

**Polk County Board of County Commissioners
Regular Monthly Meeting
February 19th, 2026
Community Center
7:00pm
Ducktown, TN**

AGENDA

Roll Call

- 1- Approval of Minutes of Previous Meeting**
- 2- Approval of Reports of Offices**
- 3- Approval of Notary: Jessica Skelton**
- 4- Budget Amendments: Fund 101 #22-24, Fund 171 #1**
- 5- Budget Amendments Polk County School Board: NONE**
- 6- Resolution Discharge Surplus Property: Sheriff Steve Ross**
- 7- District 2 Beer Board Appointment: Commissioner John Pippenger**
- 8- Chilhowee Middle School/Football Field Handicap Restroom: Adam Stone Polk County School System**
- 9- Resolution to request unclaimed balance of accounts remitted by Polk County: County Executive Hatcher**
- 10- Resolution to close out Reserve Funds: County Executive Hatcher**
- 11- Resolution for Approval for Minimal Amount for Baliles Property: County Executive Hatcher**

ANNOUNCEMENTS AND STATEMENTS:

PUBLIC COMMENTS:

ADJOURN



P.O. Box 302
Benton, TN 37307

GINA BURCHFIEL
POLK COUNTY TRUSTEE

Phone: 423-338-4545
Fax: 423-338-3101

FROM: GINA BURCHFIEL, TRUSTEE
DATE: January 31, 2026
SUBJECT: BAL OF ACCOUNTS AS OF
January 31, 2026

COUNTY GENERAL	7,624,138.16
SANITATION	982,768.17
DRUG CONTROL FUND	199,630.90
ARPA FUND	0.00
HIGHWAY/PUBLIC WORKS	920,056.50
GENERAL PURPOSE SCHOOL	4,569,366.30
SCHOOL FEDERAL PROJECTS	148,769.57
CAFETERIA FUND	67,679.19
TEACHERS FUND	0.00
GENERAL DEBT SERVICE	1,789,219.49
CAPITOL PROJECTS AIRPORT	20,177.48
INDUSTRIAL PARK	0.00
SANITATION PROJECTS	0.00
CAPITOL OUTLAY BUILDING	2,367,916.97
CAPITOL PROJECTS BUILDING FUND	579,975.00
CAPITOL PROJECTS COUNTY GENERAL	936,835.66
WATER LINE	0.00
HOUSING REHAB	0.00
CAPITAL PROJECTS-PATROL CARS	128,573.92

TENNESSEE NOTARY PUBLIC APPLICATIONS

POLK COUNTY

This application must be signed under oath in the presence of a notary public and submitted to the County Clerk prior to the meeting of the county commission at which it is to be considered. Once elected, you must then be commissioned by the Governor. If elected, you will be required to post a bond in the amount of Ten Thousand Dollars (\$10,000). The bond must be filed in the office of the County Clerk, who will accept the required fees and administer the oath of office. You are not authorized to act as a notary public until you have received your commission from the Governor, filed your bond, and taken the oath of office. If you move your residence or your principal place of business out of this county, you are required by law to notify the County Clerk of the change of address and be charged a fee of Seven Dollars (\$7.00).

Please answer ALL questions and PRINT

Date of Application: 02/06/2026

Full Name: JESSICA RHEA SKELTON
First Middle Last Suffix

Notary Name: JESSICA SKELTON

Applicant's Printed Name Exactly As You Wish To Appear On Notary Seal

Home Address: 515 DAVIS CURBOW RD SE
OLD FORT TN 37362
City State Zip

Employed By: FARM BUREAU

Business Address: 1937 WELCOME VALLEY RD
BENTON TN 37307
City State Zip

Home Phone: 423-309-1111 Business Phone: 4233382822 Fax: 4233389881

18 years or older: Yes Current Commission Expires: _____

Email Address: JESSKELTON01@GMAIL.COM

Please answer the following questions YES or NO

1. Have you ever been convicted of offering or giving a bribe, larceny, or any other offense declared infamous by law? NO
2. If the answer to question 1 was YES, has your citizenship been restored? N/A
3. Is there an unpaid judgment against you for money received in an official capacity and due the United States, to Tennessee or any Tennessee county, or are you a defaulter to the treasury? NO
4. Are you a soldier, seaman, marine, or airman in the regular Army, Navy, or Air Force of the United States, a member of the United States Congress, or a person holding any office of profit or trust under any foreign power, other state or the United States? NO
5. Have you ever been removed from office as a notary public of official misconduct? NO
6. Have you ever had a notarial commission revoked or suspended by this or any other state? NO
7. Have you ever been found by a court of this state or any other state to have engaged in the unauthorized practice of law? NO
8. Is there any other reason that you are legally disqualified from holding the office of notary public? NO
9. Are you a United States citizen or legal permanent resident? YES

I DO SWEAR AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT

Signature of Applicant *Jessica Skelton*

State of Tennessee, POLK County

Personally appeared before me, JESSICA SKELTON, with whom I am personally acquainted, and who acknowledged that he/she executed within instruments for the purpose there stated.

Witness my hand, at office, this 06th day of February, 2026

Jackie Rogers
 Notary Public

My Commission Expires: Aug 31st 2026

Book: 12

Page: 150

Paid: 14.00

Receipt: 44244 Date: 02/06/2026



Resolution to Discharge Surplus Property

Whereas the following listed property(s) has fulfilled its intended usage and longevity in service to the County of Polk, State of Tennessee and its continued usage has become suspect as to the expected outcome, with such property(s) being as follows:

Vehicles

YEAR	MAKE	MODEL	VIN NUMBER	MILEAGE
2016	Dodge	Charger	2C3CDXAG8GH356244	138,921
2015	Dodge	Charger	2C3CDXAG1FH917558	167,376

Now, Therefore be it resolved by the Polk County Commission meeting in regular session this the ____ day of _____, 2026 pursuant to T.C.A. 5-14-108 (o) (1&2) and any other law of the State of Tennessee, that preceding property(s) which are hereby deemed to be unusable and / or surplus by the Polk County Commission, with such being made at any legal sale qualified under chapter five (5) of the Tennessee Code Annotated or any other applicable law of the State of Tennessee.

This resolution shall become effective on passage, the public welfare requiring it.

Vote: **Motion By:** _____

Seconded By: _____

Danny Carver _____

James Davis _____

Keith Barker _____

Christy Hardin _____

Shane Bowman _____

Kelly Morgan _____

Greg Brooks _____

John Pippenger _____

Deborah Davis _____

Samantha Trantham _____

Commission Chair

County Executive

County Clerk

Job Invoice

SOLD TO Adam Stone Polk County School system 423-618-2606		DATE ORDERED	ORDER TAKEN BY
		PHONE NO.	CUSTOMER ORDER #
		JOB LOCATION	
		JOB PHONE	STARTING DATE
		TERMS	

QTY.	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK
	Move shut off to outside of building			
(1)	Remove old concrete and fencing & dispose			8" Block walls
(2)	Pour concrete per discussion + front			Poured concrete floor
(3)	Pour footers for a 10'x10' Bathroom + Vapor barrier			Sheetrock ceiling
				Vinyl soffit
(4)	Plumbing (1) Toilet			
(5)	(1) Vanity Tied into existing Handicap compliance System			MISCELLANEOUS CHARGES
	Install 36" handicap Bar			1/2" Zip Board system with synthetic and drop edge on roof
	Flooring is concrete slick finish			(No Gutters Discussed)
	Walls sealed & painted			TOTAL MISCELLANEOUS
	Insulated ceiling and poured cellulose walls			LABOR
	Metal Roof sheetrock with appropriate lighting			HRS.
	Approximately 4 ft overhang on the front			RATE
	on the front have a 16" Round LED Light or 2x6" recessed lgt			AMOUNT
	16" overhang on the back of building			
TOTAL MATERIALS				TOTAL LABOR

WORK ORDERED	TOTAL LABOR
DATE ORDERED	TOTAL MATERIALS
DATE COMPLETED	TOTAL MISCELLANEOUS
CUSTOMER APPROVAL SIGNATURE	SUBTOTAL
AUTHORIZED SIGNATURE Ezekiel Snyder	TAX
423 368 6579	GRAND TOTAL 38,655.00

**POLK COUNTY, TENNESSEE
COUNTY COMMISSION**

RESOLUTION _____

**A RESOLUTION TO REQUEST UNCLAIMED BALANCE OF ACCOUNTS REMITTED BY
POLK COUNTY, TENNESSEE AND ITS AGENCIES TO THE TREASURER OF THE STATE
OF TENNESSEE UNDER THE UNCLAIMED PROPERTY ACT.**

WHEREAS, T.C.A. § 66-29-146(c) provides that a municipality or county in Tennessee may request payment for the unclaimed balance of funds reported and remitted by or on behalf of the local government and its agencies if it exceeds \$100, less a proportionate share of the cost of administering the program; and

WHEREAS, Polk County, Tennessee and/or its agencies have remitted unclaimed accounts to the Treasurer of the State of Tennessee in accordance with the Uniform Unclaimed Property Act; and

WHEREAS, Polk County, Tennessee agrees to meet all requirements of T.C.A. of T.C.A. § 66-29-101 *et seq.* and to accept liability for future claims against accounts in funds paid to it; and

WHEREAS, it is agreed that Polk County, Tennessee will retain a sufficient amount to ensure prompt payment of allowed claims and that the balance of funds will be deposited in the County's general fund.

NOW, THEREFORE, BE IT RESOLVED BY THIS LEGISLATIVE BODY IN SESSION ASSEMBLED THAT:

The County Commission of Polk County, Tennessee requests that the Treasurer of the State of Tennessee pay the unclaimed balance of funds to Polk County, Tennessee in accordance with the provisions of T.C.A. § 66-29-146(c). A list of remittances made by or on behalf of Polk County, Tennessee and its agencies is identified in Exhibit "A" attached hereto and incorporated herein by reference.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT, THIS _____ DAY OF _____, _____.

ATTEST:

APPROVED:

County Clerk

County Executive

Exhibit "A"

Date: 2/2/2026 11:37:54AM
 User: Kim

Polk County Chancery Court
 Transaction Detail Report

Status: Posted
 Type: Cash Disbursement
 Date: 11/01/2024
 Description: Treasurer State Of Tennessee
 Amount: \$90,767.21
 Number: 4810

Void: N
 Created By: leslie
 Create Date/Time: 11/01/2024 01:50 pm

GL Account	Description	Debit Amount	Credit Amount
905-11130	Cash In Bank		\$90,767.21
905-26100	Court Funds And Costs	\$90,767.21	
Total:		\$90,767.21	\$90,767.21

Transaction Details

Case / Parcel Number	Case Style / Taxing Agency	GL / Fee Information	Debit Amt	Credit Amt
01-026 - -026 -020.00- -000 - 2016	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$11,810.02	
01-036 - -036 -073.00- -000 - 2016	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$14,363.96	
01-045 H -A -045 H -004.00- -000 - 2017	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$4,024.87	
03-094 - -094 -029.34- -000 - 2016	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$9,337.15	
03-095 - -095 -006.04- -000 - 2017	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$6,098.30	
03-115 C -E -115 C -011.00- -000 - 2016	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$23,094.25	
03-115 C -E -115 C -012.00- -000 - 2016	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$3,084.74	
03-116 - -116 -007.02- -000 - 2016	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$3,186.36	
03-116 - -116 -007.02- -000 - 2016	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$37.00	
03-136 D -B -136 D -005.00- -000 - 2016	Polk County DLT Taxes	Case Refund - Treasurer State Of Tennessee	\$15,730.56	
Total:			90,767.21	0.00

Disbursements

Name	Type	CreateDate	Due Date	Number	Amount
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76395	\$11,810.02
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76396	\$4,024.87
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76397	\$9,337.15
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76398	\$3,186.36
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76399	\$37.00
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76400	\$6,098.30
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76401	\$23,094.25
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76402	\$3,084.74
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76403	\$15,730.56
Treasurer State Of Tennessee	Regular	11/01/2024	11/01/2024	76404	\$14,363.96

Total Disbursement Amount: \$90,767.21

RESOLUTION TO CLOSE RESERVED "EARMARKED" FUNDS TITLED DENTAL CLINIC

WHEREAS, the reserve line titled dental clinic has not had a monetary change for the past several years and it cannot be determined when the funds were set aside or exactly what the funds are to be used for

WHEREAS Polk County has analyzed the dental clinic reserve funds of Polk County and diligently researched as far back as 2014, and has determined that these funds no longer meet the definition of an earmarked, reserved fund and need to be closed and transferred to undesignated general 101 fund by the end of the current fiscal year.

NOW, THEREFORE BE IT RESOLVED by the county legislative body of Polk County, meeting in regular session at Benton, Tennessee on the 19th day of March, 2026, that:

Section 1. Before the current fiscal year ends, the Director of Accounts & Budgets is authorized to transfer the remaining reserve balance totaling \$5,205 currently held in line 34530 reserved for public health & welfare and receipt that balance into the undesignated general fund.

These fund balances shall be budgeted and designated by the county legislative body in the general fund as deemed appropriate by the county legislative body and in accordance with applicable law.

Section 2. This resolution shall be effective upon its passage and approval, the public welfare requiring it.

Adopted this 19th day of March, 2026.

APPROVED:

_____ County Executive

ATTEST:

_____ County Clerk

_____ Commission Chairman

**POLK COUNTY, TENNESSEE
COUNTY COMMISSION**

RESOLUTION _____

A RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE TO: (1) NEGOTIATE OFFERS SUBMITTED BY THE POLK COUNTY INDUSTRIAL ECONOMIC DEVELOPMENT CORPORATION ON TRACT ONE (1) AND TRACT TWO (2) OF THE POLK COUNTY LONDON ROAD PROPERTY, OF RECORD IN PLAT BOOK 29, PAGE 13, IN THE REGISTER'S OFFICE OF POLK COUNTY, TENNESSEE, (2) ACCEPT OFFERS IF THE OFFER MEETS OR EXCEEDS THE TERMS AND CONDITIONS SET OUT IN THIS RESOLUTION, AND (3) TO EXECUTE ALL DOCUMENTS AND PERFORM ALL ACTIONS ON BEHALF OF POLK COUNTY, TENNESSEE TO CARRY OUT THE INTENT OF THIS RESOLUTION.

WHEREAS, Polk County, Tennessee previously transferred Tract One (1) and Tract Two (2) of the POLK COUNTY LONDON ROAD PROPERTY, of record in Plat Book 29, page 13, in the Register's Office of Polk County, Tennessee, to the Polk County Industrial Economic Development Corporation; and

WHEREAS, said transfer was conditioned upon the net proceeds from the sale of the Property being paid directly to the County and the sale being subject to approval by the County; and

WHEREAS, to help streamline the sale process the County Commission desires to give the County Executive the authority to negotiate offers that are submitted and to accept offers on behalf of the County that meet or exceed the following terms and conditions:

NOW, THEREFORE, BE IT RESOLVED BY THIS LEGISLATIVE BODY IN SESSION ASSEMBLED THAT:

The County Executive is authorized to: (1) negotiate offers submitted by the Polk County Industrial Economic Development Corporation on Tract One (1) and Tract (2) of the Polk County London Road Property, of record in Plat Book 29, page 13, in the Register's Office of Polk County, Tennessee, (2) accept offers if the offer meets or exceeds the terms and conditions set out in this Resolution, and (3) execute all documents and perform all actions on behalf of Polk County, Tennessee to carry out the intent of this Resolution.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT, THIS _____ DAY OF _____, _____.

ATTEST: APPROVED:

County Clerk

County Executive