

## **JEFFERSON COUNTY FACILITIES COMMITTEE AGENDA**

**Monday, September 15, 2025**

**4:30 p.m.**

**Jefferson County Courthouse**

### **Voting Members**

Commissioner Katy Huffaker  
Commissioner Austin Brooks  
Commissioner Randy Bales  
Commissioner Greg Byrd, Chair  
Commissioner Jim Snodgrass, Vice, Secretary

### **Ex Officio/Non-Voting Member**

County Mayor, Mark Potts  
Finance Director, Jessica Elder  
Director of Facilities, Jeff Denton  
Dir of Schools, Dr. Tommy Arnold  
JC Schools Manit., Austin Bridgewater

#### **I. Call to Order**

#### **II. Roll Call**

#### **III. Prayer**

#### **IV. Pledge of Allegiance**

#### **V. Appearance of Citizens**

Citizens who wish to address the Facilities 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 Facilities Committee Chair before the meeting is "Called to Order".

#### **VI. Approval of Minutes**

a. July 2025

#### **VII. Old Business**

a. Garage  
b. ADA

#### **VIII. New Business**

A. Hearing Assistance for meetings. IT is getting a quote. This will be ADA  
B. Padding courtroom pews  
C. Air Quality Register Deeds Office

#### **IX. Next Meeting**

#### **X. Adjourn**

**Jefferson County Commission**  
**Facilities Committee Minutes**  
July 21, 2025  
Jefferson County Courthouse

Call to order by Commissioner Greg Byrd, Facilities Committee Chair at 4:33 pm.

Voting members present: Katy Huffaker, Randy Bales, Jim Snodgrass and Austin Brooks.

Ex Officio/Non-voting Members Present: Mayor Mark Potts, Jessica Elder (Finance Director), Jeff Denton (Facility Director), and Dr. Tommy Arnold (Director of Schools).

Also present Dewayne Rankin (Maintenance Garage Director) and Jimmy Carmichael (County Commission Chair) and.

Prayer was led by Austin Brooks.

Pledge of Allegiance was led by Randy Bales.

Approval of January 6, 2025 Minutes: Motion by Randy Bales, 2<sup>nd</sup> by Katy Huffaker. All voted in favor.

Old Business:

1. Lighting Quote: Money was put in a reserve account during budget process for lighting. Excel Energy Group submitted an energy efficient lighting upgrade proposal for all County buildings. Some facilities in the proposal have upgraded recently. The reserve money will not be available until the first of next year. Jeff Denton will prioritize list and come back to Facilities Committee to request funds. At present, the Justice Center is the top priority for the lighting upgrade.
2. HVAC: upgrades have not been budgeted. Jeff Denton estimates 25% of HVAC systems need upgraded. Jeff will bring back a comprehensive list of HVAC units for County buildings with unit status, age, model, etc as well as priority for replacement.
3. Garage: proposed expansion bids exceeded monies reserved. Currently have only one bay so can only work inside on one vehicle and outside on others. Jimmy Carmichael recommended bidding out contract in parts and purchasing a premade building that has engineering specs.
  - a. Motion by Katy Huffaker and seconded by Austin Brooks: Motion directing Jefferson County Facility and Maintenance Garage Directors to work together to create a design and plan for a 2 and 3 bay garage addition using a design build model where the project is done in stages, to obtain quotes and to provide information back to Facilities Committee.
  - b. ADA-Mayor is requesting architect to look at the Courthouse again.

Next meeting scheduled for Monday September 15, 2025 at 4:30 pm.

Meeting adjourned at 5:25 pm. Motion Randy Bales 2<sup>nd</sup> by Katy Huffaker. All in favor.

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Katy Huffaker, Secretary

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Greg Byrd, Chair