



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*

# **AIA** Document G701<sup>®</sup> - 2017

## **Change Order**

**PROJECT:** (Name and address)  
Hamilton County Health Department  
1876 Buffalo Trail  
Morrison, TN 37014

**CONTRACT INFORMATION:**  
Contract For: General Construction - Ag  
E&M Renovation  
Date: April 23, 2025

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001 / WMA  
02247630  
Date: November 13, 2025

**OWNER:** (Name and address)  
Hamilton County Government  
511 West Second North Street  
Morrison, TN 37014

**ARCHITECT:** (Name and address)  
BarberMcMurry Architects LLC  
505 Market Street, Suite 200  
Knoxville, TN 37002

**CONTRACTOR:** (Name and address)  
Construction Partners, LLC  
703 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.)

PCS A - Ag E&M - \$10,730 (attached)

The original Contract sum was  
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

|    |            |
|----|------------|
| \$ | 637,300.00 |
| \$ | 0.00       |
| \$ | 637,300.00 |
| \$ | 10,730.00  |
| \$ | 648,030.00 |

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. Griffin, AIA, CEO  
(Printed name, title, and license number if required)

13 November 2025  
Date

  
CONTRACTOR (Signature)

Travis Brooks - President  
(Printed name and title)

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     |
|---------------------|--------------------|------|---------|------------|
|                     | PM                 | \$75 |         | \$0.00     |
| 11                  | Super              | \$38 |         | \$412.50   |
|                     | Equipment Operator | \$35 |         | \$0.00     |
| 14                  | 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

| Materials          | Cost     | Tax     |          |
|--------------------|----------|---------|----------|
| Fire Rated Plywood | \$660.00 | \$62.70 | \$722.70 |
|                    | \$0.00   | \$0.00  | \$0.00   |
|                    | \$0.00   | \$0.00  | \$0.00   |
|                    | \$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    |

**\*\* Above Pricing Valid Until November 14, 2025\*\***

\* SCHEDULE EXTENSION REQUESTED FOR THE ABOVE CHANGE ORDER

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



# AIA Document G701' - 2017

## Change Order

**PROJECT:** (Name and address)  
Hamblen County Health Department  
1976 Buffalo Trail  
Morristown, TN 37814

**CONTRACT INFORMATION:**  
Contract For: General Construction - Base  
Bid  
Date: April 24, 2025

**CHANGE ORDER INFORMATION:**  
Change Order Number: 002 / RMA #  
2207600  
Date: November 13, 2025

**OWNER:** (Name and address)  
Hamblen County Government  
511 West Second North Street  
Morristown, TN 37814

**ARCHITECT:** (Name and address)  
BarberMcMurry Architects LLC  
505 Market Street, Suite 300  
Knoxville, TN 37902

**CONTRACTOR:** (Name and address)  
Construction Partners, LLC  
703 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 - \$36,628 (attached)

The original Contract Sum was  
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

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

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. Griffin, AIA, CEO  
(Printed name, title, and license number if required)

13 November 2025  
Date

  
CONTRACTOR (Signature)

Travis Brooks - President  
(Printed name and title)

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 Base     |
| Location:           | Morristown, TN             | Job Number:     | 2522       |
| DESCRIPTION: ASI #1 |                            |                 |            |

### LABOR BREAKDOWN

| Hours               |                    | Rate | OT Rate | Amount     |
|---------------------|--------------------|------|---------|------------|
|                     | PM                 | \$75 |         | \$0.00     |
| 21                  | 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

| Materials          | Cost       | Tax      |            |
|--------------------|------------|----------|------------|
| Fire Rated Plywood | \$1,280.00 | \$121.60 | \$1,401.60 |
|                    | \$0.00     | \$0.00   | \$0.00     |
|                    | \$0.00     | \$0.00   | \$0.00     |
|                    | \$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

| Description                        | Cost       | Total       |
|------------------------------------|------------|-------------|
| 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  |
| Sprinkler                          | \$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 |            | \$36,026.45 |
| Bond @ .012%                       |            | \$432.32    |
| Insurance @ .047%                  |            | \$169.32    |
| Total Cost                         |            | \$36,628    |

**\*\* Above Pricing Valid Until November 14, 2025 \*\***

\* SCHEDULE EXTENSION REQUESTED FOR THE ABOVE CHANGE ORDER

|                        |                      |                  |
|------------------------|----------------------|------------------|
| 4 DAYS                 |                      | Owner's Approval |
| SUBMITTED BY:          | Architect's Approval | Firm:            |
| Construction Partners  | Firm:                | By:              |
| By: Travis Brooks      | By:                  | Title:           |
| Title: Project Manager | Title:               |                  |