



FINANCE COMMITTEE

Rodney Long
Chairman

Thomas Doty
Vice-Chairman

Bobby Haun
Ex-Officio

Debbie A'Hearn
Member

Stan Harville
Member

Peggy Howell
Member

Joe Huntsman, Sr.
Member

Mike Reed
Member

Mike Richardson
Member

Kyle Walker
Member

Hamblen County Government
FINANCE COMMITTEE

Monday, December 8, 2025

*Immediately following the Adjournment of the Justice Center/Public Safety Committee
Large Courtroom – Hamblen County Courthouse*

AGENDA

- 1. Call to Order-Chairman Rodney Long**
- 2. Visitors Wishing to Address the Committee About Agenda Items Only – Chairman Rodney Long (Visitors will be allotted 3 minutes to speak)**
- 3. Recurring Business – Chairman Rodney Long**
 - a. Expenditure Reports – November 2025 (*Information Only-No Action Necessary*)
 - b. Monthly Checks November 2025 (*Information Only-No Action Necessary*)
- 4. Old Business – Chairman Rodney Long**
 - a. None
- 5. New Business – Chairman Rodney Long**
 - a. JBI Renewal Agreement for SCAAP Grant-*County Mayor Chris Cutshaw*
 - b. TDEC Grant Bid Recommendation for Stormwater Projects-*County Mayor Chris Cutshaw*
 - c. Additional Employees-*County Mayor Chris Cutshaw*
 - i. Additional Employee-Chief Magistrate/Administrative Assistant
 - ii. Additional Employee-IT Technician Specialist
 - iii. Additional Employee-Grant Coordinator/Purchasing & Special Projects Assistant
 - iv. Additional Employee-Maintenance/Housekeeper Justice Center
 - d. Future Capital Projects
 - i. Capital Improvements for Old Justice Center/Sheriff's Department-*County Mayor Chris Cutshaw*
 - ii. Workhouse-Jail to Work for Men Housing-*Bill Brittain Opioid Abatement Committee Chairman*
 - e. Budget Amendment-*Amanda Hale-Finance Director and Hamblen County Board of Education Supervisor Jared Ladd*
 - i. Hamblen County Department of Education Budget Amendment #5- Increase of \$67,300
 - ii. Fund #101-Accounting and Budgeting \$29,235
 - iii. Fund #101-Data Processing \$34,395
 - iv. Fund #101-General Sessions Court \$37,835
 - v. Fund #101-Other Facilities/Maintenance \$25,800
 - f. Change Order #001 Hamblen County Health Department \$10,730-*County Mayor Chris Cutshaw*
 - g. Change Order #002 Hamblen County Health Department \$36,628-*County Mayor Chris Cutshaw*
- 6. Items of Interest (No Action Necessary) – Chairman Rodney Long**
 - a. Planning Commission Building Permit Report-November 2025
 - b. County Attorney Invoices -November 2025
 - c. Trustee Report- November 1, 2025 – November 30, 2025

- d. Budget Amendment
 - i. Fund #101-Administration of the Sexual Offender Registry \$250
 - ii. Fund #101-Chancery Court \$800
 - iii. Fund #101-Courtroom Security \$5,000
- e. Hamblen County Department of Education Quarterly Expenditure Report First Quarter 2025-2025

7. **Adjournment – Chairman Rodney Long**

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Change Order

PROJECT: (Name and address)	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Hamilton County Health Department 1570 Buffalo Trail Morristown, TN 37814	Contract For General Construction - Ag FBI Renovation Date: April 23, 2025	Change Order Number: 091 / RMA #2247600 Date: November 13, 2025
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)
Hamilton County Government 911 West Second North Street Morristown, TN 37814	Burner McMurry Architects LLC 500 Market Street, Suite 200 Knoxville, TN 37902	Construction Partners, LLC 702 Princeton Road Johnson City, TN 37601

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
PCD A - Ag 1st - \$10,730 (enclued)

The original Contract sum was

\$	637,300.00
9	0.00
9	637,300.00
6	10,730.00
6	648,030.00

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract sum will be increased by this Change Order in the amount of

The new Contract sum including this Change Order will be

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be August 01, 2026

NOTE: This Change Order does not include adjustments to the Contract sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT (Signature)

BY: Charles V. Crispin, AIA, CEO
(Printed name, title, and license number if required)

CONTRACTOR (Signature)

Travis Brooks - President
(Printed name and title)

13 November 2025
Date

11-14-25

Date

OWNER (Signature)

(Printed name and title)

Date

CONSTRUCTION PARTNERS, LLC

COMMERCIAL, RETAIL & INDUSTRIAL CONTRACTING

CHANGE ORDER AUTHORIZATION FORM

Job Name:	Hamblen County Health Dept	Date:	11/11/2025	
Owner:	Hamblen County Government	Change Order #:	4 - Alt 1	
Location:	Morristown, TN	Job Number:	2522	
DESCRIPTION:	ASI # 1			
LABOR BREAKDOWN				
Hours		Rate	OT Rate	Amount
11	PM	\$75		\$0.00
	Super	\$38		\$412.50
	Equipment Operator	\$35		\$0.00
	Carpenter	\$30		\$420.00
	Clean Up Labor	\$25		\$0.00
			Sub Total	\$832.50
			Labor Burden @ 30 %	\$249.75
			Sub Total Labor	\$1,082.25
			OH&P @ 15%	\$162.34
			Total Labor	\$1,244.59
MATERIAL BREAKDOWN				
		Cost	Tax	
Materials	Fire Rated Plywood	\$660.00	\$62.70	\$722.70
Materials		\$0.00	\$0.00	\$0.00
Materials		\$0.00	\$0.00	\$0.00
Materials		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
			Sub Total	\$722.70
			OH&P @ 15%	\$108.41
			Total:	\$831.11
SUBCONTRACTOR BREAKDOWN				
Description		Cost		Total
Ceilings		\$238.00		\$238.00
Flooring		\$375.00		\$375.00
Roofing		\$216.00		\$216.00
HVAC & Plumbing		\$2,240.00		\$2,240.00
Sprinkler		\$803.00		\$803.00
Electrical		\$3,500.00		\$3,500.00
			Sub Total	\$7,372.00
			Overhead and Profit @ 15%	\$1,105.80
			Total Sub Contractor Cost	\$8,477.80
			Total Direct and Sub Contract Cost	\$10,553.49
			Bond @ .012%	\$126.64
			Insurance @ .047%	\$49.60
			Total Cost	\$10,730
	4	 DAYS		

SUBMITTED BY:	Architect's Approval	Owner's Approval
Construction Partners	Firm: _____	Firm: _____
By: _____	By: _____	By: _____
Title: _____	Title: _____	Title: _____



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Change Order

PROJECT: (Name and address)	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Hamblen County Health Department 1976 Buffalo Trail Morristown, TN 37814	Contract For: General Construction - Base Bid Date: April 24, 2025	Change Order Number: 002 / RMA # 2207640 Date: November 13, 2025
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)
Hamblen County Government 511 West Second North Street Morristown, TN 37814	BurkeMcMurry Architects LLC 505 Market Street, Suite 300 Knoxville, TN 37902	Construction Partners, LLC 103 Princeton Road Johnson City, TN 37601

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
PCO #4 - 536,678 (attached)

The original Contract Sum was

\$	3,846,045.00
\$	6,471.00
\$	3,852,516.00
\$	36,628.00
\$	3,889,144.00

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be increased by this Change Order in the amount of
The new Contract Sum including this Change Order will be

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be August 01, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT (Signature)



CONTRACTOR (Signature)

OWNER (Signature)

BY: Charles V. Griffin, AIA, CEO

Travis Brooks - President

(Printed name, title, and license
number if required)

(Printed name and title)

(Printed name and title)

13 November 2025

11-14-25

Date

Date

CONSTRUCTION PARTNERS, LLC

COMMERCIAL, RETAIL & INDUSTRIAL CONTRACTING

CHANGE ORDER AUTHORIZATION FORM

Job Name:	Hamblen County Health Dept	Date:	11/11/2025
Owner:	Hamblen County Government	Change Order #:	4 Base
Location:	Morristown, TN	Job Number:	2522
DESCRIPTION:	ASI # 1		

LABOR BREAKDOWN		Rate	OT Rate	Amount
Hours				
21	PM	\$75		\$0.00
	Super	\$38		\$787.50
	Equipment Operator	\$35		\$0.00
26	Carpenter	\$30		\$780.00
	Clean Up Labor	\$25		\$0.00
			Sub Total	\$1,567.50
			Labor Burden @ 30 %	\$470.25
			Sub Total Labor	\$2,037.75
			OH&P @ 15%	\$305.66
			Total Labor	\$2,343.41

MATERIAL BREAKDOWN		Cost	Tax	
Materials	Fire Rated Plywood	\$1,280.00	\$121.60	\$1,401.60
Materials		\$0.00	\$0.00	\$0.00
Materials		\$0.00	\$0.00	\$0.00
Materials		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		Sub Total		\$1,401.60
			OH&P @ 15%	\$210.24
			Total:	\$1,611.84

SUBCONTRACTOR BREAKDOWN		Cost	Total
Description			
Ceilings		\$1,682.00	\$1,682.00
Flooring		\$375.00	\$375.00
Roofing		\$1,284.00	\$1,284.00
HVAC & Plumbing		\$9,893.00	\$9,893.00
Sprinklers		\$6,154.00	\$6,154.00
Electrical		\$8,500.00	\$8,500.00
		Sub Total	\$27,888.00
		Overhead and Profit @ 15%	\$4,183.20
		Total Sub Contractor Cost	\$32,071.20
		Total Direct and Sub Contract Cost	\$36,926.45

Above Pricing Valid Until November 14, 2025

SCHEDULE EXTENSION REQUESTED FOR THE ABOVE CHANGE ORDER		Days	4	Owner's Approval
By:	Travis Brooks	Firm:		
Title:	Project Manager	By:		
		Title:		

SUBMITTED BY:	Architect's Approval	Owner's Approval
Construction Partners		
By: Travis Brooks	Firm:	
Title: Project Manager	By:	
	Title:	