

# **ADDITIONAL INFORMATION**



# *Claiborne County Government*

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Michael Gilbert  
Bryan Edds

County Mayor and County Commissioners

Subject: Claiborne County Maintenance Department Report – May 2025

May 1st, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and Library, took trash to convenience center. At the Library – tightened handicap safety bars, pulled commode in ladies' restroom, replaced bolts, wax ring and flush valve.

May 2nd, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, swept 2<sup>nd</sup> floor hallways and the stairs, replaced filters at Tazewell Senior Citizens Center and Harrogate Senior Citizens Center, brought a filing cabinet and a box of envelopes from Finance Office to Clerk & Master's Office, took supplies to Election Office, got trash at the Courthouse, 4-H Office, Chamber of Commerce, Library, Election Office, Finance Office, Persevere and Family Justice Center, took signs from Clerk & Master's storage room and trash to convenience center, stocked supply closet.

May 5th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, cleaned maintenance office, took a case of paper from Mayor's Office to Clerk & Master's Office, took boxes from Clerk & Master's Office to convenience center.

May 6th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, 4-H Office and Finance Office, mowed at the Courthouse, blew the grass off the sidewalks, took trash to convenience center, took a filing cabinet from Clerk & Master's Office to Finance Office.

May 7th, 2025 – Cleaned Courthouse and Mayor's Office, mopped Mayor's Office, restrooms and 2<sup>nd</sup> floor hallways, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, mowed and blew the grass off the sidewalks at the Family Justice Center, took a load of trash from the Library to the convenience center.

May 8th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse.

May 9th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, 4-H Office, Chamber of Commerce, Library, Election Office, Finance Office, Persevere and Family Justice Center, took supplies to Finance Office,



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stocked supply closet, put drain cleaner in sink at 4-H Office, took two loads of trash to convenience center, sprayed weeds at Veterans Park, fixed a chair in Trustee's Office, took tags from 3<sup>rd</sup> floor to County Clerk's Office.

May 12th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, took water bottles and shredded paper to Animal Shelter, took trash to convenience center, replaced wax ring in commode at 4-H Office, took books from Register of Deeds Office to 3<sup>rd</sup> floor.

May 13th, 2025 - Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and Finance Office, took trash to convenience center.

May 14th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and Library, assembled 2 sets of patio furniture for Family Justice Center, replaced a light bulb at the Library, took trash to convenience center.

May 15th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, mowed, trimmed and blew the grass off the sidewalks at the Courthouse, Emergency Management, Election Office and Family Justice Center, sprayed weeds at Family Justice Center, replaced batteries in smoke alarm.

May 16th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, took 7 totes of files from Finance Office to 3<sup>rd</sup> floor of the building, took 3 loads of trash to convenience center, replaced bulbs in lamp posts in front of Courthouse, assembled 4 office chairs for Finance Office, got trash at the Courthouse, 4-H Office, Chamber of Commerce, Library, Election Office, Finance Office, Persevere and Family Justice Center.

May 19th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and 4-H Office, took supplies to County Clerk's Office and Clerk & Master's Office, replaced a light bulb in County Clerk's Office, brought a case of envelopes from 3<sup>rd</sup> floor to County Clerk's Office, took a case of paper from Mayor's Office to County Clerk's Office.

May 20th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and Finance Office.

May 21st, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse.

May 22nd, 2025 – Cleaned Courthouse and Mayor's Office, buffed 1<sup>st</sup> floor, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, mowed at the Courthouse, Emergency Management, Election Office and Family Justice Center, took a load of trash to the convenience center, stocked supply closet.



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May 23rd, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, mopped Mayor's Office and the restrooms, got trash at the Courthouse, 4-H Office, Chamber of Commerce, Library, Election Office, Finance Office, Persevere and Family Justice Center.

May 26th, 2025 – Memorial Day

May 27th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, went with roofing contractor to check out the roof on the Courthouse, Library and Justice Center, locked Persevere cell on 3<sup>rd</sup> floor.

May 28th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, 4-H Office, Library and Finance Office, replaced blinds in small courtroom, stocked supply closet, took trash to convenience center.

May 29th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, tore down a partition wall in restroom at the Library, added two shingles to the Reappraisal Office ramp.

May 30th, 2025 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, 4-H Office, Chamber of Commerce, Library, Election Office, Finance Office and Family Justice Center, closed out the account for the month at Jerry's Hardware.

Joe Brooks  
Claiborne County Mayor

# CLAIBORNE CHANCERY

Month End Payouts and  
Revenue Transmittal

| Clerks      | County | Description                          | Amount      |
|-------------|--------|--------------------------------------|-------------|
|             | 24160  | 40130 Delinquent Tax                 | \$51,772.79 |
|             | 24410  | 42520 Del. Tax Officer Cost          | \$0.00      |
|             |        | 45550 Fees in Lieu of Salary         |             |
|             |        | Delinquent Tax 5% Com.               | \$2,728.21  |
|             |        | 45550 Fees in Lieu of Salary         |             |
|             |        | Tax, fees, comm & int.               | \$12,175.41 |
| 29900/Data  |        | 42530 Data Fee                       | \$572.00    |
|             | 24410  | 42520 Court Officers Fee             | \$296.40    |
| 24140/jbldg |        | 40266 Litigation Tax/Jail            | \$270.42    |
|             | 24140  | 40250 Litigation Tax/Court & Probate | \$642.26    |
| 24140 Secur |        | 42591 Court Room Security            | \$28.50     |
| 29900/dp    |        | 42530 Data Fee                       | \$60.00     |
|             |        | Total                                | \$68,545.99 |

Mayor