the account that is to be charged. The purchasing agent will check requisitions to make sure funds are budgeted to cover this expense before processing.
2. Purchase Order is a written contract between the buyer and the seller that confirms and finalizes the purchase of goods or services. The purchase order gives the supplier the authority to ship and charge goods to the buyer. It is a legal document and must contain all the elements of information related to the purchase (quantity, price, description of goods or service, PO date, and PO number). A purchase order is a preprinted form. A purchase order will not be created before a purchase requisition has been completed and approved.
3. Blanket Purchase Order is a written contract between the buyer and seller as well, but a blanket PO is used with vendors that are used very frequently. They can be used to buy various types of goods or could be the same type of goods. This type of PO describes what types of purchases will occur (such as "miscellaneous parts" or "office supplies"). A blanket PO is established for a dollar amount that is sufficient to last a long period of time, but the established amount will not be allowed to be greater than the amount budgeted for the account it is set up to charge.
4. Blanket PO Release is a notification to the purchasing department that you are going to purchase goods against the blanket PO that has been established. A release is required each individual time you execute a purchase against your blanket purchase order. It must identify the release number, the date of the release, description of what is being purchased, and the amount of the purchase. The purchasing department will log the releases against the blanket PO in order to track the dollar amount of

purchases against the blanket purchase order. The information supplied in the release will also be used by purchasing and accounts payable as an audit instrument to pay the invoice when it is received.

B. The Purchasing Cycle

1. A need to purchase is recognized by a department.
2. The department creates a purchase requisition and forwards to purchasing/finance.
3. Finance checks to see if funds are available to make the purchase.
4. If funds are available in the budget and if bids or quotes are not required, finance then creates a purchase order, receives approved signatures, and returns the issued purchase order to the requestor. The requesting department may now place the order with the vendor. The order must not be placed prior to receiving the approved purchase order from finance. Finance will not pay for items purchased prior to an approved purchase order being issued.

Note: If the amount exceeds the county's dollar limit, then the purchasing department will request bids and quotes as required, and then create the purchase order after bid quotations have been analyzed.

5. Goods or services are received from the vendor and invoice is received. If the invoice is sent to the ordering department, then the department head should sign it as approved and forward to finance for processing with appropriate attached documents: Blanket Authorization Form or PO Stamp Approval.
6. Finance will match the invoice and purchase order to make sure they agree, and all required documents are included. If so, the vendor will be paid.

C. Blanket Purchase Order

1. The purpose of a blanket purchase order is to allow a department that uses a vendor on a regular basis to create one (1) purchase order with an amount sufficient to cover many purchases during a specific amount of time. Use of a blanket purchase order allows the user to purchase quicker and requires less paperwork to implement. Users are required to issue a blanket release against the blanket purchase order each time they purchase against the PO. Below are the steps for using a blanket purchase order.
 - a. The department recognizes the need for a blanket purchase order.
 - b. The department creates a purchase requisition and forwards to purchasing/finance. The department should identify the amount requested and the time frame to be covered.
 - c. Finance checks to see if funds are available in the account identified to make the purchases on this blanket PO. If so, the purchase order is created, receives approved signatures, and returns the issued purchase order to the requestor.
 - d. As the user department needs to purchase against the blanket PO, the user will send a Blanket Authorization Form with a release number and the invoice with approval to pay.
 - e. The user department will log all releases per blanket PO and keep for future reference to vendor invoices.
 - f. After payment is made all documents will be filed in the finance department.
 - g. Each amount paid against a blanket purchase order will be tracked in the finance system and a status report will be available for each blanket purchase order. The status report will show the amount established, individual purchases against the PO, and the balance remaining.

D. Emergency Purchases

1. Purchases under true emergency situations may be made without the necessity of following the county's normal purchasing procedures. Emergency purchases shall be limited to needs arising that are not normally foreseeable, Emergency purchases are not allowed if a department fails to properly plan for the need. If an emergency arises outside of normal business hours for the purchasing department, then the Finance Director shall be notified. If approved by Finance Director, then the department has the authority to proceed with the purchase and forward the purchase requisition or blanket release data to the purchasing department immediately when the purchasing department is back at work. The bid and quote process will be waived during emergency situations.

E. Sole Source (Non-Competitive) Purchases

1. Non-Competitive procurement can only be awarded if one or more of the following circumstances apply:
 - a. Micro-purchases;
 - b. The item is available only from a single source;
 - c. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - d. After solicitation of a number of sources, competition is determined inadequate.

In all cases, the Department will obtain and retain justification documentation from the vendor, and the Finance Department's independent research which clearly delineates the reasons which qualify the purchase to be made on a sole source basis. The Purchasing Agent will review the justification, patents list, cost analysis, and documented research in order to verify there are no other like items available for purchase that would serve the same purpose or function. Any goods or services which may not be procured by competitive means because of the existence of a single source of supply or because of a proprietary product (i.e., a product that is manufactured and marketed by a vendor having exclusive rights to manufacture and sell the product) may be purchased without public advertisement or competitive bid, so long as the Department documents that all due diligence went into finding other vendors capable of providing similar goods or services. The Finance Director shall approve requests for such goods or services only after a determination is made that there is only one source or bidder from the County Purchasing Agent. Competition shall be solicited in cases of reasonable doubt. Any requests from a using department that a purchase be restricted to one potential vendor shall be accompanied by an explanation as to why no other vendor will be suitable or acceptable to meet that particular need.

F. Professional Services

1. Contracts for professional services such as attorneys, architects, engineers, and financial advisors cannot be competitively bid. However the cost for professional services should be solicited, and the cost of such service should be considered in awarding a contract for professional services. All professional services contracts entered into must require:
 - a. Detail Statement of Work from the service provider
 - b. Detail List of Deliverables that itemizes all services to be rendered and supporting documentation such as construction drawings, floor plans, summary reports, etc.
2. Payment of invoice for professional services will not be made until approval has been received by the department or project manager. The invoice must reference work performed. Further information regarding Professional Services can be viewed in T.C.A. 12-4-106.

Jefferson County Government

Monitoring:		Policy # 6.8	Issued Date:
Review:			Issued Date:

Surplus Property Policy

Definition of surplus property

Vehicles, equipment, parts, furniture, supplies and all other property owned by Jefferson County Tennessee Government that is deemed to be surplus, or not needed, by Department Heads.

Procedure for surplus property disposal

- Department heads shall submit a list of proposed surplus property to the Finance Director. The list shall include description, make, model, mileage, year built or manufactured and other pertinent information as applicable. The list shall also include the reason(s) for declaring the property surplus.
- The Finance Director shall provide this list to all other department heads to see if the property is needed by their department.
- For property not requested by other County Departments the Finance Director shall submit the list to the Jefferson County School System for their consideration.
- For property not requested by other County Departments or the School System the Finance Director shall present the list to Jefferson County Volunteer Fire Departments, the Jefferson County Rescue Squad and the animal shelter funded by the County for their consideration.
- The Finance Director shall then present the list to County Commission. The list shall include the Finance Director's recommendation(s) for transfer and/or disposal of said property. County Commission shall vote on the recommendation(s) or provide other direction through motions and voting.

Disposal of Motor Vehicles

- All motor vehicles, regardless of condition, that were licensed and registered for highway use, and that are not transferred to another department, shall be sold at the direction of the Finance Director. All funds from the sale shall be deposited to the appropriate department funds.

Jefferson County Government			
Monitoring: Review: Annually	Debt Management Policy	Policy # 4.3	Issued Date: 1/17/12
			Reviewed: 01/2025

A. INTRODUCTION

This debt management policy is tailored to the needs of Jefferson County and the Board of Commissioners of Jefferson County, Tennessee (hereinafter referred to as the County Legislative Body). It provides written guidance about the debt issued by Jefferson County, Tennessee, the issuance process, and the management of the debt portfolio.

B. PURPOSE

1. The purpose of this debt management policy is to improve the quality of management and legislative decisions, to identify and disclose parameters relating to the structure and issuance of debt, identify policy goals, and provide a foundation for long-term financial planning, all of which are in the public interest of the County. Adherence to a debt management policy signals to rating agencies, investors, and capital markets that Jefferson County is well managed and prepared to meet its obligations in a timely manner.

2. Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. An effective debt management policy provides guidelines for a government to manage its debt program in line with those resources while promoting understanding and transparency for citizens, taxpayers, businesses, investors, and other interested parties.

3. This Debt Management Policy (hereinafter referred to as this "Policy") is intended to comply with the debt management requirements promulgated by the Tennessee State Funding Board in December 2010. The County may, from time-to-time, review this Policy and make revisions and updates, if warranted.

C. GOALS AND OBJECTIVES

The County Legislative Body is establishing a debt management policy as a tool to ensure that financial resources are adequate to meet the County's long-term capital needs. In addition, this Policy helps to ensure that financings undertaken by the County satisfy certain clear, objective standards, designed to protect the County's financial resources in order to meet its long-term capital needs.

1. **Goals** of this Policy are to:
 - a. Provide management with appropriate guidelines and direction to assist in making sound debt management decisions;
 - b. Further demonstrate strong financial management practices for county citizens, outside investors, and credit agencies; and
 - c. Identify and comply with all law related to debt issuance and management.

2. **Objectives** of this Policy are to:
 - a. Enhance the decision process through transparency;
 - b. Identify and define the types of financing available for the County;
 - c. Evaluate those financing options by considering all risk;
 - d. Identify all expenditures related to the financing option including, but not limited to, principal, interest, and annual costs along with issue specific transaction costs;
 - e. Address the hiring of outside professionals and address any potential conflict of interest issues; and
 - f. Protect and enhance the County's credit rating.

D. TRANSPARENCY

Jefferson County shall comply with legal requirements for notice and for public meetings related to debt issuance. In the interest of transparency, all **estimated** costs (including interest, issuance, continuing, and one-time) shall be disclosed to the citizens/members, governing body, and other stakeholders in a timely manner. Information regarding debt issuance shall be posted on the Jefferson County website and with printed/online news outlets.

To ensure transparency of the decision process, annual budgets, annual debt reports, and issuance specific debt reports (those required by Tennessee Code Annotated) and all Federal and State rules and regulations shall be prepared and available for public review. Additionally, in the interest of transparency, all **estimated** costs (including interest, issuance, continuing, and one-time) shall be disclosed to the County Legislative Body, citizens, and other stakeholders in a timely manner.

Jefferson County will file its Audited Financial Statements and any continuing disclosure document prepared by the County or its Dissemination Agent. To promote transparency and understanding these documents should be furnished to members of the County Legislative Body, and, if requested, made available electronically or by usual and customary means to its citizens, taxpayers, rate payers, businesses, investors, and other interested parties by posting such information online or in other prominent places.

It is the responsibility of the County Finance Director to see that all required reports are completed and available.

1. Annual Debt Budgets

The Annual Debt Budgets shall be adopted by the County Legislative Body and comply with the legal notice and filing requirements as promulgated by the Financial Management System of 1981 as stated in Tennessee Code Annotated.

2. Annual Debt Reports

The County shall service all principal and interest payments through the debt service fund.

An Annual Debt Report shall be submitted by the County Finance Director to the County Legislative Body by June of each year. Generally, the report will be presented in conjunction with the Annual Debt Budgets.

The Annual Debt Report shall consist of, but not be limited to, the following:

- a. Schedule of Outstanding Debt and Schedule of Budgeted Debt Payments, and any additional schedules, as required by the Tennessee Comptroller of the Treasury;
- b. Documentation of the most recent debt rating(s) as available;

- c. Percentage of fixed versus variable rate debt;
- d. Multi-year budgets that include the current debt costs of principal, interest, and annual cost;
- e. Estimated Debt Service Fund Balance.

3. Issuance Specific Debt Reports

All new debt issues and renewals shall include all required forms as promulgated by Tennessee Code Annotated Form CT-0253. If requested, all documents shall be provided to the County Legislative Body and available for public inspection.

E. DEBT TYPES

All debt financing shall be approved by the County Legislative Body and, if required, the Tennessee Comptroller of the Treasury within the legal guidelines of T.C.A., Internal Revenue Code (the "Code"), and the regulations promulgated by the Tennessee Comptroller of the Treasury. Additionally, all debt financing will be reviewed to ensure compliance with Tennessee Code Annotated by the County Attorney or legal bond counsel.

1. Long-Term Loans and Bonds

The County may issue long-term loans and bonds to finance capital improvements and refinance outstanding debt, and all costs associated with capital improvements and refinancing. As indicated within this Policy, the costs associated with the issuance of this debt will be disclosed to ensure compliance with this Policy and to address potential conflicts of interest. The term of the debt will not exceed the expected economic life of the project(s). Additionally, long-term debt will not be issued to finance current operations. The following summarizes but does not limit the types of long-term debt that may be issued:

- a. **Fixed Rate Bonds** – Bonds that have an interest rate that remains constant throughout the life of the bond; and
- b. **Variable Rate Bonds** – Bonds that bear a variable interest rate throughout the life of the bond. Jefferson County may only use variable rate bonds for no more than 25% of total outstanding debt.

The following circumstances may result in the consideration of issuing variable rate debt:

- Asset-Liability Matching;

- Construction Period Funding;
- High Fixed Interest Rates. Interest rates are above historic averages;
- Diversification of Debt Portfolio; and
- Adequate Safeguard Against Risk. Financing structure and budgetary safeguards are in place to prevent adverse impacts from interest rate shifts such structures could include short-term cash investments in the County's General Fund and General Debt Service Fund.

2. Short-Term Debt

Short-term borrowing may be utilized for the following: Financing capital assets with debt not exceeding the economic life of the assets; interim financing for the temporary funding of operational cash flow deficits or anticipated revenues subject to the following policies:

- a. **Bond Anticipation Notes** ("BANs") – BANs may be issued to start the construction of a capital project. BANs shall not mature more than two (2) years from the date of issuance. BANs can be rolled in accordance with Federal and State laws. BANs shall mature within six (6) months after substantial completion of the financed facility.
- b. **Capital Outlay Notes** ("CONs") – CONs are short-term notes (less than twelve (12) year maturities) secured by the pledge of the County's full faith and credit.
- c. **Revenue Anticipation Notes** ("RANs") **& Tax Anticipation Notes** ("TANs") – RANs and TANs are to be utilized for cash flow purposes until annual revenues are received for a particular fund. All RANs and TANs will be paid in the same fiscal year in which they are issued.
- d. **Grant Anticipation Notes** ("GANs") – GANs may be issued when the County wishes to finance projects in anticipation of a grant from a state or federal agency. The principal amount of the GANs shall not exceed the amount of the anticipated grant.

The County may undertake interfund borrowings, in which amounts on deposit in one County fund are lent to another fund. The County Legislative Body shall first approve all such interfund borrowing. Subsequently, approval of the Tennessee Comptroller of the Treasury shall be obtained prior to transfer/use of funds. All interfund borrowings shall only be issued in compliance with State regulations and limitations.

Short-term debt may be used when it provides an interest rate advantage or as interim financing until market conditions are more favorable to issue longer-term debt in a fixed or variable rate mode. The County will determine and utilize the most advantageous method for short-term borrowing. The County may issue short-term debt when there is a defined repayment source or amortization of principal.

3. **Capital Leases**

The County may use capital leases to finance projects assuming that such an instrument is more economically feasible than purchasing the asset. Capital leases may be considered for long-term or short-term borrowing, but the term of the lease shall not exceed the economic life of the asset.

4. **Refinancing Outstanding Debt**

The County Finance Director, in conjunction with Financial Professionals, if any, periodically shall have the responsibility to analyze outstanding Debt for refunding opportunities. Any proposed refinancing will be submitted to the County Legislative Body for approval.

F. **RISK ASSESSMENT**

The County Finance Director shall evaluate each transaction to assess the types and amounts of risk associated with each transaction, considering all available means to mitigate those risks. The County Finance Director shall evaluate all proposed transactions for consistency with the objectives and constraints defined in this Policy, *Tennessee Code Annotated*, and other regulations. The following risks shall be assessed before issuing debt:

1. **Change in Public/Private Use** – The change in the public/private use of a project that is funded by tax-exempt funds could potentially cause a bond issue to become taxable.
2. **Default Risk** – The risk that debt service payments cannot be made by the due date.
3. **Liquidity Risk** – The risk of having to pay a higher rate to the liquidity provider in the event of a failed remarketing on variable rate debt.

4. **Interest Rate Risk** – The risk that interest rates will rise on variable rate debt, on a sustained basis, above levels that would have been set if the issue had been fixed.
5. **Rollover Risk** – The risk of the inability to obtain a suitable liquidity facility on variable rate debt at an acceptable price to replace a facility upon termination or expiration of a contract period.
6. **Credit Risk** – The risk that an issuer of debt securities or a borrower may default on his obligations by failing to repay principal and interest in a timely manner.
7. **Fee Risk** – The risk that ongoing fees may increase beyond what is initially expected.

G. **DEBT COSTS**

In order to assist the County Legislative Body in making better debt management decisions and to reflect the cost of debt, the following shall be completed:

1. As previously identified in this Policy, the Annual Debt Report will be provided to the County Legislative Body;
2. Prior to the issuance of debt, the County Finance Director shall prepare a multi-year budget or amortization schedule to reflect the current debt cost of principal, interest, and estimated annual costs over the life of the existing debt. This will allow the County Legislative Body to determine if extra capacity exists or that additional funding will be needed;

H. **PROFESSIONAL SERVICES**

Jefferson County shall require all professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both Jefferson County and the lender or conduit issuer, if any. This includes “soft” costs or compensations in lieu of direct payments.

1. **Counsel:** Jefferson County shall enter into an engagement letter agreement with each lawyer or law firm representing Jefferson County in a debt transaction. *(No engagement letter is required for any lawyer or law firm, which is under a general appointment or contract to serve as counsel to Jefferson County. Jefferson County does not need an engagement letter with counsel not representing Jefferson County, such as underwriters' counsel.)*

2. Financial Advisor:

- a. If Jefferson County chooses to hire Financial Advisors, Jefferson County shall enter into a written agreement with each person or firm serving as Financial Advisor for debt management and transactions.
- b. Whether in a competitive or negotiated sale, the Financial Advisor shall not be permitted to bid on, privately place or underwrite a debt an issue for which they are or have been providing advisory services for the issuance.

3. Underwriter: If there is an Underwriter, Jefferson County shall require the Underwriter to clearly identify itself in writing (e.g., in a response to a request for proposals or in promotional materials provided to an issuer) as an Underwriter and not as a Financial Advisor from the earliest stages of its relationship with Jefferson County with respect to that issue. The Underwriter must clarify its primary role as a purchaser of securities in an arm's-length commercial transaction and that it has financial and other interests that differ from those of Jefferson County. The Underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the governing body (*or its designated official*) in advance of the pricing of the debt.

4. Considerations for Hiring of Professionals for Debt Issuance Process:

In selecting financial professionals, consideration should be given with respect to:

- a. Relevant experience with municipal government issuers and the public sector;
- b. Indication that the firm has a broadly based background and is therefore capable of balancing the County's overall needs for continuity and innovation in capital planning and debt financing;
- c. Experienced and demonstrated success as indicated by the firm's experience;
- d. Professional reputation; and
- e. Professional qualifications and experience of principal employees.

5. Additional Considerations for Hiring of Professionals for Debt Issuance Process:

- a. The County Legislative Body shall approve all contracts for financial services longer than one (1) year.
- b. The County shall include a provision prohibiting any firm from engaging in activities on behalf of the issuer that produce a direct or indirect financial

gain for the Financial Advisor, other than the agreed upon compensation, without the County Legislative Body's approval.

I. CONFLICTS

1. Professionals involved in a debt transaction hired or compensated by Jefferson County shall be required to disclose to Jefferson County existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, bond counsel, trustee, paying agent, underwriter, and remarketing agent), as well as conduit issuers, sponsoring organizations, and program administrators. This disclosure shall include that information reasonably sufficient to allow Jefferson County to appreciate the significance of the relationships.
2. Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

J. CREDIT QUALITY AND CREDIT ENHANCEMENT

The County's debt management activities will be conducted in order to maintain or receive the highest possible credit ratings. The County Finance Director, in conjunction with any Financial Professionals that the County may choose to engage, will be responsible for maintaining relationships and communicating with one or more rating agencies.

The County Finance Director will consider the use of credit enhancements on a case-by-case basis, evaluating the economic benefit versus cost for each case. Only when clearly demonstrable savings can be shown shall an enhancement be considered. The County Finance Director will consider each of the following enhancements as alternatives by evaluating the cost and benefit of such enhancements:

1. **Insurance** – The County may purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination shall be based on such insurance being less costly than the present value of the difference in the interest on insured bonds versus uninsured bonds.
2. **Letters of Credit** – The County may enter into a letter-of-credit ("LOC") agreement when such an agreement is deemed prudent and advantageous. The County Finance Director or its Financial Professionals, if any, will prepare and distribute a request for qualifications to qualified banks or other qualified financial institutions pursuant to terms and conditions that are acceptable to the County Legislative Body.

K. MISCELLANEOUS

1. The debt management policy guidelines outlined herein are only intended to provide general direction regarding the future use and execution of debt. A violation of the County Legislative Body's debt policy shall in no way be interpreted as a violation of law and shall have no bearing on the validity of debt issued by the County Legislative Body. The County Legislative Body maintains the right to modify this Policy (except to the extent these guidelines are mandated by applicable state law or regulation) and may make exceptions to any of its guidelines at any time to the extent that the execution of such debt achieves the goals of the County Legislative Body. Any exceptions to these policies shall be expressly acknowledged in the resolution authorizing the pertinent debt issue. In the event of a conflict between the terms of a debt resolution and this Policy, the terms of the debt resolution shall control.
2. This Policy will be periodically reviewed by the County Finance Committee and the County Finance Director. The County Finance Director may at any time present recommendations for any amendments, deletions, additions, improvements, or clarifications. Any changes require the approval of the Finance Committee before approval by the County Legislative Body.

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 2024-31
RESOLUTION TO LEVY A MINERAL SEVERANCE TAX ON ALL SAND, GRAVEL,
SANDSTONE, CHERT AND LIMESTONE SEVERED FROM THE GROUND IN
JEFFERSON COUNTY, TENNESSEE**

WHEREAS, Tennessee Code Annotated, §§67-7-201, et seq., permits counties, upon two-thirds (2/3) vote of their respective county legislative bodies, to enact a mineral severance tax for the benefit of the county road fund to be administered by the state Department of Revenue; and

WHEREAS, Jefferson County, Tennessee is in need of additional revenue.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County, Tennessee, meeting in regular session on the ___ day of _____, 2024, as follows:

Section 1. Tennessee Code Annotated, §§67-7-201, et seq., which authorizes counties to levy a tax on the severance from the earth of sand, gravel, sandstone, chert and limestone within the boundaries of Jefferson County, Tennessee, is hereby adopted as authority for the tax levied by Section 2 hereof.

Section 2. There is hereby levied a severance tax on the above-named minerals at a rate of fifteen cents (\$0.15) per ton.

Section 3. The Mineral Severance Tax of Jefferson County, Tennessee shall be collected by the state Department of Revenue in accordance with the rules and regulations promulgated by the Department of Revenue.

Section 4. A certified copy of this Resolution shall be transmitted immediately upon its passage to the Office of the Secretary of State and to the Department of Revenue of the State of Tennessee by the County Clerk and shall be spread upon the record of the county legislative body.

Section 5. For purposes of collection, this Resolution shall take effect on the first day of the month occurring at least thirty (30) days after the certified copy is received by the Department of Revenue: for all other purposes it shall be effective upon passage by a two-thirds (2/3) majority vote of the county legislative body of Jefferson County, Tennessee, the public welfare requiring it.

Section 6. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this resolution which can be given effect without the invalid provision or application, and to that end the provisions of this resolution are declared to be severable.

Adopted and Approved on Second Reading _____, 2025

Date Received by County Mayor: _____, 2025

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____, 2025
Chairman, County Commission

Attest: _____ Date: _____, 2025
County Clerk

Approved: _____ Vetoed: _____
_____ Date: _____, 2025
County Mayor, Mark Potts

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Veto Override: _____ Date: _____, 2025
Chairman County Commission

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

RESOLUTION NO. 2025-01

**A RESOLUTION REQUESTING THE 114th SESSION OF THE TENNESSEE
GENERAL ASSEMBLY TO ALLOCATE ONE HALF OF THE REAL
ESTATE TRANSFER TAX TO THE COUNTY, WHERE THE TAX WAS
COLLECTED, ON A RECURRING BASIS.**

WHEREAS, for many years, the State of Tennessee has imposed a tax of \$0.37 per \$100 of value for the privilege of publicly recording documents evidencing all transfers of realty, whether by deed, court deed, decree, partition deed, or other instrument evidencing transfer of any interest in real estate; and

WHEREAS, although this tax is collected locally, it is currently remitted to the State and the revenue is not made available for use by local officials to address needs in the community where the tax is collected; and

WHEREAS, county governments have few revenue options available to them for funding the many crucial governmental services mandated by state law and are therefore largely dependent upon property tax to fund these services; and

WHEREAS, county governments have been fiscally disciplined, allowing Tennessee to remain a low property tax burden state; however, county budgets are increasingly strained by factors such as inflation, challenges in recruiting and retaining qualified staff, and requirements to meet state mandates like increasing teacher compensation; and

WHEREAS, many counties are experiencing rapid population growth as families are choosing to move to Tennessee and settle in its communities, adding to the demand for county services and infrastructure which are necessary to maintain the quality of life all Tennesseans expect and deserve; and

WHEREAS, as the State continues to experience revenue collections in excess of budgeted estimates, allocating one half of the real estate transfer tax on a recurring basis to the county where collected would take pressure off local property taxes and allow for investment in infrastructure and services without unduly burdening state finances and without increasing the rate of this tax;

(C) The grant is used to provide or assist in providing the vehicle to the veteran or service member.

2. That the duration or term for which the motor vehicle privilege tax is issued, the method of collection, the proration of the amount chargeable for a period of either more or less than a calendar year interval, and the grace period allowable shall be the same as that provided for in Section 55-4-104, Tennessee Code Annotated, as amended, for payment of state motor vehicle registration fees for all such vehicles described therein. The payment of the motor vehicle privilege tax shall be evidenced by an emblem, sticker or receipt in the form of a decal to be appropriately displayed by affixing the same on the state license plate of such motor driven vehicle. The design of the emblem, sticker or decal shall be determined by the County Clerk and the expense incident thereto, including obtaining proper receipts and other records necessary for the performance of the duties herein incumbent upon the County Clerk, shall be paid from the County general funds.

3. The tax herein levied shall be paid to and collected by the County Clerk of the County, who is authorized by Tennessee Code Annotated, Section 67-4-103, to collect such privilege taxes. The County Clerk shall collect this tax at the same time he or she collects the state privilege tax levied upon the operation of a motor-driven vehicle over the public highways of this state. The County Clerk shall deduct a fee of five percent (5%) as authorized in Tennessee Code Annotated, as amended, Section 8-21-701, from the amount of taxes collected and paid over to the County Trustee. Any motor driven vehicle upon which a current license fee has been paid, should such motor driven vehicle be sold, traded, demolished, destroyed or otherwise change ownership, or if a decal has been damaged or destroyed, the current license holder may obtain from the County Clerk a current replacement emblem, sticker or decal, upon the payment of a fee of two dollars (\$2.00), and the County Clerk shall be entitled to such fee for the issuance of the replacement decal. The County Clerk shall report all funds collected monthly and pay the same over to the Trustee of the County. In the event a wheel tax decal or emblem is sold by the County Clerk for a period of less than one (1) year, the tax imposed shall be proportionate to the annual tax fixed for the vehicle and modified in no other manner, except that the proportional tax shall be rounded off to the nearest quarter of a dollar.

4. Any person who fails to display the decal or emblem required by the County Commission commits a Class C misdemeanor as provided in Section 5-8-102(d)(3), Tennessee Code Annotated, as amended.

5. The motor vehicle privilege tax to be levied hereby shall commence on May 1, 2025, and terminate and cease on June 30, 2030, provided that if this tax is approved by election of the voters, it shall start the first day of the month following ninety (90) days after the election and cease five (5) years after the tax takes effect.

6. No less than fifty percent (50%) of the proceeds of the motor vehicle privilege tax herein shall be used for the salaries (including wages and raises) of county employees, except as hereinafter described. Any amount of the motor vehicle privilege tax herein which is not used for the salaries (including wages and raises) of county employees, shall be paid into the County

General Fund to be used for a county purpose at the discretion of the Board of Commissioners of Jefferson County, Tennessee. No portion of the motor vehicle privilege tax herein shall be used to fund or pay for: county debt service; capital projects; or any expenditures, salaries, projects, employees, or personnel of or associated with the Jefferson County Board of Education.

7. All other resolutions and orders, or parts thereof, in conflict with the provisions of this resolution, are, to the extent of such conflict, hereby repealed, and this resolution shall be in immediate effect from and after its adoption, provided such adoption is by two-thirds (2/3) vote of the Board of County Commissioners at two (2) consecutive, regularly scheduled meetings as provided in Section 5-8-102(c)(1), Tennessee Code Annotated, and provided the implementation of the tax is subject to the right of ten percent (10%) of the qualified voters who voted in the County in the last gubernatorial election to petition the County Election Commission within thirty (30) days of final approval of this resolution to hold an election on whether or not the tax should be levied, as provided in Section 5-8-102(c), Tennessee Code Annotated.

8. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this resolution which can be given effect without the invalid provision or application, and to that end the provisions of this resolution are declared to be severable.

Adopted and Approved on First Reading _____, 2025

Date Received by County Mayor: _____, 2025

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____, 2025
Chairman, County Commission

Attest: _____ Date: _____, 2025
County Clerk

Approved: _____ Vetoed: _____
_____ Date: _____, 2025
County Mayor, Mark Potts

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Veto Override: _____ Date: _____, 2025
Chairman County Commission

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

RESOLUTION NO. 2025-02

A RESOLUTION TO APPLY FOR A TENNESSEE COMMUNITY DEVELOPMENT BLOCK GRANT AS SET FORTH IN TITLE I OF THE HOUSING COMMUNITY DEVELOPMENT ACT OF 1974.

WHEREAS, the Tennessee Community Development Block Grant Program has been established to assist local governments in meeting community development and housing needs consistent with the objectives as set forth in Title I of the Housing and Community Development Act of 1974, as amended; and

WHEREAS, Jefferson County acting by and through its Board of Commissioners proposes to apply for Community Development Block Grant (CDBG) funds for the purpose performing eligible community development activities that will benefit the majority of the residents in Jefferson County.

WHEREAS, Jefferson County will provide local financial support in conjunction with the CDBG funds to complete the above project; and

WHEREAS, under the terms and provisions of Title I of the Housing and Community Development Act of 1974, as amended, Jefferson County as a recipient is required to designate and appoint a Financial Officer to perform certain duties in the administration of said grant.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County as follows:

THAT, Mark Potts, County Mayor, is hereby authorized to execute and submit an application with appropriate assurances to the State of Tennessee, Department of Economic and Community Development, Office of Program Management, requesting Fiscal Year 2025 Community Development Block Grant funds in the amount not to exceed \$420,000, plus any eligible Three Star bonus allowance for a Public Health and Safety Project; and

THAT, Jefferson County will be responsible for the local cash/match to be provided in full by the General Fund; and

THAT, Mark Potts, County Mayor, be and is hereby designated and appointed as Financial Officer under the terms and pursuant to the provisions of Title I of the Housing and Community Development Act of 1974, as amended, and to perform on behalf of Jefferson County, Tennessee, those acts and assume such duties as are consistent with said position.

Votes: Yes: _____ No: _____ Abstain: _____

Approved: _____ Date: _____

James E. Carmichael-Chairman County Commission

Attest: _____ Date: _____

Frank Herndon-County Clerk

Approved: _____ Date: _____

Mark Potts-County Mayor

Vetoed: _____ Date: _____

Mark Potts-County Mayor

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____

Veto Override: _____ Date: _____

James E. Carmichael-Chairman County Commission

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 2025-03
RESOLUTION DECLARING AS SURPLUS AND TO AUTHORIZE THE DANDRIDGE
LIBRARY OF JEFFERSON COUNTY TO SURPLUS AND DISPOSE SAID
EQUIPMENT**

WHEREAS, the Dandridge Library of Jefferson County desires to declare surplus and dispose certain equipment, which is more particularly described and itemized in the attachment hereto as Exhibit A; and

WHEREAS, the Board of Commissioners of Jefferson County, Tennessee, find that the equipment described and itemized in the attachment hereto as Exhibit A should be declared surplus and said surplus should be disposed of in order to promote public welfare and safety.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County, Tennessee, meeting in regular session on the __ day of _____, 2025, as follows:

The equipment described and itemized in the attachment hereto as Exhibit A, is hereby declared to be surplus equipment and the Dandridge Library is hereby authorized to surplus and dispose of said property in accordance with state law.

This resolution is effective upon adoption, the welfare of Jefferson County requiring it.

Adopted and approved on _____, 20__.

Date Received by County Mayor: _____

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____
James E. Carmichael-Chairman County Commission

Attest: _____ Date: _____
Frank Herndon-County Clerk

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 2025-03
RESOLUTION DECLARING AS SURPLUS AND TO AUTHORIZE THE DANDRIDGE
LIBRARY OF JEFFERSON COUNTY TO SURPLUS AND DISPOSE SAID
EQUIPMENT**

WHEREAS, the Dandridge Library of Jefferson County desires to declare surplus and dispose certain equipment, which is more particularly described and itemized in the attachment hereto as Exhibit A; and

WHEREAS, the Board of Commissioners of Jefferson County, Tennessee, find that the equipment described and itemized in the attachment hereto as Exhibit A should be declared surplus and said surplus should be disposed of in order to promote public welfare and safety.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County, Tennessee, meeting in regular session on the __ day of _____, 2025, as follows:

The equipment described and itemized in the attachment hereto as Exhibit A, is hereby declared to be surplus equipment and the Dandridge Library is hereby authorized to surplus and dispose of said property in accordance with state law.

This resolution is effective upon adoption, the welfare of Jefferson County requiring it.

Adopted and approved on _____, 20__.

Date Received by County Mayor: _____

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____
James E. Carmichael-Chairman County Commission

Attest: _____ Date: _____
Frank Herndon-County Clerk

Approved _____ Date: _____
Mark Potts-County Mayor

Vetoed: _____ Date: _____
Mark Potts-County Mayor

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____ Absent _____

Veto Override: _____ Date: _____
James E. Carmichael-Chairman County Commission

Mark Potts

From: Bethany Jones <bjones@jcpls.org>
Sent: Thursday, November 7, 2024 1:51 PM
To: David Phillips; sbphillips@jcpls.org; D. Phillips; LeAnn Sutton; Mark Potts; Charles Gibson; Ed Stiner; T seals; David Longmire; Eric Large; Wayne Roberts; Jessica Elder; Susan Gass; trustee; Frank Herndon; dpullen@jcboe.net; Kevin Poe; Will Roach; Nancy Humbar; Jeff Coffey; Tim Satterfield; Ronnie Phipps; T Wilder; Rob Wilson; Justin Crowther; Ashley Lyons; B Phillips; Toni Caprio; Arlita Brisbin; smottern@tn.nacdn.net; Lauren Hurdle; Curtis Hudson; L Brock; David Gaut; Debbie Estes; Jeff Denton; Bryant Opeil; Cindy Sherry
Subject: Surplus items from library
Attachments: IMG_8192.jpg; IMG_8191.jpg

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

Please see the list below of items to be surplus by Dandridge Memorial Library. All items have been replaced and are older, but could be used if needed. I have attached photos of the cabinet and charging cart. The cabinet is just one big open space inside and the charging cart has space for ten devices.

Please let me know if you are interested in any items and we can make arrangements for pickup or delivery.

Quantity	Manufacturer	Device Type	Model	Serial Number	Purchase
1	Lockncharge	charging cart	Carrier 10	2802QU	
1	Dell	laptop	Latitude 3400	FHBZFT2	
1	Dell	laptop	Latitude 3400	2MBZFT2	
1	Dell	laptop	Latitude 3400	6GBZFT2	
1	Dell	laptop	Latitude 3400	6JBZFT2	
1	Dell	laptop	Latitude 3400	8FBZFT2	
1	Apple	tablet	iPad Air A1474	DMN7C70FK14	
1	Apple	tablet	iPad Air MD788LL/B	DMPMXB13FK14	
1	?	wooden cabinet	none	none	2004?

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 2025-04
RESOLUTION DECLARING AS SURPLUS AND TO AUTHORIZE THE REGISTER
OF DEEDS OF JEFFERSON COUNTY TO SURPLUS AND DISPOSE SAID
EQUIPMENT**

WHEREAS, the Register of Deeds of Jefferson County desires to declare surplus and dispose certain equipment, which is more particularly described and itemized in the attachment hereto as Exhibit A; and

WHEREAS, the Board of Commissioners of Jefferson County, Tennessee, find that the equipment described and itemized in the attachment hereto as Exhibit A should be declared surplus and said surplus should be disposed of in order to promote public welfare and safety.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County, Tennessee, meeting in regular session on the ___ day of _____, 2025, as follows:

The equipment described and itemized in the attachment hereto as Exhibit A, is hereby declared to be surplus equipment and the Register of Deeds is hereby authorized to surplus and dispose of said property in accordance with state law.

This resolution is effective upon adoption, the welfare of Jefferson County requiring it.

Adopted and approved on _____, 20__.

Date Received by County Mayor: _____

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____
James E. Carmichael-Chairman County Commission

Attest: _____ Date: _____
Frank Herndon-County Clerk

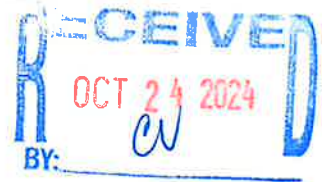
Approved _____ Date: _____
Mark Potts-County Mayor

Vetoed: _____ Date: _____
Mark Potts-County Mayor

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____ Absent _____

Veto Override: _____ Date: _____
James E. Carmichael-Chairman County Commission



October 15, 2024

To: Jessica Elder

From: Ed Stiner

RE: Surplus Office Item

Mrs Elder,

This is notifying you that we have the item listed below that was used in the Register of Deeds office. The item is no longer in working order therefore we request to surplus this out of our office inventory.

Office Chair -Jefferson County ID #003246

Sincerely,

Ed Stiner

Jefferson County Register of Deeds

Dandridge, Tennessee

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 2025-07
RESOLUTION DECLARING AS SURPLUS AND TO AUTHORIZE THE PARROTT
WOOD MEMORIAL LIBRARY OF JEFFERSON COUNTY TO SURPLUS AND
DISPOSE SAID EQUIPMENT**

WHEREAS, the Parrot Wood Memorial Library of Jefferson County desires to declare surplus and dispose and donate certain equipment, which is more particularly described and itemized in the attachment hereto as Exhibit A; and

WHEREAS, the Board of Commissioners of Jefferson County, Tennessee, find that the equipment described and itemized in the attachment hereto as Exhibit A should be declared surplus and said surplus should be disposed of in order to promote public welfare and safety.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County, Tennessee, meeting in regular session on the ___ day of _____, 2024, as follows:

The equipment described and itemized in the attachment hereto as Exhibit A, is hereby declared to be surplus equipment and the Parrott Wood Memorial Library is hereby authorized to surplus and dispose and donate said property in accordance with state law.

This resolution is effective upon adoption, the welfare of Jefferson County requiring it.

Adopted and approved on _____, 20__.

Date Received by County Mayor: _____

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____
James E. Carmichael-Chairman County Commission

Attest: _____ Date: _____
Frank Herndon-County Clerk

Approved _____ Date: _____
Mark Potts-County Mayor

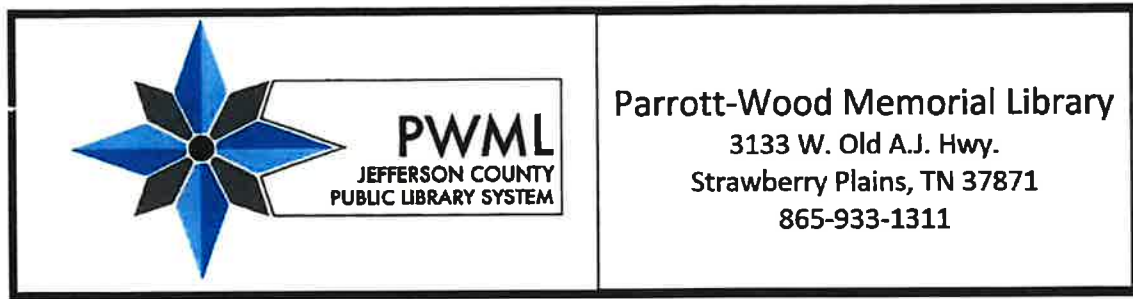
Vetoed: _____ Date: _____

Mark Potts-County Mayor

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____ Absent _____

Veto Override: _____ Date: _____
James E. Carmichael-Chairman County Commission



12/11/2024

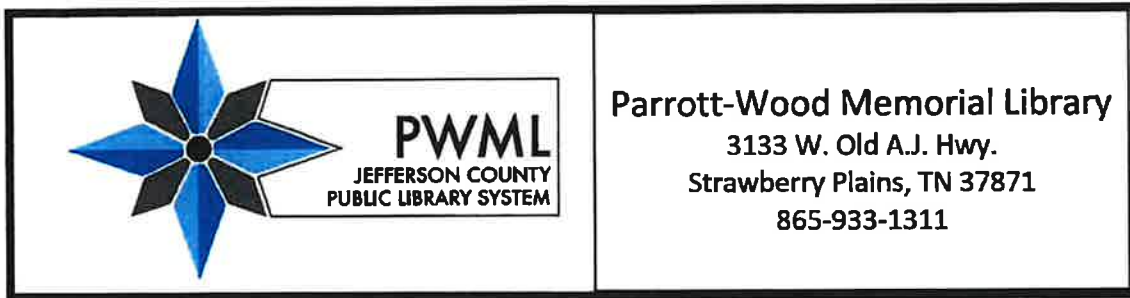
To whom it concerns:

Parrott-Wood Wood Memorial Library would like to surplus and donate the following items to Strawberry Plains/Jefferson County Senior Centers.

Dell Desktop OptiPlex 3090 Pac : Director	Dell	BGGLKM3	1	1/20/2022	Dell	PLA0041756
Dell Desktop OptiPlex 3090 Pac : Newcirc	Dell	2CD11M3	1	1/20/2022	Dell	PLA0041757
Dell Desktop OptiPlex 3090 Pac : Office	Dell	8ZZ53L3	1	12/9/2021	Dell	PLA0041758
Dell 22 Monitor E2220H	Dell	FC046K3	1	1/20/2022	Dell	PLA0041772
Dell 22 Monitor E2220H	Dell	FJBBLY2	1	12/9/2022	Dell	PLA0041776
Dell 22 Monitor E2220H	Dell	F7V46K3	1	1/20/2022	Dell	PLA0041781

Sincerely,

Donna Phillips, Director



12/11/2024

To whom it concerns:

Parrott-Wood Wood Memorial Library would like to surplus and donate the following items to Heritage at Mossy Creek, 2004 Branner Avenue, Jefferson City, TN 37760. They are a non-profit organization.

Dell Flat Panel Monitor	Dell	8GFP9H3	1	3/3/2022	Dell	PLA0041782
Dell Desktop OptiPlex 3090 PAC2/Keyboard and Mouse	Dell	CZZ53L3	1	1/20/2022	Dell	PLA004760
Dell Desktop OptiPlex 3090 PAC1/Keyboard and Mouse	Dell	7GGLKM3	1	1/20/2022	Dell	PLA0041769
Dell 24 Monitor E2422H	Dell	251DYG3	1	12/9/2022	Dell	PLA0041770

Sincerely,

Donna Phillips, Director

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

RESOLUTION NO. 2025-08

**A RESOLUTION AUTHORIZING AN ADDITIONAL MOTOR VEHICLE
PRIVILEGE TAX AND PROVIDING FOR THE DISPOSITION OF THE
PROCEEDS THEREOF.**

WHEREAS, pursuant to Section 5-8-102, Tennessee Code Annotated, as amended (the "Wheel Tax Act"), counties in Tennessee are authorized by resolution or referendum to levy and collect a motor vehicle privilege tax as a condition precedent to the operation of a motor vehicle within Jefferson County, Tennessee (the "County"); and

WHEREAS, under the provisions of Resolution 99-11 adopted by the Board of Commissioners, the total motor vehicle privilege tax in Jefferson County currently is \$25.00 for each motor-driven vehicle and \$15.00 for each motorcycle, motor-driven bicycle and scooter (the "1999 Wheel Tax"); and

WHEREAS, an additional motor vehicle privilege approved by the Board of Commissioners pursuant to Resolution 2015-05 did expire on April 1, 2024 and the need for ongoing revenue sources continues to be very important to the County; and

WHEREAS, it is therefore deemed necessary and advisable to provide for the adoption of an additional motor vehicle privilege tax be authorized pursuant to the Wheel Tax Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County, Tennessee, as follows:

1. A motor vehicle privilege tax, in addition to the 1999 Wheel Tax, is hereby levied and shall be collected by the County pursuant to the Wheel Tax Act of \$25.00 for each motor driven vehicle and \$15.00 for each motorcycle, motor-driven bicycle and scooter. Such motor vehicle privilege tax shall be paid in addition to all other taxes and shall apply and be paid on each motor driven vehicle, and each motorcycle, motor-driven bicycle and scooter whose owner resides in the County for the privilege of using the public roads and highways of the County. Such tax shall not apply to farm tractors, self-propelled farm machines not usually used for operation upon public highways or roads, and motor-driven vehicles owned by any governmental agency or governmental instrumentality, nor shall such tax be required to be paid by any disabled veteran who has one hundred percent (100%) permanent total disability from a service-connected cause or any former prisoner-of-war, as determined by the United States Veteran's Administration or by any other person or entity except under applicable state law. Further, a veteran or active-duty service member of the armed services is exempt from the motor vehicle privilege tax imposed by this section or by private act for a motor vehicle sold, given, or donated to the veteran or service member if: (A) The veteran or service member has a service-connected disability as described in 38 U.S.C. § 3901; (B) The veteran or service member receives a grant from the United States department of veterans affairs, pursuant to 38 U.S.C. §§ 3901-3904; and

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

RESOLUTION NO. 2025-01

A RESOLUTION REQUESTING THE 114th SESSION OF THE TENNESSEE GENERAL ASSEMBLY TO ALLOCATE ONE HALF OF THE REAL ESTATE TRANSFER TAX TO THE COUNTY, WHERE THE TAX WAS COLLECTED, ON A RECURRING BASIS.

WHEREAS, for many years, the State of Tennessee has imposed a tax of \$0.37 per \$100 of value for the privilege of publicly recording documents evidencing all transfers of realty, whether by deed, court deed, decree, partition deed, or other instrument evidencing transfer of any interest in real estate; and

WHEREAS, although this tax is collected locally, it is currently remitted to the State and the revenue is not made available for use by local officials to address needs in the community where the tax is collected; and

WHEREAS, county governments have few revenue options available to them for funding the many crucial governmental services mandated by state law and are therefore largely dependent upon property tax to fund these services; and

WHEREAS, county governments have been fiscally disciplined, allowing Tennessee to remain a low property tax burden state; however, county budgets are increasingly strained by factors such as inflation, challenges in recruiting and retaining qualified staff, and requirements to meet state mandates like increasing teacher compensation; and

WHEREAS, many counties are experiencing rapid population growth as families are choosing to move to Tennessee and settle in its communities, adding to the demand for county services and infrastructure which are necessary to maintain the quality of life all Tennesseans expect and deserve; and

WHEREAS, as the State continues to experience revenue collections in excess of budgeted estimates, allocating one half of the real estate transfer tax on a recurring basis to the county where collected would take pressure off local property taxes and allow for investment in infrastructure and services without unduly burdening state finances and without increasing the rate of this tax;

(C) The grant is used to provide or assist in providing the vehicle to the veteran or service member.

2. That the duration or term for which the motor vehicle privilege tax is issued, the method of collection, the proration of the amount chargeable for a period of either more or less than a calendar year interval, and the grace period allowable shall be the same as that provided for in Section 55-4-104, Tennessee Code Annotated, as amended, for payment of state motor vehicle registration fees for all such vehicles described therein. The payment of the motor vehicle privilege tax shall be evidenced by an emblem, sticker or receipt in the form of a decal to be appropriately displayed by affixing the same on the state license plate of such motor driven vehicle. The design of the emblem, sticker or decal shall be determined by the County Clerk and the expense incident thereto, including obtaining proper receipts and other records necessary for the performance of the duties herein incumbent upon the County Clerk, shall be paid from the County general funds.

3. The tax herein levied shall be paid to and collected by the County Clerk of the County, who is authorized by Tennessee Code Annotated, Section 67-4-103, to collect such privilege taxes. The County Clerk shall collect this tax at the same time he or she collects the state privilege tax levied upon the operation of a motor-driven vehicle over the public highways of this state. The County Clerk shall deduct a fee of five percent (5%) as authorized in Tennessee Code Annotated, as amended, Section 8-21-701, from the amount of taxes collected and paid over to the County Trustee. Any motor driven vehicle upon which a current license fee has been paid, should such motor driven vehicle be sold, traded, demolished, destroyed or otherwise change ownership, or if a decal has been damaged or destroyed, the current license holder may obtain from the County Clerk a current replacement emblem, sticker or decal, upon the payment of a fee of two dollars (\$2.00), and the County Clerk shall be entitled to such fee for he issuance of the replacement decal. The County Clerk shall report all funds collected monthly and pay the same over to the Trustee of the County. In the event a wheel tax decal or emblem is sold by the County Clerk for a period of less than one (1) year, the tax imposed shall be proportionate to the annual tax fixed for the vehicle and modified in no other manner, except that the proportional tax shall be rounded off to the nearest quarter of a dollar.

4. Any person who fails to display the decal or emblem required by the County Commission commits a Class C misdemeanor as provided in Section 5-8-102(d)(3), Tennessee Code Annotated, as amended.

5. The motor vehicle privilege tax to be levied hereby shall commence on May 1, 2025, and terminate and cease on June 30, 2030, provided that if this tax is approved by election of the voters, it shall start the first day of the month following ninety (90) days after the election and cease five (5) years after the tax takes effect.

6. No less than fifty percent (50%) of the proceeds of the motor vehicle privilege tax herein shall be used for the salaries (including wages and raises) of county employees, except as hereinafter described. Any amount of the motor vehicle privilege tax herein which is not used for the salaries (including wages and raises) of county employees, shall be paid into the County

General Fund to be used for a county purpose at the discretion of the Board of Commissioners of Jefferson County, Tennessee. No portion of the motor vehicle privilege tax herein shall be used to fund or pay for: county debt service; capital projects; or any expenditures, salaries, projects, employees, or personnel of or associated with the Jefferson County Board of Education.

7. All other resolutions and orders, or parts thereof, in conflict with the provisions of this resolution, are, to the extent of such conflict, hereby repealed, and this resolution shall be in immediate effect from and after its adoption, provided such adoption is by two-thirds (2/3) vote of the Board of County Commissioners at two (2) consecutive, regularly scheduled meetings as provided in Section 5-8-102(c)(1), Tennessee Code Annotated, and provided the implementation of the tax is subject to the right of ten percent (10%) of the qualified voters who voted in the County in the last gubernatorial election to petition the County Election Commission within thirty (30) days of final approval of this resolution to hold an election on whether or not the tax should be levied, as provided in Section 5-8-102(c), Tennessee Code Annotated.

8. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this resolution which can be given effect without the invalid provision or application, and to that end the provisions of this resolution are declared to be severable.

Adopted and Approved on First Reading _____, 2025

Date Received by County Mayor: _____, 2025

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____, 2025
Chairman, County Commission

Attest: _____ Date: _____, 2025
County Clerk

Approved: _____ Vetoed: _____
_____ Date: _____, 2025
County Mayor, Mark Potts

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Veto Override: _____ Date: _____, 2025
Chairman County Commission

Adopted and Approved on Second Reading _____, 2025

Date Received by County Mayor: _____, 2025

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____, 2025
Chairman, County Commission

Attest: _____ Date: _____, 2025
County Clerk

Approved: _____ Vetoed: _____
_____ Date: _____, 2025
County Mayor, Mark Potts

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Veto Override: _____ Date: _____, 2025
Chairman County Commission

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

RESOLUTION NO. 2025-09

**A RESOLUTION AUTHORIZING AN ADDITIONAL MOTOR VEHICLE
PRIVILEGE TAX AND PROVIDING FOR THE DISPOSITION OF THE
PROCEEDS THEREOF.**

WHEREAS, pursuant to Section 5-8-102, Tennessee Code Annotated, as amended (the "Wheel Tax Act"), counties in Tennessee are authorized by resolution or referendum to levy and collect a motor vehicle privilege tax as a condition precedent to the operation of a motor vehicle within Jefferson County, Tennessee (the "County"); and Revenue; and

WHEREAS, under the provisions of Resolution 99-11 adopted by the Board of Commissioners, the total motor vehicle privilege tax in Jefferson County currently is \$25.00 for each motor-driven vehicle and \$15.00 for each motorcycle, motor-driven bicycle and scooter (the "1999 Wheel Tax"); and

WHEREAS, an additional motor vehicle privilege approved by the Board of Commissioners pursuant to Resolution 2015-05 did expire on April 1, 2024 and the need for ongoing revenue sources continues to be very important to the County; and

WHEREAS, it is therefore deemed necessary and advisable to provide for the adoption of an additional motor vehicle privilege tax be authorized pursuant to the Wheel Tax Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County, Tennessee, as follows:

1. A motor vehicle privilege tax, in addition to the 1999 Wheel Tax, is hereby levied and shall be collected by the County pursuant to the Wheel Tax Act of \$35.00 for each motor driven vehicle and \$21.00 for each motorcycle, motor-driven bicycle and scooter. Such motor vehicle privilege tax shall be paid in addition to all other taxes and shall apply and be paid on each motor driven vehicle, and each motorcycle, motor-driven bicycle and scooter whose owner resides in the County for the privilege of using the public roads and highways of the County. Such tax shall not apply to farm tractors, self-propelled farm machines not usually used for operation upon public highways or roads, and motor-driven vehicles owned by any governmental agency or governmental instrumentality. Such tax shall not be required to be paid by citizens approved and currently enrolled at the time of each wheel tax payment under the TN Property Tax Relief Program; documentation must be provided from the Jefferson County, Tennessee Trustees Office showing proof of program participation to the Jefferson County Clerk at the time of the wheel tax payment. Nor shall such tax be required to be paid by any disabled veteran who has one hundred percent (100%) permanent total disability from a service-connected cause or any former prisoner-of-war, as determined by the United States Veteran's Administration or by any other person or entity except under applicable state law. Further, a veteran or active-duty service member of the armed services is exempt from the motor vehicle privilege tax imposed by

this section or by private act for a motor vehicle sold, given, or donated to the veteran or service member if: (A) The veteran or service member has a service-connected disability as described in 38 U.S.C. § 3901; (B) The veteran or service member receives a grant from the United States department of veterans affairs, pursuant to 38 U.S.C. §§ 3901-3904; and (C) The grant is used to provide or assist in providing the vehicle to the veteran or service member.

2. That the duration or term for which the motor vehicle privilege tax is issued, the method of collection, the proration of the amount chargeable for a period of either more or less than a calendar year interval, and the grace period allowable shall be the same as that provided for in Section 55-4-104, Tennessee Code Annotated, as amended, for payment of state motor vehicle registration fees for all such vehicles described therein. The payment of the motor vehicle privilege tax shall be evidenced by an emblem, sticker or receipt in the form of a decal to be appropriately displayed by affixing the same on the state license plate of such motor driven vehicle. The design of the emblem, sticker or decal shall be determined by the County Clerk and the expense incident thereto, including obtaining proper receipts and other records necessary for the performance of the duties herein incumbent upon the County Clerk, shall be paid from the County general funds.

3. The tax herein levied shall be paid to and collected by the County Clerk of the County, who is authorized by Tennessee Code Annotated, Section 67-4-103, to collect such privilege taxes. The County Clerk shall collect this tax at the same time he or she collects the state privilege tax levied upon the operation of a motor-driven vehicle over the public highways of this state. The County Clerk shall deduct a fee of five percent (5%) as authorized in Tennessee Code Annotated, as amended, Section 8-21-701, from the amount of taxes collected and paid over to the County Trustee. Any motor driven vehicle upon which a current license fee has been paid, should such motor driven vehicle be sold, traded, demolished, destroyed or otherwise change ownership, or if a decal has been damaged or destroyed, the current license holder may obtain from the County Clerk a current replacement emblem, sticker or decal, upon the payment of a fee of two dollars (\$2.00), and the County Clerk shall be entitled to such fee for he issuance of the replacement decal. The County Clerk shall report all funds collected monthly and pay the same over to the Trustee of the County. In the event a wheel tax decal or emblem is sold by the County Clerk for a period of less than one (1) year, the tax imposed shall be proportionate to the annual tax fixed for the vehicle and modified in no other manner, except that the proportional tax shall be rounded off to the nearest quarter of a dollar.

4. Any person who fails to display the decal or emblem required by the County Commission commits a Class C misdemeanor as provided in Section 5-8-102(d)(3), Tennessee Code Annotated, as amended.

5. The motor vehicle privilege tax to be levied hereby shall commence on May 1, 2025, with no sunset. If this tax is approved by election of the voters, it shall start the first day of the month following ninety (90) days after the election.

6. None of the funds shall increase maintenance of effort funds. The break down of the funds are as follows:

- 14.3% Fund 177 Board of Education Capital Projects,
- 14.3% Fund 171 County Capital Fund – Highway Department
- 20.0% Fund 171 County Capital Fund – Sheriff Dept Vehicles and Vehicle Equipment
- 34.3% Fund 171 County Capital Fund Ems Ambulances and Equipment
- 17.1% Fund 101 County General Fund – Supplement Non-Profit Funding to Rescue Squad and Fire Departments

7. All other resolutions and orders, or parts thereof, in conflict with the provisions of this resolution, are, to the extent of such conflict, hereby repealed, and this resolution shall be in immediate effect from and after its adoption, provided such adoption is by two-thirds (2/3) vote of the Board of County Commissioners at two (2) consecutive, regularly scheduled meetings as provided in Section 5-8-102(c)(1), Tennessee Code Annotated, and provided the implementation of the tax is subject to the right of ten percent (10%) of the qualified voters who voted in the County in the last gubernatorial election to petition the County Election Commission within thirty (30) days of final approval of this resolution to hold an election on whether or not the tax should be levied, as provided in Section 5-8-102(c), Tennessee Code Annotated.

8. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this resolution which can be given effect without the invalid provision or application, and to that end the provisions of this resolution are declared to be severable.

Adopted and Approved on First Reading _____, 2025

Date Received by County Mayor: _____, 2025

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____, 2025
 Chairman, County Commission

Attest: _____ Date: _____, 2025
 County Clerk

Approved: _____ Vetoed: _____
 _____ Date: _____, 2025
 County Mayor, Mark Potts

JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS

RESOLUTION 2025-10

A RESOLUTION AMENDING THE ZONING RESOLUTION OF JEFFERSON COUNTY, TENNESSEE TO REFLECT CERTAIN PROHIBITED USES AND PERMITTED USES IN THE A-1, R-2, AND C-2 ZONING DISTRICTS

WHEREAS, The Jefferson County Regional Planning Commission, has reviewed the provisions of the Jefferson County Zoning Resolution (hereinafter "Zoning Resolution") and believes that certain provisions of the Zoning Resolution should be amended;

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Regional Planning Commission that it recommends the Board of Commissioners of Jefferson County (hereinafter referred to as the "Board") amend the Zoning Resolution as follows:

Section 1. Article 9.3 A. Permitted Uses: Section 9.3.A.2. is hereby amended by placing a period after "duplexes," and deleting the words "*mobile homes on individual lots.*" Section 9.3.A.12. is hereby amended by deleting, after the phrase "including: marinas," the words "*travel trailer parks,*".

Section 2. Article 9.3 B. Uses Prohibited: is hereby amended by deleting the current sentence/ section and substituting the following sentence: "*mobile homes, Campgrounds, mobile home parks, recreation vehicles, travel trailer parks, motor courts, travel trailer courts, and recreation vehicle parks; and any other use not specifically identified in permitted uses, unless the Jefferson County Board of Zoning Appeals determines that a proposed use is similar to one listed in permitted uses and is within the intent of the zoning district. The storage of a single recreational vehicle or the temporary use of a single recreational vehicle is not prohibited by this section. For the purposes of this section 9.3.B, "temporary use" shall be defined as*

[REDACTED]

In no event can the use of a recreational vehicle, travel trailer, camper, motor home, or tent be considered a principal use, primary use, or accessory use in the A-1 zone."

Section 3. Article 9.5 A. Permitted Uses: is hereby amended by adding in paragraph 9. after "hotels/motels," the words "*mobile homes on individual lots and mobile home parks.*"

Section 4. Article 9.8 A. Permitted Uses: is hereby amended by adding a paragraph 18, which states: "*Campgrounds, recreation vehicles, travel trailer parks, motor courts, travel trailer courts, and recreation vehicle parks.*"

BE IT FURTHER RESOLVED that these regulations shall take effect immediately upon passage, the public welfare requiring it.

BE IT FURTHER RESOLVED, if any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this resolution which can be given effect without the invalid provision or application and to that end the provisions of this resolution are declared to be severable.

Date Considered by Jefferson County Regional Planning Commission: _____

Approve ____ **Denied** ____

Chairman Jefferson County Regional Planning Commission

Secretary Jefferson County Regional Planning Commission

Date Considered by Jefferson City Regional Planning Commission: _____

Approved ____ **Denied** ____

Chairman Jefferson City Regional Planning Commission

Secretary Jefferson City Regional Planning Commission

Date Considered by Town of Dandridge Regional Planning Commission: _____

Approved ____ **Denied** ____

Chairman Dandridge Regional Planning Commission

Secretary Dandridge Regional Planning Commission

Date of Public Hearing- Jefferson County Board of Commissioners: _____

This resolution is effective upon adoption, the welfare of Jefferson County requiring it.

Adopted and approved on _____, 20__.

Date Received by County Mayor: _____

Votes: Yes: ____ No: ____ Abstain: ____ Absent: ____

Approved: _____ Date: _____

James E. Carmichael-Chairman County Commission

Attest: _____ Date: _____
Frank Herndon-County Clerk

Approved _____ Date: _____
Mark Potts-County Mayor

Vetoed: _____ Date: _____
Mark Potts-County Mayor

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____ Absent _____

Veto Override: _____ Date: _____
James E. Carmichael-Chairman County Commission

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

RESOLUTION 2025-11

**A RESOLUTION RECOMMENDING THE GENERAL ASSEMBLY OF THE STATE OF
TENNESSEE PROTECT PRIVATE PROPERTY RIGHTS BY MAKING OR AMENDING LAW
TO LIMIT THE POWER OF EMINENT DOMAIN**

Sponsor: Terry Dockery

Co-sponsors: Janet Norton, Austin Brooks, Marcus Reed, Jimmy Dale Patterson, Joe Coleman, Greg Byrd, Rob Blevins, Paul Lowe, Jimmy Carmichael, Ronnie Coleman, A.J. Walker, Katy Huffaker, Randy Bales, Sammy Solomon, John Johnson, James Snodgrass, John Neal Scarlett, and Ransom Douglas

WHEREAS, property rights are the foundation of our capitalist economic system in the United States of America and are worthy of enhanced protections under Tennessee law; and

WHEREAS, the broad definition of “blighted areas” under T.C.A. § 13-20-201 place non-blighted, well-kept, code compliant property at risk of condemnation by housing authorities within redevelopment areas for private economic development, private gain, and private benefit; and

WHEREAS, certain non-blighted, well-kept, code compliant private property(s) that may exist within a “blighted area” as defined by T.C.A. § 13-20-201, are at risk of taking by eminent domain proceedings for private economic development, private use, and private benefit under T.C.A. § 29-17-102 (2) (c); and

WHEREAS, abandoning the “area” definition of blight and replacing it with a property-by-property definition of blight would protect the owners of non-blighted, well-kept, code compliant property from eminent domain proceedings; and

WHEREAS, narrowing the definition of blight, abandoning the “area” definition of blight, under T.C.A. § 13-20-201, and further enhancing the due process provisions of state law for property takings would protect property owners in the state of Tennessee from eminent domain proceedings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson, County Tennessee, meeting on this 21st day of January 2025, as follows:

SECTION 1: That the General Assembly of the State of Tennessee is urged to enact proposed legislation HB000/SB000, or similar language, titled and otherwise cited as the **Tennessee Property Rights Protection Act**, attached hereto as **Exhibit A**.

SECTION 2: That upon approval and signing of this resolution, a copy be transmitted by the County Clerk to the State Representatives and State Senator that represent Jefferson County, Tennessee and to the Tennessee Association of County Clerks with a cover letter requesting that a copy of this resolution be transmitted to other county legislative bodies in Tennessee for consideration.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County, Tennessee, meeting in regular session on the __ day of _____, 2025, as follows:

Date Received by County Mayor: _____

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Approved: _____ Date: _____
James E. Carmichael-Chairman County Commission

Attest: _____ Date: _____
Frank Herndon-County Clerk

Approved _____ Date: _____
Mark Potts-County Mayor

Vetoed: _____ Date: _____
Mark Potts-County Mayor

Veto Override:

Votes: Yes: _____ No: _____ Abstain: _____ Absent: _____

Veto Override: _____ Date: _____
James E. Carmichael-Chairman County Commission

AN ACT to amend Tennessee Code Annotated,
Title 13, Chapter 20; Title 13, Chapter 21 and Title
29, Chapter 17, relative to housing authorities.

WHEREAS, the General Assembly expressed the need to protect private property from eminent domain in Public Chapter 863 in 2006 with the following statement: "It is the intent of the general assembly that the power of eminent domain shall be used sparingly, and that laws permitting the use of eminent domain shall be narrowly construed so as not to enlarge by inference or inadvertently the power of eminent domain."; and

WHEREAS, under Tennessee Code Annotated, Section 13-20-201, the broad definition of "blighted areas" places non-blighted real property at risk of acquisition by eminent domain because "blighted areas" may contain individual properties that do not meet the definition of "blighted areas" under such statute; and

WHEREAS, this act deletes the "blighted areas" definition in Tennessee Code Annotated, Section 13-20-201, and replaces it with a property-by-property definition to protect well-kept, code-compliant, non-blighted real properties from being taken by the power of eminent domain while preserving the ability of housing authorities to use the power of eminent domain to acquire properties for redevelopment that are truly blighted properties; and

WHEREAS, this act improves due process for property owners by providing a reasonable amount of time for owners of blighted property to correct code violations that cause their property to be deemed as blighted before their property is subjected to acquisition by eminent domain proceedings by housing authorities; and

WHEREAS, this act replaces and narrows the definition of "blighted areas" while preserving the ability of housing authorities to acquire property by the power of eminent domain for public use; now, therefore,



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BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. This act is known and may be cited as the "Tennessee Property Rights Protection Act."

SECTION 2. Tennessee Code Annotated, Section 13-20-201, is amended by deleting the section and substituting:

As used in this part, "blighted property":

(1) Means an improvement to real property that was inspected by the appropriate local governmental authority and cited for one (1) or more enforceable housing, maintenance, or building code violations that:

(A) Affect the safety of the occupants or the public;

(B) Involve one (1) or more of the following:

(i) A roof or roof framing element;

(ii) Support walls, beams, and headers;

(iii) Foundation, footings, and subgrade conditions;

(iv) Light and ventilation;

(v) Fire protection, including egress;

(vi) Internal utilities, including electricity, gas, and water;

(vii) Flooring and flooring elements; or

(viii) Walls, insulation, and exterior envelope; and

(C) Have not been remedied within a reasonable time after two

(2) notices to cure the noncompliance; and

(2) Does not include land used primarily in the production of agriculture,

as that term is defined in § 1-3-105.

SECTION 3. Tennessee Code Annotated, Section 13-20-202, is amended by adding the following new subsections:

(d) When a housing authority or other condemning authority approves a prospective or actual taking under this part 2, the property owner has a right to have a court of competent jurisdiction determine if the taking is to remediate blight and resell the property.

(e) This section does not preclude:

(1) A housing authority or community development agency from designating an area for the purpose of urban renewal or redevelopment, subject to approval by the governing body of the local government in which the urban renewal or redevelopment area is located;

(2) A municipality from establishing a tax increment financing zone within or without a redevelopment area or urban renewal area; or

(3) A municipality or housing authority from applying for and using grant funding to facilitate a redevelopment or urban renewal plan.

SECTION 4. Tennessee Code Annotated, Section 13-20-203, is amended by adding the following new subsections:

(c) A housing authority may acquire real property through a negotiated sale, without the use of eminent domain. A housing authority may pay more than fair market value for a property that is not a blighted property.

(d) A housing authority may contract with a third-party agent, at the housing authority's expense, for the purpose of negotiating the purchase price of real property within an urban renewal or redevelopment area if the property is not subject to acquisition by eminent domain.

SECTION 5. Tennessee Code Annotated, Section 13-20-202(a)(1), is amended by deleting the language "blighted areas" and substituting "blighted property".

SECTION 6. Tennessee Code Annotated, Section 13-20-209, is amended by deleting the language "blighted areas" wherever it appears and substituting "blighted property".

SECTION 7. Tennessee Code Annotated, Section 13-20-216(a), is amended by deleting the language "blighted area" and substituting instead the language "blighted property".

SECTION 8. Tennessee Code Annotated, Section 29-17-102, is amended by deleting subdivision (2)(C) and substituting:

(C) The acquisition of property by a housing authority or community development agency to implement an urban renewal or redevelopment plan as authorized by title 13, chapter 20, part 2; provided, that the power of eminent domain is used only for the acquisition of:

- (i) Blighted property as defined in § 13-20-201; or
- (ii) Property that is for public use;

SECTION 9. This act takes effect upon becoming a law, the public welfare requiring it.

**JEFFERSON COUNTY, TENNESSEE
BOARD OF COMMISSIONERS**

RESOLUTION NO 2025-12

**A RESOLUTION OF JEFFERSON COUNTY, TENNESSEE TO ESTABLISH
POLICIES AND PROCEDURES RELATING TO THE CONSIDERATION OF PETITIONS FOR
THE CREATION OF INFRASTRUCTURE DEVELOPMENT DISTRICTS**

WHEREAS, the Jefferson County Commission recognizes the need for Residential Infrastructure Development the need for the creation of infrastructure development districts in which special assessments are imposed to pay the cost of capital infrastructure that benefits the applicable district; and

Section 1. Introduction

The Residential Infrastructure Development Act of 2024 (the “Act”), which was enacted by the General Assembly of the State of Tennessee as 2024 Public Chapter No. 860 and was codified as Title 7, Chapter 84, Part 7 of the Tennessee Code Annotated, provides for the creation of infrastructure development districts in which special assessments are imposed to pay the cost of capital infrastructure that benefits the applicable district. Jefferson County expects to receive petitions to create such districts pursuant to the Act, and the County wishes to establish policies and procedures to provide for the orderly consideration of such petitions and to provide guidance to developers and property owners of the factors that the County will consider in evaluating such petitions.

These policies and procedures (these “Policies”) supplement the requirements of the Act, and to the extent the Act and these Policies are inconsistent, the terms of the Act shall control. Without limitation, if a developer and property owner submit a fully completed petition pursuant to the Act and do not comply with these Policies, the County will still consider such submitted petition as required by the Act. However, a developer’s failure to comply with these Policies will likely result in a negative recommendation from County staff with respect to the petition, and the County Commission will likely deny approval of the petition. These procedures are intended to establish a collaborative process with developers for the creation and consideration of petitions under the Act.

These Policies are intended to address the consideration of petitions submitted under the Act to the County and are not intended to cover all aspects of creation of the districts and the imposition and administration of special assessments pursuant to the Act. The County may adopt additional policies and procedures pursuant to Tenn. Code Ann. § 7-84-721 to address the administration of special assessments pursuant to the Act.

The adoption of these Policies does not create or vest any rights in any person or entity, and the County retains the right to approve any petition to create an infrastructure development district in the sole discretion of the County.

Terms used in these Policies that are defined in the Act shall have the meanings given to such terms in the Act.

Section 2. Process for Consideration of Petitions

2.1. Commencement of Petition Process. If a developer desires to request the creation of an infrastructure development district, the developer shall file with the County a Notice of Intent relating to its request to create the district in the form attached to these Policies as Exhibit A together with a draft of the proposed petition and all additional documents and information required by the form of the Notice. Hard copies of such documents shall be delivered to the office of the Zoning/Planning of the County and digital copies should be submitted to srustin@jeffersoncountyttn.gov and The draft petition shall be substantially in the form provided in Exhibit B provided that the form of petition shall in all respects comply with the requirements of the Act. Upon submission of the Notice of Intent and the draft petition, the developer shall meet with representatives of the County's zoning department to discuss the proposed petition and attempt to agree on such changes to the draft petition, if any, as are necessary or appropriate to comply with these Policies and/or will address issues or concerns of the County's staff. If a developer and County staff cannot agree on the form of a petition within sixty (60) days of the submission of the developer's Notice of Intent, the developer may still submit the petition pursuant to the Act but the applicable County staff may recommend that the petition not be approved. A developer may file its Notice of Intent prior to approval of the Concept Plan for its development by Jefferson County Regional Planning, but a developer should not submit a Notice of Intent until such time as the developer has (i) a substantially final site plan for its development showing proposed lot locations, (ii) a list of infrastructure expected to be funded, (iii) obtained third-party estimates of the infrastructure costs expected to be funded as well as the total infrastructure costs relating to the development, and (iv) a proposed assessment methodology and rate of assessment.

2.2. Filing of Petition. Upon completion of the process described in Section 2.1, the developer shall collaborate with County staff to submit its petition at such a time that the public hearing required by the Act relating to the petition can be held between 30 and 45 days from the submission of the petition without the necessity of calling a special meeting of County Commission. The petition should be filed with the County Clerk of the County. When the petition is submitted to the County Clerk, copies of the petition should be provided to the County Zoner of the County in the manner provided above. A developer should not submit its petition until a Concept Plan has been approved for the district by Knoxville-Knox County Planning showing the location of the lots in the district.

2.3 Public Hearing and Consideration of Resolution. The County Commission shall consider a resolution relating to the petition, after considering County staff's recommendation, immediately following the public hearing, or if the public hearing is held at a non-voting session of County Commission, then at the next voting session of County Commission.

2.4. Notice of Creation of District. Upon the creation of a district, the developer shall cause to be filed in the Register's Office of the County a notice of the creation of the district and the imposition of special assessments in the district in a form acceptable to the County.

Section 3. General Policies relating to the Infrastructure Development Districts

The County will apply the following policies in connection with considering petitions under the Act:

3.1. Size and Capital Cost of Development. Given the administrative commitment of the County with respect to each district created under the Act, the County does not intend to approve the creation of smaller districts. Therefore, notwithstanding the lower standard in the Act, the County does not intend to approve any district unless (i) the proposed district is composed of not less than 10 acres and (ii) the projected development cost in the district is expected to exceed \$10,000,000.

3.2. Term of Assessment. The term of any special assessments imposed in a district shall not exceed the lesser of (i) the period that is reasonably expected to be required to pay the infrastructure costs in the district based upon the assessment or (ii) thirty (30) years.

3.3. Infrastructure Outside Boundaries of District. If the only infrastructure required for the development of a district is expected to be located within a district, the County will not approve the imposition of special assessments in such a case. Residential developers have traditionally incurred the cost of and have arranged the financing of the cost of internal infrastructure in residential subdivisions, and the County does not intend to impose special assessments in such cases. However, in many cases, infrastructure improvements are required outside the boundaries of a district that directly benefit the parcels within the district, and in such cases, the imposition of a special assessments may be appropriate. Therefore, the County will consider the creation of the district and the imposition of special assessments if at least 50% of the projected cost of the infrastructure to be paid through the special assessments relates to the costs of infrastructure outside the boundaries of the district.

3.4. Eligible Infrastructure Costs. All infrastructure costs within the meaning of the Act may be paid with special assessments imposed pursuant to the Act, provided that (i) fees or costs imposed by a municipality or utility service provider shall not exceed 25% of the costs financed with or paid from assessments and (ii) the cost of land within the boundaries of a district shall not be included as an infrastructure cost.

3.5. Maximum Assessment per Parcel. The maximum annual assessment per parcel that will be developed for single-family residential housing shall be projected not to exceed \$1,000 annually. No such limit shall apply to any parcel being developed for multi-family housing or other commercial purpose.

3.6. Financings through Industrial Development Board. Any financing of infrastructure costs in a district payable, in whole or in part, from special assessments must be undertaken through The Industrial Development Board of the County of Jefferson (the "Industrial Development Board"). In connection with any such financing, the developer of the district shall enter into a development agreement pursuant to which the developer, among other things, will commit to undertake the construction of the infrastructure in the district to the extent such infrastructure is not being undertaken by the County or

another governmental entity. In connection with such financing, the developer shall comply with all policies and procedures of the Industrial Development Board.

3.7. Timing of Commencement of Special Assessments. The special assessments imposed on the parcels in a district, or any phase thereof, shall not commence and any financing payable from such special assessments shall not be closed until the completion of the infrastructure in the district or the applicable phase thereof. The County will consider permitting the commencement of assessment and the closing of financing prior to such time if the developer can provide adequate security satisfactory to the County and the Industrial Development Board to ensure completion of the applicable infrastructure.

Section 4. Fees and Expenses

4.1. Administrative Fees. Five percent (5%) of all special assessments collected by the County shall be retained by the County to pay the administrative costs of the County, including the County Trustee, and the Industrial Development Board in connection with imposing and collecting the special assessments in the district and undertaking any financing payable from such special assessments. Such administrative costs shall be shared by the various offices of the County and the Industrial Development Board in such manner as may be agreed upon by the County and the Industrial Development Board.

4.2. Other Expenses. The developer shall also pay all reasonable expenses incurred by the County or the Industrial Development Board to third parties, including attorneys' fees, in connection with the consideration of any petition and the undertaking of any financing irrespective of whether any petition is approved or any financing is closed.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Jefferson County, Tennessee, meeting in regular session on the 21st day of January , 2025, that this Resolution take effect from and after its passage, the public welfare demanding it.

Adopted and approved on _____, 2025

Date received by County Mayor: _____, 2025

Votes: YES: _____ NO: _____ ABSTAIN: _____ ABSENT: _____

Approved: _____ Date: _____

James E. Carmichael- Chair County Commission

Attest: _____

Date: _____

Frank Herndon County Clerk

Approved: _____

Date: _____

Mark Potts – County Mayor

Vetoed: _____

Date: _____

Mark Potts – County Mayor

Veto Override

VOTES:

YES _____ NO: _____ ABSTAIN: _____ ABSENT: _____

Veto Override: _____ Date: _____

James E. Carmichael - Chairman of County Commission.

EXHIBIT A

**NOTICE OF INTENT TO SUBMIT PETITION FOR CREATION OF
INFRASTRUCTURE DEVELOPMENT DISTRICT PURSUANT TO
THE RESIDENTIAL INFRASTRUCTURE DEVELOPMENT ACT**

The undersigned developer is providing to Jefferson County this notice of its intent to submit a petition for creation of an infrastructure development district pursuant to the Residential Infrastructure Development Act of 2024, codified as Title 7, Chapter 84, Part 7 of the Tennessee Code Annotated. Submitted with this Notice of Intent is the proposed form of the petition with all exhibits.

I. Developer Information

1. Name of Developer: _____

2. State of Organization (if an entity): _____

3. Contact Person: _____

Phone Number: _____

E-Mail Address: _____

4. Website of Developer (if any): _____

5. Type of Business Entity (circle one): Sole Proprietorship Limited Partnership
 Corporation General Partnership
 Limited Liability Company

6. Development Team

Please list the business name, contact person, address, phone number and email address for the following members of the Developer's development team for the Infrastructure (if not known, please so indicate):

Infrastructure Contractor: _____

Architect/Engineers: _____

Attorney for Developer: _____

II. Development and Financing Information

7. Does the Developer currently own the area to be included in the district? (Circle one)

Yes No

If the answer is no, please explain the Developer's relationship to the property in the district.

8. If the district is to be developed in phases, please describe those phases and the expected timing of each phase:

9. Please describe how the developer intends to undertake any financing payable from special assessment, including whether such financing will be a loan with a financial institution or a public offering of bonds:

10. Indicate maximum assessment period requested and explain how such period was determined:

11. Has any other government assistance (federal tax credits, grants or other economic benefits) been requested by the Developer to assist with infrastructure costs relating to the district?

(Circle one): Yes No

If yes, describe the type, source, and amount of assistance requested:

III. Supplemental Information

Please provide with this Notice the following:

- Brief business history of the Developer
- Experience of Developer in the use of special assessments in connection with residential development
- Resumes of all principals of Developer
- Timetable for the undertaking of the development
- A detailed budget for the cost of the infrastructure to be constructed relating to the district including the basis for determining such costs.
- The methodology for determining the overall development cost of the district as described in the petition.

V. Representations and Agreements of Developer

By submitting this Notice, Developer hereby represents and agrees as follows:

(a) The undersigned Developer hereby agrees that the Developer shall meet with representatives of the County, upon request, to answer any questions that may arise in connection with the County's review of this Notice of Intent and related draft petition and that the Developer shall provide to

the County, upon request, any supplemental information requested in connection with the County's review of this Notice of Intent and related petition.

(b) The Developer shall pay all reasonable expenses incurred by the County and the Industrial Development Board in connection with the consideration of any petition for the creation of an infrastructure development district and/or the financing of infrastructure relating to such district, including reasonable fees of counsel to the County and the Industrial Development Board.

(c) The Developer shall indemnify and hold harmless the County, its employees, officers, commissioners, attorneys and consultants against all losses, costs, damages, expenses (including reasonable attorney's fees), and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the acceptance, consideration, approval or disapproval of a petition by Developer.

Developer: _____

Signed: _____ Date: _____, 20

Title (if Developer is an entity): _____

EXHIBIT B

Petition for the Establishment of a Residential Infrastructure Development District

[Developer Entity] (the “Developer”) and the owners of each parcel of property included within the boundaries of the residential infrastructure development district described below hereby petition the County Commission of Jefferson County (the “County”) to establish and administer a residential infrastructure development district in the manner described herein, pursuant to the authority provided to the County by Tennessee Code Annotated Sections 7-84-701 et seq. (the “Act”).

1. The name of the proposed residential infrastructure development district is requested to be the “_____ Residential Infrastructure Development District” (the “District”).

2. The boundaries of the District are hereby requested to be those boundaries set forth in Exhibit A attached hereto. The Developer represents and warrants that:

a. the entire boundaries of the District lie within the County and outside the corporate boundaries of any municipality that imposes property taxes; and

b. no portion of the proposed District overlaps with any other district established pursuant to the Act or with any central business improvement district established pursuant to Tennessee Code Annotated Title 7, Chapter 84; and

c. the County directly administers the billing and collection of ad valorem property taxes; and

d. [the District comprises at least ten acres; and]¹

e. [as more fully described in Exhibit D referenced below, the capital costs required to develop the District are not less than \$10,000,000; and]²

f. as depicted on Exhibit C referenced below, at least 50% of the total acreage of the District is expected to be developed for single-family or multi-family residential housing; and

g. the Developer’s address is _____; and

3. A list of each parcel of property within the District, identified by the parcel identification number and address listed therefor in the office of the assessor of the County is attached hereto as Exhibit B.

¹ Developer must certify as to either (d) and/or (e)

² Developer must certify as to either (d) and/or (e)

4. A site development plan for the District is attached hereto as Exhibit C (the “Development Plan”). [The attached Development Plan identifies (a) those parcels of property intended to be developed as owner-occupied residential property and (b) those parcels of property intended to be developed as rental housing.]³[The attached Development Plan:

a. identifies all proposed uses of properties within the District, including without limitation (i) those parcels of property intended to be developed as owner-occupied residential property and (i) those parcels of property intended to be developed as rental housing; and

b. identifies the intended phasing of the development of the District (each such development phase, a “Phase”).]⁴

5. Exhibit D attached hereto lists the following:

a. the streets, roads, bridges, and sidewalks, and the water, wastewater, natural gas, electric, telecommunications, and storm water facilities, required for the development of the District, and benefitting the properties within the District, whether within or without the boundaries of the district; and the land within the boundaries of the District required to be donated, dedicated, or otherwise made available to a governmental entity for public purposes (collectively, “Infrastructure”); and

b. (i) an estimate of all costs that may be capitalized under generally accepted accounting principles for purchasing, constructing, installing, and equipping Infrastructure; (ii) the fees or costs imposed by a municipality or utility service provider: (A) related to the construction or installation of Infrastructure; or (B) as a condition to the delivery of utility services to properties within the District; and (iii) the cost of any land required to be donated, dedicated, or otherwise made available to a governmental entity for public purposes, which land shall be valued at either the Developer's demonstrated cost or, if the value of the land has subsequently been appraised, its appraised value, whichever is higher (collectively, “Infrastructure Costs”) and

c. an estimate of all other costs of developing the District.

6. The undersigned request that the County levy special assessments (the “Assessment”) on each parcel of property within the District, in the manner described below, for the purpose of funding the following:

a. the Infrastructure Costs associated with those items of Infrastructure identified on Exhibit E (the “Funded Infrastructure”); and

b. the payment of the principal, premium, and interest on any bonds, notes, or other debt obligations issued pursuant hereto, and the funding of necessary reserves for debt service, capitalized interest, and costs of issuance related to any such bonds, notes, or other debt obligations issued; and

c. an amount, not to exceed five percent (5%) of special assessments so levied, for administrative expenses, including expenses incurred by the County and the officers of the County, including the assessor of property, trustee, or other tax collecting official, in administering the collection and allocation of special assessments, including a reasonable allocation of overhead expenses.

³ Use this language if special assessments will not be initiated or otherwise administered by phase

⁴ Use this language if special assessments will be initiated or otherwise administered by phase

7. The undersigned request that the Assessment be levied on the basis of _____ and in the amount of _____. The undersigned represent and warrant that:

a. the Funded Infrastructure directly, uniquely and specifically benefits the properties within the District; and

b. without the installation of the Funded Infrastructure, the parcels within the District could not be developed as proposed; and

c. the proposed manner and amount of the Assessment apportions the costs of the Funded Infrastructure to each parcel of property within the District in a manner consistent with the benefits received by such parcel as a result of the construction and installation of the Funded Infrastructure.

8. The undersigned request that the Assessment be levied and collected annually, beginning in such year as may be agreed to be the County and the Developer, and ending no later than the _____ year thereafter, in such manner as may be permitted by the Act. [The levy and collection of the Assessment may be commenced by phase, as determined by the County and the Developer.]⁵

9. The undersigned request that the County take any and all steps that it may elect to take to provide for the enforcement and collection of Assessments, including without limitation the imposition of a lien on properties within the District and the imposition of interest and penalties in the event of a property owner's failure to timely pay an Assessment, all as provided by the Act.

10. The undersigned request that the County:

a. authorize the issuance of bonds, to be issued directly by the County or by one or more industrial development boards or public building authorities designated by the County for such purpose, for the purpose of funding the costs of the Funded Infrastructure;

b. apply and pledge to the payment of such bonds to the proceeds of the Assessment and the other costs described in Section 6 above;

c. enter into one or more development agreements with the Developer, on such terms as may be consistent with the terms hereof and agreed to between the County and the Developer, to provide for the application of the proceeds of such bonds, the construction and installation of the Funded Infrastructure, and the development of the District.

11. The undersigned hereby request that the County hold a public hearing regarding this petition at the time and in the manner required by the Act, and to provide notice thereof in the manner required by the Act. The Developer hereby agrees to pay, or reimburse the County for the payment of: (a) all costs incurred by the County to provide notice of the public hearing related to this petition required by the Act; and (b) upon the levy of an Assessment as contemplated herein, all legal, financial advisory and other third-party administrative costs incurred by the County in connection with the implementation of the terms hereof.

⁵ Use this language if special assessments will be initiated or otherwise administered by phase

Respectfully submitted by the petitioners as of this _____ day of _____, 202__.

DEVELOPER:

[Developer Name]

By: _____

Name: _____

Title: _____

OWNERS:

**Application for a Beer Permit
Jefferson County
State of Tennessee**

Application for (check one)

- ON PREMISES PERMIT
- OFF PREMISES PERMIT
- ON AND OFF PREMISES PERMIT
- MANUFACTURER'S OR DISTRIBUTOR'S PERMIT
- SPECIAL EVENTS PERMIT

I HEREBY MAKE APPLICATION FOR A PERMIT TO SELL, STORE, MANUFACTURE, OR DISTRIBUTE BEER OR OTHER BEVERAGES AUTHORIZED TO BE SOLD, STORED, MANUFACTURED OR DISTRIBUTED UNDER THE PROVISIONS OF TENNESSEE CODE ANNOTATED §§ 57-6-101 ET SEQ. AND BASE MY APPLICATION UPON THE ANSWERS TO THE FOLLOWING QUESTIONS:

1. Full name of applicant (owner of business) Jimmy Bir Singh

2. Type of applicant (check one): *Person* *Firm* *Corporation* *Syndicate*
Joint Stock Company *Association*

3. List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business (attach additional sheet if needed).

- 1) Jimmy Singh 3) Sarabjeet Kaur 5) _____
- 2) _____ 4) _____ 6) _____

(If the owner is an individual, answer questions 4, 5, and 6. Otherwise, proceed to question 7.)

4. What is your present home address? 9164 Grey Pointe Drive, Knoxville, TN 37922

5. Previous address(es) (within last 10 years) 1) N/A

2) _____

6. Date of Birth: 07/16/1969 Home Phone: 540-239-0553 Other Phone: _____

7. Under what name will the business operate? BIR Travel Plaza, LLC

8. Business address and telephone number or geographical location of business.

Business Address: 1217 Deep Springs Rd, Dandridge, TN 37725

Business Phone: _____

9. Specify the identity and address of the person to receive annual tax notices and any other communications.

Name BIR Investments, LLC - Jimmy Singh

Address 2042 Town Center Blvd., PMB-350 Knoxville, TN 37922

10. Give the name and address of real estate (property) owner if other than business owner. .

Name BIR Investments, LLC

Address 1217 Deep Springs Rd. Dandridge, TN 37725

11. Will permit be used to operate two or more restaurants or other businesses within the same building? Yes ___ No X Specify Number ___ and list (on an attached sheet) the names of the restaurants or other businesses. Describe all locations:

12. Give name, date of birth and address of manager other than applicant:

Name Robert JARNAGIN Date of Birth 11-07-67

Address 5211 Hickory Woods Road Straw Plains TN 37871

13. Has any person having at least a 5% ownership interest, any manager listed in response to question 12, or any other employee of the business been convicted of any violation of the beer or alcoholic beverage laws or any crime (other than minor traffic violations) within the last ten (10) years? Yes ___ No X If Yes, give particulars of each charge, court, and date convicted.

14. Have you or your organization ever had a beer permit revoked, suspended, or denied in the State of Tennessee? Yes ___ No X If Yes, specify where, when, and why.

15. Give the name, relationship to applicant (if applicable) and address of the former beer permittee at this location: Name TR TRAVEL PLAZA Relationship to Applicant NONE

Address _____

16. What is the name and address of the church (or other place of worship nearest to your business)?

Church or Place of Worship Name NA

Address _____

Jefferson County has adopted a rule of forbidding the sale, storage and manufacture of beer and like beverages within 2,000 feet (or some lesser distance) of schools, churches and other places of public gathering.

17. What is the name and address of the school nearest to your business?

School Name NA
Address _____

18. What is the name of the owner and address of the nearest residential dwelling to your business?

Nearest Residential Owner NA
Address _____

Jefferson County has adopted a rule of forbidding the sale of beer and like beverages within 300 feet (or some lesser distance) of a residential dwelling if the owner of the dwelling objects to the issuance of a beer permit.

I certify that I am knowledgeable of the laws prohibiting the sale of beer to minors and that this application contains true information to the best of my knowledge and belief. I am also aware that I shall not be issued a permit or my permit shall be revoked if my business location causes traffic congestion or interferes with schools, churches, or other place so public gathering, or otherwise interferes with public health, safety and morals.

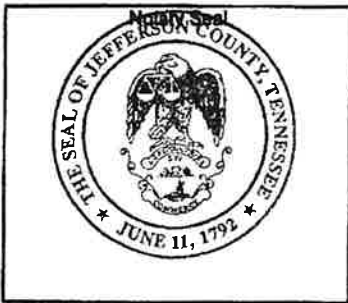
Robert [Signature]

Signature of Applicant/Owner (or Authorized Corporate Officer)

Sworn to and subscribed before me this 26 day of November, 2024

Frank C. Herndon

Signature Notary Public Commission Expires: 9-1-26



NOTICE: A non-refundable \$250 fee must accompany this application. If the application is approved you are required to provide documentation of sales tax registration to the County within ten days of approval. Any applicant making any false statement in this application shall forfeit his permit and shall not be eligible to receive any permit for a period of ten years.

A privilege tax of \$100 is imposed on the business of selling, distributing, storing or manufacturing beer in this state effective January 1, 1994 and each successive January 1st. Any holder of a beer permit issued after January 1, 1994 shall pay a pro rata portion of this annual tax when the permit is issued.

APPLICATION FEE. Each applicant is required to pay an application fee of \$250 to the County in which the business is located prior to consideration of an application to sell beer. No portion of this fee can be refunded to the applicant regardless of whether the application is approved or denied. T.C.A. §57-5-104(a). An application can be denied on the basis that it does not meet the requirements of state and local statutes.

NOTICE OF PUBLIC HEARING

The Jefferson County Beer Board will hear the following application for a permit to sell beer: Jimmy Bir Singh, d/b/a BIR Travel Plaza, LLC for off premise consumption located at 1217 Deep Springs Rd., Dandridge, TN 37725. Said application will be heard at the Jefferson County Courthouse on Tuesday, January 21, 2025 immediately following the meeting of the Jefferson County Commission to begin at 6:30 P.M.

Frank C. Herndon

Jefferson County Clerk