

**JEFFERSON COUNTY COMMISSION
BUDGET COMMITTEE MEETING**

**MONDAY, JULY 21, 2025, 5:30 P.M.
JEFFERSON COUNTY COURTHOUSE, MAIN COURTROOM**

Voting Members

Commissioner District 5	Tim Seals, Chairman	Commissioner District 6	Rob Blevins
Commissioner District 1	Katy Huffaker, Vice Chair	Commissioner District 7	Randy Bales
Commissioner District 2	Joe Coleman	Commissioner District 8	Ronny Coleman
Commissioner District 3	Austin Brooks, Secretary	Commissioner District 9	Jimmy Carmichael
Commissioner District 4	Greg Byrd	Commissioner District 10	Heidi Thomas

Ex Officio/Non – Voting Members Mayor Mark Potts and Finance Director Jessica Elder

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPEARANCE OF CITIZENS

Citizens who wish to address the Budget Committee for items of concern that may or may not be on the agenda need to complete a “Citizens Input Form: located on the table just inside the courtroom door and give to Budget Chairman before the meeting is “Call to Order.”

IV. APPROVAL OF MINUTES

- A. June 26, 2025 - Special Called
- B. June 26, 2025 - Special Called Budget Committee Public Hearing

V. CHAIRMAN’S COMMENTS

VI. FINANCE DIRECTOR’S COMMENTS

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A. Budget Amendments County
 - a. Fund 101 BA #1, Items 1-8
 - b. Fund 116 BA #1, Item 1
 - c. Fund 131 BA #1, Item 1
- B. Budget Amendments School
 - a. None to Present
- C. Lobby Contract for David Seal, 2026 Legislative Session

- a. County Commission Co-Sponsors for Lobby Contract: Terry Dockery, Marcus Reed, AJ Walker, Jimmy Dale Patterson, Jim Snodgrass, Rob Blevins, Greg Byrd, Joe Coleman, Ransom Douglas, Tim Seals, Austin Brooks, Janet Norton
- D. County Department Equipment and Fleet Inventory Detail List
 - a. Each Department will provide Details of Current and Future Needs with spreadsheet supplied by Finance Director
- E. Landfill Permit Status Update – Director Eric Large
- F. Landfill – Class III Construction Bid Results & Funding
 - a. Information available after bid opening July 15, 2025

IX. OTHER BUSINESS

X. ANNOUNCEMENTS

Upcoming Budget Committee Meetings – Beginning at 5:30PM:

- A. Monday, August 18, 2025
- B. Monday, September 15, 2025
- C. Monday, October 20, 2025
- D. Monday, November 17, 2025
- E. Monday, December 15, 2025

XI. ADJOURN

Jefferson County Budget Committee Minutes

6/26/2025 – Special Called Meeting Year End Meeting

The Budget Committee of Jefferson County held a Special Called Year End meeting on 6/26/2025 at 5:00PM in the Historic Jefferson County Courthouse in Dandridge, Tennessee.

Ex officio/non-Voting member(s) present: Finance Director Jessica Elder

Call to order: Chairman Seals called the meeting to order at 5:30PM.

Roll Call: The roll call is as indicated, Randy Bales, Katy Huffaker, Austin Brooks, Gregory Byrd, Tim Seals, Ronny Coleman, Jimmy Carmichael, Heidi Thomas. 8 Present, 2 Not Present (Rob Blevins & Joe Coleman not present)

Approval of Minutes: A motion was made by Commissioner Brooks with a second by Commissioner Carmichael to approve the minutes from both the 4/14/2025 and 4/28/2025 meetings. The motion was approved with a unanimous vote of 8 in favor.

Chairman's Comments: Chairman Seals had no comments other than he wanted to express his feelings of gratitude to the members of Budget Committee and the Finance Director and her staff for an efficient budget process.

Finance Director's Comments: Finance Director Jessica Elder had no comments other than expressing her gratitude towards Chairman Seals, the members of the Budget Committee, and her staff for an efficient budget process.

New Business:

Item 1: A motion was made by Commissioner Brooks with a second by Commissioner Carmichael to approve the County Budget Amendment Fund 101 #13, items 1-10. The motion was approved with a unanimous vote of 8 in favor.

Item 2: A motion was made by Commissioner Carmichael with a second by Commissioner Huffaker to approve the County Budget Amendment Fund 101 #14, items 1-2. The motion was approved unanimously with a vote of 8 in favor.

Item 3: A motion was made by Commissioner Bales with a second by Commissioner Brooks to approve the County Budget Amendment Fund 114 #1. The motion was approved unanimously with a vote of 8 in favor.

Item 4: A motion was made by Commissioner Bales with a second by Commissioner Byrd to approve the County Budget Amendment Fund 116 #3. The motion was approved unanimously by a vote of 8 in favor.

Item 5: A motion was made by Commissioner Brooks with a second by Commissioner Bales to approve the County Budget Amendment Fund 131 #4. The motion was approved unanimously by a vote of 8 in favor.

Item 6: A motion was made by Commissioner Bales with a second by Commissioner Byrd to approve the County Budget Amendment Fund 207 #5. The motion passed unanimously with a vote of 8 in favor.

Item 7: A motion was made by Commissioner Carmichael with a second by Commissioner Huffaker to approve the School Board Budget Amendment Fund 141 #17. The motion was approved unanimously with a vote of 8 in favor.

Item 8: A motion was made by Commissioner Huffaker with a second by Commissioner Carmichael to approve the School Board Budget Amendment Fund 141 #18. The motion was approved unanimously with a vote of 8 in favor.

Item 9: A motion was made by Commissioner Brooks with a second by Commissioner Seals to approve the School Board Budget Amendment Fund 142 #9. The motion was approved unanimously with a vote of 8 in favor.

Item 10: A motion was made by Commissioner Carmichael with a Second by Commissioner Huffaker to approve the School Board Budget Amendment Fund 143 #1. The motion was approved unanimously with a vote of 8 in favor.

Adjourn: Having reached the end of the agenda, a motion was made by Commissioner Carmichael with a second by Commissioner Huffaker to adjourn. The motion was approved unanimously with a vote of 8 in favor. The meeting lasted approximately 10 minutes. The next meeting is scheduled for Monday July 21, 2025, at 5:30PM in the Historic Courthouse.

Chairman – Tim Seals

Secretary – Austin Brooks

Jefferson County Budget Committee Minutes

6/26/2025 – Special Called Budget Committee Meeting Public Hearing – Tax Levy

The Budget Committee of Jefferson County held a Special Called Public Hearing on June 26, 2025, at the Historic Jefferson County Courthouse in Dandridge, Tennessee.

Ex officio/non-Voting member(s) present: County Mayor Mark Potts & Finance Director Jessica Elder.

Call to order: Chairman Tim Seals called the meeting to order at 6:15PM.

Roll Call: The roll call is as indicated, Tim Seals, Katy Huffaker, Austin Brooks, Gregory Byrd, Ronny Coleman, Jimmy Carmichael, Randy Bales, & Heidi Thomas.

- Rob Blevins and Joe Coleman were not present

Appearance of Citizens: - No Citizens signed up to speak

Adjourn: Having reached the end of agenda, Chairman Seals declared the public hearing on the Tax Levy closed.

Chairman – Tim Seals

Secretary – Austin Brooks

JEFFERSON COUNTY, TENNESSEE
2025-2026
GENERAL FUND 101 - AMENDMENT #1
July 2025

FUND BALANCE TOTAL	-	56,739.12
RESERVE BALANCE TOTAL	-	128,300.00

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

Item #	1	County Insurance / Reserves / Fund Balance		Debit	Credit
		34710	Assigned for General Government	-	31,300.00
		39000	Fund Balance	-	30,949.00
		51800	502 County Buildings - Building and Content Insurance (Libraries)	+	8,787.00
		55130	513 Ambulance Service - Workman's Compensation Insurance	+	12,380.00
		54210	502 Jail - Building and Contents Insurance	+	12,408.00
		55120	511 Rabies and Animal Control - Vehicle and Equipment Insurance	+	49.00
		55720	511 Sanitation Education/Information - Vehicle and Equipment Insurance	+	36.00
		54110	506 Sheriff's Department - Liability Insurance	+	10,489.00
		54110	511 Sheriff's Department - Vehicle and Equipment Insurance	+	5,004.00
		54110	513 Sheriff's Department - Workman's Compensation Insurance	+	13,096.00
		Total		62,249.00	62,249.00
Budgeting funds from reserves (reimbursement for actual workman's comp insurance FY25) and fund balance into expenditure lines for actual FY 25-26 TNRMT insurance costs.					

Item #	2	Ambulance/Emergency Medical Services / Reserves		Debit	Credit
		34730	EMS Assigned for Public Health and Welfare - EMS	-	94,500.00
		55130	718 Ambulance/EMS - Motor Vehicles	+	94,500.00
		Total		94,500.00	94,500.00
Budgeting funds from (prior year insurance recovery) reserves to assist in ambulance cost.					

Item #	3	Parrott-Wood Memorial Library / 2026 Tennessee Opportunities for the Public (TOP) Grant		Debit	Credit
		46980	SP Other State Grants - TOP Grant - SP	+	3,000.00
		56500	599 SP Other Charges - SP	+	3,000.00
		Total		3,000.00	3,000.00
Budgeting funds received from the 2026 Tennessee Opportunities for the Public (TOP) Grant in to proper expenditure line.					

Item #	4	Parrott-Wood Memorial Library / 2026 Library Services and Technology Act (LSAT) Grant / Reserves		Debit	Credit
		34535	SP Restricted for Social, Cultural, Rec Ser - SP	-	2,500.00
		46980	SP Other State Grants - SP	+	2,500.00
		56500	599 SP Other Charges - SP	+	5,000.00
		Total		5,000.00	5,000.00
Budget funds received from the 2026 Library Services and Technology Act (LSAT) Grant and the required 50% matching funds from Reserves into the proper expenditure line.					

Item #	5	Senior Citizens Assistance / Office on Aging Grant		Debit	Credit
		47590	OOA Other Federal through the State - OOA	+	49,067.28
		56300	599 OOA Senior Citizens Assistances - Other Charges -OOA	+	49,067.28
		Total		49,067.28	49,067.28
Budgeting carry over funds from the Office on Aging Grant (OOA) unused from fiscal year 2024-2025 to fiscal year 2025-2026.					

Item #	6	Sheriff's Department / SRO Grant					Debit	Credit
	54110	790	JA	SRO	Sheriff's Department - Other Equipment - JA - SRO	-	2,400.00	
	54110	170	JA	SRO	Sheriff's Department - School Resource Officers - JA - SRO	+		2,000.00
	54110	201	JA	SRO	Sheriff's Department - Social Security - JA - SRO	+		130.00
	54110	204	JA	SRO	Sheriff's Department - State Retirement - JA - SRO	+		220.00
	54110	210	JA	SRO	Sheriff's Department - Unemployment Compensation - JA - SRO	+		20.00
	54110	212	JA	SRO	Sheriff's Department - Employer Medicare Liability - JA - SRO	+		30.00
					Total		2,400.00	2,400.00
<p>Budgeting funds from Jefferson Academy School Resource Officer Grant other equipment line into proper expenditure lines to cover increased salary and associated costs for School Resource Officer at Jefferson Academy as per sheriff's directive.</p>								

FUND BALANCE TOTAL	-	6,420.00
RESERVE BALANCE TOTAL	-	0.00

Item # 1

Solid Waste / Sanitation / Fund Balance				Debit	Credit
39000		Unassigned Fund Balance	-	6,420.00	
55731	513	Waste Pickup - Workman's Compensation Insurance	+		6,420.00
		Total		6,420.00	6,420.00
Budgeting funds from fund balance to cover workman's compensation insurance costs for fiscal year 2025-2026.					

FUND BALANCE TOTAL	-	<u>0.00</u>
RESERVE BALANCE TOTAL	-	<u>0.00</u>

Item#	1	Highway/Public Works			Debit	Credit
		66000	513	Employee Benefits - Workman's Compensation Insurance	-	66,586.00
		65000	502	Other Charges - Building and Contents Insurance	+	20,000.00
		65000	506	Other Charges - Liability Insurance	+	20,000.00
		65000	511	Other Charges - Vehicle and Equipment Insurance	+	26,586.00
					66,586.00	66,586.00
Budgeting funds into expenditure lines to cover insurance costs for fiscal year 2025-2026.						

Invitation to Bid: Class III Construction On-Call Contract

The Jefferson County Sanitation Department will be accepting sealed bids for **“Class III Construction On-Call Contract”**. Full details of the ITB can be found on the county website www.jeffersoncountyttn.gov/finance-department. Contract documents may be examined at the following locations: LDA Engineering, JC Landfill, & Knoxville Builders Exchange. A bid bond in the amount of ten percent (10%) of the bid must accompany each bid. A payment bond, performance bond, and retainage will be required from the awarded bidder. Sealed bids should be clearly labeled **“Class III Construction On-Call Contract”** and either mailed to the Jefferson County Finance Department: Attn Julie Anglea P.O. Box 1749 Dandridge, TN 37725 or dropped off at 1244 Gay Street Dandridge, TN 37725. Sealed bids will be accepted until **July 15, 2025 @ 11am ET** at which time bids will be opened in the Finance Department conference room. No late bids will be accepted, opened, nor returned. Jefferson County reserves the right to accept or reject any and all bids and to waive all irregularities in the receipt/handling of bids.

SECTION 00020

ADVERTISEMENT FOR BIDS

The Jefferson County Sanitation Department will receive separate sealed BIDS for the **Class III Construction On-Call Contract**. Bids will be received by the **Jefferson County Finance Department, 1244 Gay St (P.O. Box 1749) Dandridge, TN 37725** until **11:00 a.m. Tuesday, July 15, 2025** and then, at said time, will be publicly opened and read aloud. Bids received after the specified time will neither be opened nor returned.

The CONTRACT DOCUMENTS may be examined at the following locations:

1. LDA Engineering. – 110 Tyson Boulevard, Suite 200, Alcoa, Tennessee 37701, (865) 573-7672;
2. Jefferson County Landfill, 650 Grove Rd. Dandridge, TN 37725, (865) 397-3544;
3. Knoxville Builders Exchange - 300 Clark Street - Knoxville, Tennessee 37921, (865) 525-0443;

Copies of the Contract Documents may be obtained at the office of LDA Engineering, 110 Tyson Boulevard, Suite 200, Alcoa, Tennessee 37701. Plans will be transferred through Info Exchange in .pdf format, no deposit required. Paper copies of the plans may be purchased upon payment of \$200.00 for each set, non-refundable. Requests for Contract Documents should be forwarded to sbostic@ldainc.com. Bids will be accepted from plan holders obtaining the Contract Documents from the Issuing Office **only**.

Bid Security in the amount of ten percent (10%) of the Bid must accompany each Bid. No bid may be withdrawn within ninety (90) days after the scheduled closing time for receipt of Bids. A payment bond, performance bond, and retainage will be required from the awarded bidder.

The Jefferson County Sanitation Department reserves the right to reject any and all Bids, to waive irregularities in the Bids, and to determine the lowest responsible Bidder.

Questions concerning the Contract Documents will be directed (in writing) to the Engineer: LDA Engineering, 110 Tyson Boulevard, Suite 200, Alcoa, Tennessee 37701, Email: sbostic@ldainc.com. Questions must be received by **5:00 p.m. on Tuesday, July 8, 2025.**

All Bidders must be licensed Contractors as required by the Contractor's Licensing Act of 1994 (Latest Revision). Bidder's name, address, license number, expiration date and that part of classification which applies to the Project(s) and the name, address and licensing information for Plumbing, HVAC, Masonry, and Electrical Contractors, if applicable, must be on the sealed envelope containing the executed Bid Proposal. All required items must be listed, with any item(s) that are not applicable to the Project in accordance with the Regulations to be marked "not applicable to this project". In compliance with the act, sealed envelopes will not be opened unless all required information is properly displayed. Contractors must comply with all "Drug-Free Workplace" requirements. All Bidders must comply with Title VI of the Civil Rights Act of 1964.

The work is for as-needed site development services upon request of the County. The County shall provide a statement of work or possible scope of work for each task. This work may include, but not limited to:

1. Construction of new access road.
2. Construction of perimeter ditches
3. Construction of a new sub cell liner (compacted clay)
4. Pond Construction
5. Construction of storm structures
6. Erosion Control
7. Procurement of materials

June 30 , 2025

Date

/s/ Eric Large, Solid Waste Director
Jefferson County Sanitation Department