

RESOLUTION

No. 2024 / 12 / 01

To the HONORABLE Mark DeWitte, Chairman, and Members of the Hawkins County Board of Commissioners in Regular Session, met this 16th day of December 2024.

RESOLUTION IN REF: TO PROVIDE FOR EDUCATION INCENTIVE PAYMENTS TO COUNTY LEGISLATIVE BODY MEMBERS OF HAWKINS COUNTY GOVERNMENT

WHEREAS, under T.C.A. § 5-5-113, counties are authorized and encouraged to pay a supplement of six hundred dollars (\$600) to county legislative body members who successfully complete in each year at least eight (8) hours of continuing education training at conferences or meeting provided or approved the County technical Assistance Service (CTAS); and

WHEREAS, Hawkins County desires to provide for such an incentive payment to county legislative body members who successfully complete the annual training, subject to budget availability and appropriation of funds.

NOW THEREFORE, BE IT RESOLVED by the Hawkins County legislative body, meeting in regular session at Rogersville, Tennessee, on this 16th day of 2024, that:

SECTION 1. Any county legislative body member of Hawkins County who has completed at least eight (8) hours of continuing education training at conferences or meetings provided or approved by CTAS and whose completion of such training has been verified by CTAS shall be paid the sum of six hundred dollars (\$600) out of county funds appropriated for that purpose.

SECTION 2. This resolution shall take effect upon its passage and approval, the public welfare requiring it.

ADOPTED this 16th day of December 2024.

Introduced By Esq. Jeff Barrett

ACTION: AYE NAY PASS

Seconded By Esq. \_\_\_\_\_

Roll Call \_\_\_\_\_

Date Submitted 11-25-2024

Voice Vote \_\_\_\_\_

Nancy A. Davis County Clerk

Absent \_\_\_\_\_

By: Cynthia Hledge DC.

COMMITTEE ACTION

Chairman \_\_\_\_\_

Mayor \_\_\_\_\_

Mayor's Action: Approved \_\_\_\_\_ Veto \_\_\_\_\_

Mayor's Action: \_\_\_\_\_ Veto \_\_\_\_\_



**State of Tennessee**  
**PUBLIC CHAPTER NO. 997**

**HOUSE BILL NO. 2677**

**By Representatives White, Whitson, Sparks, Keisling, Hardaway**

**Substituted for: Senate Bill No. 2897**

**By Senator Bailey**

AN ACT to amend Tennessee Code Annotated, Title 2; Title 5 and Title 7, relative to training for members of county legislative bodies.

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

SECTION 1. Tennessee Code Annotated, Section 5-5-113, is amended by deleting the section and substituting:

(a) Each member of a county legislative body shall:

(1) No later than one hundred twenty (120) days after election or appointment, complete orientation training provided by the University of Tennessee's county technical assistance service (CTAS). This subdivision (a)(1) applies only to members newly elected or appointed on or after April 12, 2018; and

(2) Annually, complete at least eight (8) hours of continuing education training at conferences or meetings provided or approved by CTAS. The period for compliance under this subdivision (a)(2) begins on September 1, 2024. This subdivision (a)(2) does not apply to:

(A) A person appointed to fill a vacancy on a county legislative body until September 1 after the person's appointment;

(B) An incumbent in office prior to April 12, 2018, until the incumbent is separated from office for any reason and is subsequently elected or appointed to serve as a member of a county legislative body; and

(C) Any commissioner after eight (8) years of service.

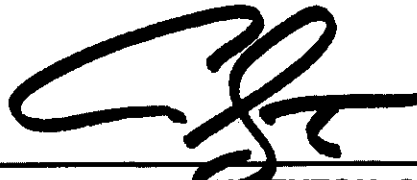
(b) CTAS may provide the training required under subsection (a) in person or by any other means available.

(c) The comptroller of the treasury shall, at least annually, post on its website the name of each member of a legislative body and the hours of training required and completed for each member in compliance with subsection (a).

(d) A county may, and is encouraged to, pay a supplement of six hundred dollars

HOUSE BILL NO. 2677

PASSED: April 25, 2024



CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES



RANDY MCNALLY  
SPEAKER OF THE SENATE

APPROVED this 21<sup>st</sup> day of May 2024



BRIAN LEE GOVERNOR

# COUNTY COMMISSIONER REQUIRED TRAINING

## About County Commissioner Required Training

Beginning September 1, 2018, newly-elected or newly-appointed county commissioners are required to complete orientation training provided by CTAS under T.C.A. § 5-5-113. In addition, those newly elected members will also be required to complete eight (8) hours of continuing education provided or approved by CTAS on an annual basis. The requirements for this training, including exemptions from the training requirements, are described below. The comptroller will publish annually a list of commissioners with the hours of training required and the hours each commissioner has obtained.

## Program Requirements






### Orientation Training

You have 120 days after the date of your election or appointment within which to complete your orientation training. Orientation training can be obtained by attending the CTAS County Officials Orientation Program (COOP) held for newly-elected officials every four years, or by taking specific online training classes offered by **CTAS through K@te**.

**IMPORTANT:** Newly elected commissioners need to contact CTAS at [ctas.support@tennessee.edu](mailto:ctas.support@tennessee.edu) to notify us that they are new and need to be registered for the online commissioner training. If you need assistance enrolling in K@te, please contact the [CTAS training department](#).



### Continuing Education Training

  
  
 For newly-elected or newly-appointed county commissioners, your annual compliance period begins on the first September 1 occurring after the date of your election or appointment. Orientation training does not count toward your continuing education requirement.

## Continuing Education Options

The annual  
continuing  
education

requirement can be met in various ways, including attending educational sessions at TCSA conferences and TCCA regional meetings, attending CTAS training classes, completing online training provided by CTAS, and attending other professional development approved by CTAS. Sign-in sheets will be provided at association events and CTAS training. If you attend outside training, please submit a [Credit Request using the button on the right](#).

### Exemptions

- You are exempt from the ORIENTATION

TRAINING requirement if you were in office on April 12, 2018 and have continuously served after that date.

- You are exempt from the CONTINUING EDUCATION TRAINING requirement if:
  - You were in office on April 12, 2018 and have continuously served after that date; OR
  - You have a total of eight (8) years or more of service as a county commissioner (years of service are not required to be continuous).

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## CLB Incentive Programs

On May 21, 2024,  
Governor Bill Lee

signed into law [an amendment to T.C.A. § 5-5-113](#) that provides for a new incentive for county commissioners, should their county choose to adopt by resolution.

To qualify for the new incentive, the following must happen:

1. Your county must adopt a resolution establishing the incentive.
2. Commissioners who have never participated in any CTAS training [must register for a k@te account](#).

This new incentive for county commissioners has specific requirements to meet in order to qualify for it. The qualifications depend on when you were elected.

### **Elected before April 2018 and were previously exempted from the mandatory training requirements**

You must now complete 8 hours of continuing education each year to qualify for the new incentive.

### **Elected after April 2018**

You must complete both the orientation and 8 hours of continuing education to qualify for the new incentive. We offer an online orientation to make this qualification easier to achieve. Once you set up your k@te account, the online orientation can be assigned to you. If you already have a k@te account and have not completed the orientation requirement, please contact us to make sure the online orientation is assigned to you correctly.

If you have any questions, please send us an email at [ctas.support@tennessee.edu](mailto:ctas.support@tennessee.edu).



[Download Sample Resolution to Establish CLB Incentive Program](#)



Training Home

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## Contact

For questions or comments, contact the CTAS training staff:

(615) 532-3555

Email Us



## **2023 Tennessee Code**

### **Title 5 - COUNTIES (§§ 5-1-101 — 5-23-112)**

#### **Chapter 5 - COUNTY LEGISLATIVE BODIES (§§ 5-5-101 — 5-5-203)**

##### **Part 1 - SUBSTANTIVE PROVISIONS (§§ 5-5-101 — 5-5-127)**

###### **Section 5-5-113 - Required orientation training for members of county legislative bodies**

#### **Universal Citation:**

TN Code § 5-5-113 (2023) [?](#)

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**(a)** Each member of a county legislative body shall:

**(1)** No later than one hundred twenty (120) days after election or appointment, complete orientation training provided by the University of Tennessee's county technical assistance service (CTAS). This subdivision (a)(1) applies only to members newly elected or appointed on or after April 12, 2018; and

**(2)** Annually, complete at least eight (8) hours of continuing education training

at conferences or meetings provided or approved by CTAS. The period for compliance under this subdivision (a)(2) begins on September 1, 2024. This subdivision (a)(2) does not apply to:

- (A)** A person appointed to fill a vacancy on a county legislative body until September 1 after the person's appointment;
- (B)** An incumbent in office prior to April 12, 2018, until the incumbent is separated from office for any reason and is subsequently elected or appointed to serve as a member of a county legislative body; and
- (C)** Any commissioner after eight (8) years of service.

**(b)** CTAS may provide the training required under subsection (a) in person or by any other means available.

**(c)** The comptroller of the treasury shall, at least annually, post on its website the name of each member of a legislative body and the hours of training required and completed for each member in compliance with subsection (a).

**(d)** A county may, and is encouraged to, pay a supplement of six hundred dollars (\$600), in addition to the commissioner's regular salary, to a commissioner for such county who successfully completes in each year the continuing education training required by subdivision (a)(2).

*Amended by 2024 Tenn. Acts, ch. 997, s 1, eff. 5/21/2024.*

*Added by 2018 Tenn. Acts, ch. 718, s 1, eff. 5/20/2018.*

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## RESOLUTION

No. 2024 / 12 / 02

To the HONORABLE Mark DeWitte, Chairman, and Members of the Hawkins County Board of Commissioners in Regular Session, met this 16th day of December 2024.

**RESOLUTION IN REF: RE-APPOINTMENT of Patrick Lund, Paul Keys, Glenn Hutchens, and James Sandlin TO THE HAWKINS COUNTY INDUSTRIAL BOARD for six year terms beginning January 1, 2025 and end December 31, 2030.**

**APPOINTMENT of Michael Solomon who will be replacing Larry Elkins who terms ends December 31, 2024 Mr. Elkins choose not to seek re-election. His term is a six-year term which will begin on January 1, 2025, and end December 31, 2030.**

**APPOINTMENT of Chuck Smith who will replace Otis Munsey who resigned from the board due to declining health effective December 31, 2024. Mr. Munsey's term will end on December 31, 2025. Mr. Smith will serve the remainder of Mr. Munsey term which will begin January 1, 2025, and end December 31, 2025**

**WHEREAS,** Four (4) board members terms on the Hawkins County Industrial Board will end on December 31, 2024 Patrick Lund, Paul Keys, Glenn Hutchens, James Sandlin, terms end December 31, 2024 All four members would like to continue to serve on the board of directors. The board met on October 24, 2024, Bill Lyons made a motion, seconded by Orville Armstrong to nominate Patrick Lund, Paul Keys, Glenn Hutchins, and James Sandlin for 6-year term beginning January 1, 2025, and end December 31, 2030. Motion carried

**WHEREAS,** Two (2)board members Larry Elkins whose terms ends December 31, 2024 and Otis Munsey whose term end December 31, 2025 have resigned from the board. The Industrial Board met November 21, 2024, to elect two new members. There were four candidates nominated. Board members were given ballots with the four candidates listed and were ask to vote for two candidates. Mike Solomon received the most votes and will serve the 6-year term vacated by Larry Elkins beginning January 1, 2025, and end December 31, 2030. Chuck Smith received the next highest amount of votes and will finish out Otis Munsey the 1 year term vacated by Mr. Munsey beginning January 1, 2025 and ending December 31, 2025. Bill Lyons made a motion, seconded by Jeremy Jones to accept Michael Solomon and Charles "Chuck" Smith as the winning candidates to be recommended to the full commission for approval . Motion carried

**WHEREAS,** At the Hawkins County Industrial Board meeting, the Board voted to recommend the following appointments to the Hawkins County Industrial Board. The nominee was voted on and received the majority vote from the Hawkins County Industrial Board. That the following candidates be approved to serve on the Hawkins County Industrial Board.



	<b>Term Beginning</b>	<b>Term Ending</b>
Patrick Lund	January 1, 2025	December 31, 2030
Paul Keys	January 1, 2025	December 31, 2030
Glenn Hutchens	January 1, 2025	December 31, 2030
James Sandlin	January 1, 2025	December 31, 2030
Michael Solomon	January 1, 2025	December 31, 2030
Charles "Chuck" Smith	January 1, 2025	December 31, 2025

**THEREFORE, BE IT RESOVED THAT:** These candidates be appointed to the Hawkins County Industrial Board.

Introduced By Esq. Nancy Barker

**ACTION:**      **AYE**    **NAY**    **PASS**

Seconded By Esq. \_\_\_\_\_

Roll Call    \_\_\_\_\_

Date Submitted 12-02-24

Voice Vote    \_\_\_\_\_

Nancy A Davis  
County Clerk

Absent        \_\_\_\_\_

By: Cynthia Rutledge D.C.

**COMMITTEE ACTION**

Chairman \_\_\_\_\_

Mayor \_\_\_\_\_

**MAYOR'S ACTION:**    **Approved** \_\_\_\_\_ **Veto** \_\_\_\_\_



## BOARD MEMBERS AND TERMS OF OFFICE

<u>Name</u>	<u>Date Term Began</u>	<u>Date Terms Ends</u>
Phil Barrett	April 1, 2022	March 31, 2028
Patrick Lund (Tony Burchfield resigned-Patrick to finish his term)	April 22, 2019	December 31, 2024
Orville Armstrong (Gene Christian resigned effective 11/19/2020 due to declining health)	November 19, 2020	December 31, 2025
Paul Key (Danny Cockreham passed away on 01/06/2021. – Vacant)	January 6, 2021	December 31, 2024
Charles Johnson (Amy Skelton resigned an elected position. Charles Johnson to finish her term.)	April 1, 2024	June 30, 2026
Larry Elkins	January 1, 2019	December 31, 2024
Glenn Hutchins (Terry Glass passed away on 01/07/2020. Glenn to finish his term.)	January 7, 2020	December 31, 2024
Susan Armstrong	September 1, 2020	August 31, 2025
Kerry Jackson	April 1, 2022	March 31, 2028
Bill Lyons	January 1, 2017	December 31, 2022
Otis Munsey	January 1, 2020	December 31, 2025
Jeremy Jones (Josh Russell was terminated on September 15, 2021) (Gary Darnell resigned at the end of his term due to declining health.)	November 4, 2021	August 31, 2026
James Sandlin (Tommy Young passed away on June 13, 2022 – James to finish his term)	October 24, 2022	December 31, 2024
Robbie Helton	March 1, 2022	February 28, 2028

Updated 11/2024

rb



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**Hawkins County Industrial Development Board**  
**Minutes**  
 October 24, 2024

<b>Members Present:</b>		
<input checked="" type="checkbox"/> Larry Elkins, Chairman	<input type="checkbox"/> Phil Barrett	<input checked="" type="checkbox"/> Bill Lyons
<input checked="" type="checkbox"/> Patrick Lund, Vice Chairman	<input checked="" type="checkbox"/> Glenn Hutchins	<input type="checkbox"/> Otis Munsey
<input checked="" type="checkbox"/> Kerry Jackson, Sec/Treasurer	<input checked="" type="checkbox"/> Robbie Helton	<input checked="" type="checkbox"/> Jeremy Jones
<input checked="" type="checkbox"/> Orville Armstrong	<input checked="" type="checkbox"/> Paul Key	<input checked="" type="checkbox"/> Charles Johnson
<input type="checkbox"/> Susan Armstrong	<input checked="" type="checkbox"/> James Sandlin	
<b>Hawkins County Industrial Board Staff:</b> <input checked="" type="checkbox"/> Rebecca Baker		
Media: <input checked="" type="checkbox"/> Jeff Bobo, Rogersville Review <input type="checkbox"/> Wade Littleton, Citizens Tribune <input type="checkbox"/> Anna Adams, Kingsport Times News		
<b>Guests:</b>		
<input checked="" type="checkbox"/> Chuck Smith, Hawkins County Citizen	<input checked="" type="checkbox"/> Lynn Tully, State of TN	<input checked="" type="checkbox"/> Allison Dover, State of TN
<input checked="" type="checkbox"/> Seth Rhoton, Hawkins County Board of Education	<input checked="" type="checkbox"/> Nancy Barker, Chamber of Commerce	

**1) Call to Order**

The meeting was called to order shortly after noon at the Hawkins County Gas Utility Meeting Room located on 202 Park Blvd in Rogersville, Tennessee by Chairman Larry Elkins. Guests were introduced.

**2) Approval of Minutes**

Orville Armstrong made a motion, second by Bill Lyons, to accept for our records the August 22, 2024, minutes as mailed. Motion carried.

**3) Treasurer's Report**

Bill Lyons made a motion, second by Orville Armstrong, to accept for our records the October 24, 2024 financial report as presented by Rebecca Baker. Motion carried.

**4) Committee Reports**

None

**5) Old Business**

✧ **Project Follower** – Chairman Larry Elkins reported Share Logistics (Project Follower) made their announcement in September. Share Logistics located in Phipps Bend Industrial Park will create 21 new jobs and will invest \$400,000.



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## Hawkins County Industrial Development Board

### Minutes

October 24, 2024

- ✧ **Project Elixer-** Rebecca Baker, Executive Administrative Coordinator, reported Project Elixer is still progressing.
- ✧ **Project Seven** – Chairman Larry Elkins reported Project Seven has closed on the land sale.
- ✧ **Project Rock/Project Rinse** – Michael Parker, Networks, reported the project is still moving forward.
- ✧ **REAP Breakfast** – Chairman Larry Elkins reported several companies were represented at the meeting. State of Tennessee, TVA, Holston Electric and others presented at the meeting.
- ✧ **Tenaska** – Chairman Larry Elkins reported the battery storage project is progressing and moving forward.
- ✧ **Phipps Bend Industrial Park Fire Protection** – Chairman Larry Elkins reported the contract has been signed by Surgoinsville Fire Department to service Phipps Bend Industrial Park.

#### 6) New Business

- ✧ **TCAT Update** – Charles Johnson reported the largest truck driving class they have had just graduated. The class is already full for next month and for January. TCAT has a new welding instructor.

Nancy Barker reported on the meeting with the Board of Regents and others at TCAT. TCAT is a prime site in Phipps Bend for a trained workforce. The improvements/expansion project is progressing. They plan to pave the truck driving lot, expand welding, cosmetology, HVAC and add nursing to the curriculum. They have said they would like the truck driving class to be a prototype for the State of Tennessee.

- ✧ **Networks Update** – Rebecca Baker, Executive Administrative Coordinator, reported on the progress of all the projects.

- ✧ **State of Tennessee Update** – Allison Dover reported that she and Rebecca Baker, Executive Administrative Coordinator, are still visiting industries on a regular basis. Mrs. Dover reported she and Mrs. Baker visited East Tennessee Iron and Metal as well as Transformer Maintenance Services. Lynn Tully reported on the disaster impacted companies.

- ✧ **TRW Building** – Chairman Larry Elkins reported he, Clay Walker and Rebecca Baker toured the vacant TRW building, which is now owned by Phoenix.



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## Hawkins County Industrial Development Board Minutes

October 24, 2024

- ✧ **Board of Education Update** – Seth Rhoton, Work Based Learning Coordinator, reported bids were opened last week for the expansion on three school sites. Volunteer High School will be adding machine tooling, Cherokee High School will add welding and Clinch High School will add Industrial Maintenance.
  
- ✧ **Future Ready Expo** – Rebecca Baker, Executive Administrative Coordinator, reported she and Nancy Barker were invited to attend the Future Ready Expo meeting in Morristown. They will be including a select few Hawkins County Schools this year in the Expo.
  
- ✧ **Governor's Conference** – Rebecca Baker, Executive Administrative Coordinator reported she and Nancy Barker attended the Governor's Conference a couple of weeks ago in Knoxville.
  
- ✧ **PBJV Audit** – Rebecca Baker, Executive Administrative Coordinator, reported the field work has been completed on the PBJV audit.
  
- ✧ **Board Member Reappointment** – Chairman Larry Elkins reported five board members' terms will end on December 31, 2024. The following board members' terms will be ending: Patrick Lund, Paul Key, Larry Elkins, Glenn Hutchins, and James Sandlin. Chairman Larry Elkins announced he will not be seeking re-election to the board of directors. Patrick Lund, Paul Key, Glenn Hutchins, and James Sandlin would like to continue to serve on the board of directors. Bill Lyons made a motion, second by Orville Armstrong to nominate Patrick Lund, Paul Key, Glenn Hutchins, and James Sandlin for another six-year term to begin on January 1, 2025 and to end December 31, 2030. Motion carried.
  
- ✧ **Otis Munsey's Resignation** – Chairman Larry Elkins reported Otis Munsey has decided to resign from the board of directors due to his declining health, effective December 31, 2024. Mr. Munsey's term will end on December 31, 2025.

There being no further business the meeting was adjourned.

Respectfully submitted,

Kerry Jackson  
Secretary-Treasurer

Approved by the Board of Directors  
On November 21, 2024

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Larry Elkins  
Chairman



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## Hawkins County Industrial Development Board

### Minutes

November 21, 2024

#### 5) Old Business

✧ **Project Elixer**- Chairman Larry Elkins reported Project Elixer is ready to close on the 5 acres they had originally paid \$10,000 option to purchase payment on. The purchase price will be \$22,500/acre. Chairman Elkins also reported Project Elixer is requesting to pay a \$10,000 option to purchase payment on the additional 10 acres available for the project. After discussion, Orville Armstrong made the motion; second by Bill Lyons to allow Project Elixer to pay the \$10,000 option to purchase payment on the additional 10 acres. Also in the motion, the 10 acres will be priced to Project Elixer at \$22,500/acre as well. Motion carried.

✧ **Project Seven** – Chairman Larry Elkins reported Techni Glass announced their seventh expansion. They have purchased 7 acres for a new building. Once they are ready to start construction, Techni Glass will present their building plans for approval.

✧ **Project Rock/Project Rinse** – Michael Parker, Networks, reported on the progress of Project Rock/Volcano. Local Stakeholders had a meeting with Project Rock/Volcano and two of their new investors.

✧ **Tenaska** – Chairman Larry Elkins reported he, Rebecca Baker and Tim Tidwell had a conference call with a TVA green energy represented regarding the project. TVA is very excited about the project.

#### 6) New Business

✧ **TCAT Update** – Charles Johnson reported he has been in the process of writing a grant for a new truck for the truck driving school. Mr. Johnson also reported TCAT had a reverse job fair for the cosmetology students last week. Each graduate received at least one job offer and some received several. Mr. Johnson reported he is very excited about the upcoming expansion.,

✧ **Networks Update** – Michael Parker, Networks, reported he took a company to visit the secondary building Contour Industries has put up for sale. The company is from Idaho.

✧ **State of Tennessee Update** – Allison Dover reported that she and Rebecca Baker, Executive Administrative Coordinator, are still visiting industries on a regular basis. Mrs. Dover reported she and Mrs. Baker visited East Tennessee Iron and Metal as well as Transformer Maintenance Services. Lynn Tully reported on the disaster impacted companies.



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## Hawkins County Industrial Development Board

### Minutes

November 21, 2024

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## **Hawkins County Industrial Development Board**

### **Minutes**

November 21, 2024

✧ **Board of Education Update** – Dr. Brandon Williams reported on the expansions of the three high schools. Dr. Williams reported they plan to break ground in mid-December – January to be completed by 2025-2026 school year.

✧ **Hwy 66/Bulls Gap Meeting** – Chairman Elkins reported on the meeting in Bulls Gap regarding the Hwy 66/Bulls Gap Road. Representative Gary Hicks also reported the project has funding in place but it will have to meet the NEPA guidelines. Attendees at the meeting had lots of questions. It is estimated it will take 3 – 3 ½ years to buy the easements.

✧ **Board Member Vacancies** – Chairman Larry Elkins reported two board member vacancies will be voted on today. One vacancy is Larry Elkins. Mr. Elkins' term will end on December 31, 2024 and does not wish to be reappointed. The other vacancy is Otis Munsey. Mr. Munsey is resigning effective December 31, 2024. Mr. Munsey's term does not end until December 31, 2025. The four candidates include: Charles "Chuck" Smith, Michael Solomon, Jason Putnal, and Michael Jarnigan. Ballots were given to all board members for voting. Michael Solomon won the vote for the six-year term to begin January 1, 2025 and to end on December 31, 2030. There was a tie for the one-year term between Jason Putnal and Charles "Chuck" Smith. After revoting, the winning candidate the one-year term is Charles "Chuck" Smith with the term beginning January 1, 2025 and to end December 31, 2025. Bill Lyons made a motion, second by Jeremy Jones to accept Michael Solomon and Charles "Chuck" Smith as the winning candidates to be recommended to the full commission for approval. Motion carried.

✧ **2025 Meeting Calendar** – Rebecca Baker, Executive Administrative Coordinator, passed out the calendar for the 2025 meetings.

✧ **ACT Work Ready Maintained Award** – Rebecca Baker, Executive Administrative Coordinator, reported she was presented the ACT Work Ready Maintained Award on behalf of Hawkins County. Hawkins County has been certified as an ACT Work Ready Community since 2018.

There being no further business the meeting was adjourned.

Respectfully submitted,

Kerry Jackson  
Secretary-Treasurer

Approved by the Board of Directors  
On November 21, 2024

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Larry Elkins  
Chairman



**RESOLUTION**

No.2024/12/ 03

To the HONORABLE MARK DEWITTE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session met this 16<sup>th</sup> day of December 2024.

**RESOLUTION IN REF: APPOINTMENT TO THE HAWKINS COUNTY PLANNING COMMISSION FOR A FOUR-YEAR TERM**

WHEREAS, each district of the Hawkins County Planning Commission is to have representation; and

WHEREAS, Districts 1, 6, 7 and the E-911 Representative were reappointed at the August 26, 2024 County Commission Meeting with an incorrect four-year term expiration date of 2026; and

WHEREAS, Districts 2 and 3 have expired four-year terms; and

THEREFORE, corrections to Districts 1, 6, 7 and the E-911 Representative term expirations and appointment of the following persons and terms for Districts 2 and 3 are being recommended through the following dates, four years from previous term expiration dates:

District 1	Garrett White	through November 30, 2027
District 2	John Eidson	through November 30, 2028
District 3	Thomas Hicks	through November 30, 2028
District 6	Charles Brooks	through November 30, 2027
District 7	Mike Lacey	through November 30, 2027
E-911 Representative	Donna Hipshire	through November 30, 2027

Other current commission members are:

District 4	Lynn Norris	through November 30, 2025
District 5	Steve Nelson	through November 30, 2025

Road Superintendent – Term to correspond with respective term in office.

Non-Voting Members – Terms to correspond with respective terms in office.

- County Mayor
- Chairman of the County Industrial Board
- Stormwater Runoff Officer

THEREFORE, BE IT RESOLVED that the above referenced be appointed to the Hawkins County Planning Commission as stated.

Introduced By Esq. Jason Roach

Seconded By Esq. \_\_\_\_\_

Date Submitted 12-2-2024

County Clerk Nancy A. Davis

By: Cynthia Rutledge D.C.

Chairman \_\_\_\_\_

**ACTION: AYE NAY PASSED**

Roll Call \_\_\_\_\_

Voice Vote \_\_\_\_\_

Absent \_\_\_\_\_

COMMITTEE ACTION

**RESOLUTION**

No. 2024, 12, 04

To the HONORABLE MARK DEWITTE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 16<sup>th</sup> day of December, 2024.

**RESOLUTION IN REF: APPROVAL TO SURPLUS GRAVEL REMOVED FROM JUSTICE CENTER ROOF**

WHEREAS, Hawkins County Justice Center is undergoing a roof replacement; and

WHEREAS, gravel removed during construction shall not be required for the new roof; and

THEREFORE, BE IT RESOLVED approval be given to declare said gravel as surplus property and permission be given to dispose of said item by sale with proceeds returned to the general fund.

Introduced By Esq. Nancy Barker

Seconded By Esq. \_\_\_\_\_

Date Submitted 12-2-2024

Nancy A. Davis  
County Clerk

By: Cynthia Rutledge DC.

Chairman \_\_\_\_\_

ACTION: AYE NAY PASSED

Roll Call \_\_\_\_\_

Voice Vote \_\_\_\_\_

Absent \_\_\_\_\_

COMMITTEE ACTION

\_\_\_\_\_

\_\_\_\_\_



RESOLUTION NO. 2024, 12, 06

TO THE HONORABLE MARK DEWITTE, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 16<sup>th</sup> DAY OF DECEMBER 2024.

**RESOLUTION IN REF: GENERAL PURPOSE SCHOOL FUND BUDGET AMENDMENT**

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the General Purpose School Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, December 16, 2024, go on record as passing this resolution.

Introduced by Esq. Nancy Barker  
Vice-Chairman Budget Committee Estimated Cost: \_\_\_\_\_

Seconded by Esq. \_\_\_\_\_ Paid From \_\_\_\_\_ Fund

ACTION: Aye Nay Abstain Date Submitted \_\_\_\_\_

Roll Call \_\_\_\_\_

County Clerk: Nancy A. Davis

Voice Vote \_\_\_\_\_

By: Cynthia Rutledge DC.

Absent \_\_\_\_\_

COMMITTEE ACTION: APPROVED DISAPPROVED

\_\_\_\_\_

CHAIRMAN: \_\_\_\_\_

FUND: 141 GENERAL PURPOSE SCHOOL FUND  
 AMENDMENT NUMBER: 3  
 Board Meeting: November 14, 2024  
 County Commission Meeting: December 16, 2024

ORIGINAL BUDGET AMOUNT	66,877,215.00
PREVIOUS AMENDMENTS	5,557,697.43
<b>TOTAL</b>	<b>72,434,912.43</b>
REQUESTED AMENDMENT	1,240,942.54
<b>TOTAL</b>	<b>73,675,854.97</b>

	ACCOUNT NO	DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
		<b>EXPENDITURES</b>				
1		To budget the SAFE allocation that was rolled into TISA.				
		<b>72210 REGULAR INSTRUCTION PROGRAM, 72620 MAINTENANCE OF PLANT</b>				
	72210-399-SAFE	Other Contracted Services	-	35,000.00		35,000.00
	72620-189-SAFE	Other Salaries & Wages	-	10,000.00		10,000.00
	72620-201-SAFE	Social Security	-	621.00		621.00
	72620-212-SAFE	Employer Medicare	-	145.00		145.00
	72620-399-SAFE	Other Contracted Services	-	100,000.00		100,000.00
	72620-790-SAFE	Other Equipment	-	16,234.00		16,234.00
				<b>162,000.00</b>		
	39000	Unassigned Fund Balance			<b>162,000.00</b>	
2		To amend the current SPARC grant.				
		<b>71300 CAREER AND TECHNICAL EDUCATION PROGRAM, 76100 REGULAR CAPITAL OUTLAY</b>				
	71300-429-SPARC	Instructional Supplies and Materials	74,969.00		61,624.82	13,344.18
	76100-706-SPARC	Building Construction	-	60,959.92		60,959.92
	76100-711-SPARC	Furniture and Fixtures	-	664.90		664.90
				<b>61,624.82</b>	<b>61,624.82</b>	
3		To correct the budget for the Director of Schools CEO supplement.				
		<b>72320 DIRECTOR OF SCHOOLS</b>				
	72320-117	Career Ladder Extended Contracts	-	1,000.00		1,000.00
	72320-189	Other Salaries & Wages	26,200.00		1,000.00	25,200.00
4		To budget donations for ATEAM and to correct the 2024-2025 reserve.				
		<b>71150 ALTERNATIVE INSTRUCTION PROGRAM</b>				
	71150-599-ATEAM	Other Charges	1,186.00	500.00	290.00	1,396.00
	39000	Unassigned Fund Balance		290.00		
				<b>790.00</b>	<b>290.00</b>	
	44570-ATEAM	Contributions and Gifts		500.00		
5		To budget a donation from Niswonger for the Project on Track annual supply allocation.				
		<b>71100 REGULAR INSTRUCTION PROGRAM</b>				
	71100-429-NISWO	Instructional Supplies and Materials	-	3,300.00		3,300.00
	71100-499-NISWO	Other Supplies and Materials	-	3,300.00		3,300.00
				<b>6,600.00</b>		
	44570-NISWO	Contributions and Gifts	-	6,600.00		6,600.00
6		To budget insurance recovery funds.				
		<b>72620 MAINTENANCE OF PLANT</b>				
	72620-399	Other Contracted Services	179,000.00	8,381.14		187,381.14
	49700	Insurance Recovery	-	8,381.14		8,381.14
7		To budget the State Special Education Preschool Grant.				
		<b>71200 SPECIAL EDUCATION PROGRAM, 72220 SPECIAL EDUCATION PROGRAM</b>				
	71200-116-SSEPG	Teachers	-	45,075.00		45,075.00
	71200-163-SSEPG	Educational Assistants	-	51,158.00		51,158.00
	71200-201-SSEPG	Social Security	-	5,966.00		5,966.00
	71200-204-SSEPG	Pensions	-	8,149.25		8,149.25
	71200-206-SSEPG	Life Insurance	-	456.00		456.00
	71200-207-SSEPG	Medical Insurance	-	20,330.00		20,330.00
	71200-212-SSEPG	Employer Medicare	-	1,395.00		1,395.00
	71200-217-SSEPG	Retirement-Hybrid Stabilization	-	512.00		512.00
	71200-399-SSEPG	Other Contracted Services	-	1,000.00		1,000.00
	71200-429-SSEPG	Instructional Supplies and Materials	-	5,000.00		5,000.00
	71200-499-SSEPG	Other Supplies and Materials	-	8,000.00		8,000.00
	71200-725-SSEPG	Special Education Equipment	-	12,000.00		12,000.00
	72220-524-SSEPG	Inservice/Staff Development	-	2,100.20		2,100.20
				<b>161,141.45</b>		
	46515-SSEPG	Early Childhood Education	-	161,141.45		161,141.45

8	To amend the budget to pay Express Employment for their services in managing the student work-based learning placement.				
		<b>71300 CAREER AND TECHNICAL EDUCATION PROGRAM</b>			
	71300-399	Other Contracted Services	-	1,800.00	1,800.00
	71300-730	Vocational Instruction Equipment	20,000.00	1,800.00	18,200.00
9	To budget the remainder of the USDA Rural Utilities Service (RUS) Distance Learning Grant.				
		<b>72250 TECHNOLOGY</b>			
	72250-399-RUS	Other Contracted Services	-	10,000.00	10,000.00
	72250-790-RUS	Other Equipment	-	662,391.00	662,391.00
	39000	Unassigned Fund Balance		62,943.00	
				<b>672,391.00</b>	<b>62,943.00</b>
	47990-RUS	Other Direct Federal Revenue	-	609,448.00	609,448.00
10	To amend the budget to pay Express Employment for their services in managing the student work-based learning placement.				
		<b>71300 CAREER AND TECHNICAL EDUCATION PROGRAM</b>			
	71300-399	Other Contracted Services	-	1,800.00	1,800.00
	71300-730	Vocational Instruction Equipment	20,000.00	1,800.00	18,200.00
11	To make an amendment for uncollected cafeteria charges				
		<b>99100 TRANSFERS OUT, 72130 OTHER STUDENT SUPPORT</b>			
	99100-590-CAFCH	Transfers to other Funds	-	15,195.41	15,195.41
	72130-599-CAFCH	Other Charges	10,000.00	10,000.00	-
	39000	Unassigned Fund Balance		5,195.41	
				<b>15,195.41</b>	<b>15,195.41</b>
12	To amend the UTRUS grant and correct the 2024-2025 reserve.				
		<b>72210 REGULAR INSTRUCTION PROGRAM, 72520 HUMAN SERVICES/PERSONNEL</b>			
	72520-599	Other Charges	3,246.00	2,400.00	846.00
	39000	Unassigned Fund Balance		2,400.00	
	72210-790	Other Equipment	6,000.00	1,000.00	5,000.00
	72210-399	Other Contracted Services	-	500.00	500.00
	72210-499	Other Supplies and Materials	-	500.00	500.00
				<b>3,400.00</b>	<b>3,400.00</b>
13	To budget a donation for the Book Bus and correct the 2024-2025 reserve.				
		<b>72130 OTHER STUDENT SUPPORT, 72710 TRANSPORTATION</b>			
	72130-499-B-BUS	Other Supplies and Materials	8,103.00	200.00	4,972.00
	72130-189-B-BUS	Other Salaries and Wages	-	400.00	400.00
	72130-201-B-BUS	Social Security	-	25.00	25.00
	72130-204-B-BUS	Pensions	-	32.00	32.00
	72130-212-B-BUS	Employer Medicare	-	6.00	6.00
	72130-217-B-BUS	Retirement - Hybrid Stabilization	-	4.00	4.00
	72710-146-B-BUS	Bus Drivers	-	1,500.00	1,500.00
	72710-201-B-BUS	Social Security	-	93.00	93.00
	72710-204-B-BUS	Pensions	-	105.00	105.00
	72710-212-B-BUS	Employer Medicare	-	22.00	22.00
	39000	Unassigned Fund Balance		1,144.00	
				<b>3,531.00</b>	<b>3,331.00</b>
	44570-B-BUS	Contributions and Gifts	-	200.00	200.00
14	To correct the Teacher of the Year reserve for 2024-2025.				
		<b>72520 HUMAN SERVICES/PERSONNEL</b>			
	72520-599-TOY	Other Charges	2,096.00	490.00	1,606.00
	39000	Unassigned Fund Balance		490.00	
15	To correct the Mini Grant reserve for 2024-2025.				
		<b>71100 REGULAR INSTRUCTION PROGRAM</b>			
	71100-429-MINGR	Instructional Supplies and Materials	1,546.00	103.00	1,649.00
	39000	Unassigned Fund Balance		103.00	
16	To budget a donation for the Grow Your Own grant and to correct the 2024-2025 reserve.				
		<b>72210 REGULAR INSTRUCTION PROGRAM</b>			
	72210-599-GYO	Other Charges	-	27,789.00	1,443.00
	72210-399	Other Contracted Services	24,789.00		24,789.00
	39000	Unassigned Fund Balance		1,443.00	3,000.00
				<b>29,232.00</b>	<b>29,232.00</b>

17	To budget a donation for the Family Resource Center and to correct the 2024-2025 reserve.				
		<b>73300 COMMUNITY SERVICES</b>			
	73300-499-FRCDON	Other Supplies and Materials	9,278.00	1,300.00	189.00
	39000	Unassigned Fund Balance		189.00	
				<b>1,489.00</b>	<b>189.00</b>
	44570-FRCDON	Contributions and Gifts	-	<b>1,300.00</b>	1,300.00
18	To amend the Innovative School Models Grant.				
		<b>71300 VOCATIONAL EDUCATION PROGRAM, 76100 REGULAR CAPITAL OUTLAY</b>			
	71300-429-ISM	Instructional Supplies and Materials	499,610.24		40,000.00
	71300-730-ISM	Vocational Instruction Equipment	1,093,025.27		300,000.00
	76100-706-ISM	Building Construction	610,000.00	340,000.00	
				<b>340,000.00</b>	<b>340,000.00</b>
19	To budget the Public School Security Grant.				
		<b>72620 MAINTENANCE OF PLANT</b>			
	72620-399-PSSG	Other Contracted Services	-	134,944.64	134,944.64
	72620-701-PSSG	Administration Equipment	-	17,528.27	17,528.27
				<b>152,472.91</b>	-
	46980	Other State Grants		<b>152,472.91</b>	
20	To budget surplus band equipment for VHS.				
		<b>71100 REGULAR INSTRUCTION PROGRAM</b>			
	71100-722-BAND	Regular Instruction Equipment	105,495.00	<b>5,184.00</b>	110,679.00
	44530	Sale of Equipment		<b>5,184.00</b>	
21	To budget FEMA reimbursement for COVID-19 related supplies.				
		<b>72120 HEALTH SERVICES, 72610 OPERATION OF PLANT</b>			
	72120-599-CSH	Other Charges	4,215.00	11,178.76	15,393.76
	72610-410	Custodial Supplies	135,000.00	52,241.87	187,241.87
				<b>63,420.63</b>	
	46990	Other State Revenues		<b>63,420.63</b>	
22	To budget donations received for Hurricane Helene relief.				
		<b>72310 BOARD OF EDUCATION</b>			
	72310-599	Other Charges	3,000.00	<b>5,009.00</b>	8,009.00
	44570	Contributions and Gifts		<b>5,009.00</b>	
		<b>TOTAL EXPENDITURES &amp; FUND BALANCE</b>		<b>1,697,055.36</b>	<b>683,398.23</b>
		<b>TOTAL REVENUES</b>		<b>1,013,657.13</b>	-

RESOLUTION NO. 2024, 12, 107

TO THE HONORABLE MARK DEWITTE, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 16<sup>th</sup> DAY OF DECEMBER 2024.

**RESOLUTION IN REF: SCHOOL TRANSPORTATION FUND BUDGET AMENDMENT**

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the School Transportation Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, December 16, 2024, go on record as passing this resolution.

Introduced by Esq. Nancy Barker  
Vice-Chairman Budget Committee Estimated Cost: \_\_\_\_\_

Seconded by Esq. \_\_\_\_\_ Paid From \_\_\_\_\_ Fund

ACTION: Aye Nay Abstain Date Submitted \_\_\_\_\_

Roll Call \_\_\_\_\_

County Clerk: Nancy A. Davis

Voice Vote \_\_\_\_\_

By: Cynthia Rutledge D.C.

Absent \_\_\_\_\_

COMMITTEE ACTION: APPROVED DISAPPROVED  
\_\_\_\_\_  
\_\_\_\_\_

CHAIRMAN: \_\_\_\_\_



FUND: 144 SCHOOL TRANSPORTATION FUND  
 AMENDMENT NUMBER: 1  
 Board Meeting: November 14, 2024  
 County Commission Meeting : December 16, 2024

ORIGINAL BUDGET AMOUNT	4,670,502.00
PREVIOUS AMENDMENTS	-
TOTAL	4,670,502.00
REQUESTED AMENDMENT	61,847.98
TOTAL	4,732,349.98

Desc Code	ACCOUNT NO	DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
		<b>EXPENDITURES</b>				
1		To budget insurance recovery funds for Bus #32.				
		<b>72710 TRANSPORTATION</b>				
	72710-729	Transportation Equipment	400,000.00	24,833.00		424,833.00
	49700	Insurance Recovery		24,833.00		
2		To budget insurance recovery funds for Bus #2, #5, and #10.				
		<b>72710 TRANSPORTATION</b>				
	72710-338	Maintenance & Repair Services-Vehicles	40,000.00	36,514.98		76,514.98
	49700	Insurance Recovery		36,514.98		
3		To budget a donation for bus driver recruitment.				
		<b>72710 TRANSPORTATION</b>				
	72710-146	Bus Drivers	1,580,619.00	436.00		1,581,055.00
	72710-201	Social Security	131,241.00	27.00		131,268.00
	72710-204	State Retirement	143,051.00	31.00		143,082.00
	72710-212	Employer Medicare	32,295.00	6.00		32,301.00
				500.00	-	
	44570	Contributions and Gifts		500.00		
		<b>TOTAL EXPENDITURES</b>		61,847.98	-	
		<b>TOTAL REVENUES</b>		61,847.98		