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# **Anderson County Board of Commissioners**

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**6:00 P.M.**

**Presentation - Child Abuse Prevention Awareness Month – by Kristy McBee, Department of Children's Services**

## **Consent Agenda Monday, April 18, 2022 @ 6:30 p.m.**

- 1. Approval and corrections of March 22, 2022 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Waste Management Funds**
  - Norwood Middle School requests \$500.00 to help pay for buses for a trip to Pigeon Forge and Dollywood for 8<sup>th</sup> grade students.
  - Girls, Inc. of Tennessee Valley is requesting funding to serve the Oak Ridge center and hub of their programming.
- 4. Committee Reports**
  - AC Fire Commission Minutes (4/5/22)
  - ADA oversight Committee Minutes (3/7/22, 4/4/22)
  - Audit Committee Minutes (4/4/22)
  - Budget Committee Budget Hearing Minutes (3/24/22)
  - Finance Committee Minutes (4/11/22)

**Respectfully Submitted,  
Joshua Anderson, Chairman**



# **Norwood Middle School**

**Principal: Shawna Woodruff**

**Assistant Principal: Amber Bingen**

**swoodruff@acs.ac & abingen@acs.ac**

**803 East Tri-County Blvd. Oliver Springs, TN 37840**

**School Phone (865) 435-7749 Fax (865) 435-5426**

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Mr. McKamey,

Norwood Middle School is an engaged community of learners where all endeavors are attainable. We are choosing to take our 8th grade students to Pigeon Forge and Dollywood to reward them for their 3 years of growing and achieving in middle school. Because of covid restrictions, these students have not had the opportunity to attend an end-of-the-year incentive trip since they were in 5th grade and we want to celebrate their hard work over the last three years. Due to the community in which our students live, very few of them have ever had the opportunity to travel outside of the Anderson/Knox Co. areas and many of them have never been to Dollywood. We want to celebrate their hard work and would love to make the cost of this trip as inexpensive as possible for their hard-working families. In order to keep the cost low for each student, we would like to request \$500 from the Waste Management Funds to help pay for the buses.

Thank you for supporting Norwood and the community.

Christin Douglas

8th Grade Science/Social Studies Teacher

Courtney Vandevander

FRC Director

AC Schools

*Shawna Woodruff*  
NWMS Principal

*Dr. L. P.*  
3/21/22



Inspiring all girls  
to be strong, smart,  
and bold<sup>SM</sup>

Girls Incorporated®  
of Tennessee Valley  
PO Box 7040  
Oak Ridge, TN 37831  
#865.482.4475  
[www.girlsincmv.org](http://www.girlsincmv.org)

On behalf of Girls Inc. of TN Valley, I am pleased to submit this request for funding to serve the Oak Ridge center and hub of our programming. The mission of Girls Inc. is to inspire all girls to be strong, smart, and bold and to advocate on behalf of themselves and their communities. We serve over 1,300 girls across Anderson, Blount, and Knox counties in East Tennessee in after school, summer, and sports programs that offer girls the opportunity to be healthy, educated, and independent. We offer programs to the highest need girls in our community in all areas of academics and confidence building, including activities in STEM, economics and financial literacy, media awareness, internet safety, mentoring, and self-esteem building.

As the premiere organization for girl only programming in our area, we are very proud of the quality programming that we provide for girls who may have no other means of access to these lessons and activities. Through meaningful partnerships, we are able to provide the highest quality of educational opportunities for girls who are most at risk in our community. The Girls Inc. model is one that is proven to effectively support the girls in our area, and we are committed to ensuring that each girl we serve grows to be healthy, educated, and independent. We would love support for our programs to improve our center facility, provide the highest quality staff and mentors for girls, and provide the most advanced technology and equipment for lessons in STEM, economics, healthy mind and body and so much more! Thank you for your interest in our programs, and please let me know if I can provide any additional information!

Sincerely,

\$1,250.00

Kirby Deal

Executive Director

Alanna Koster

Vice President of Programs  
and Operations

Julie Holloway Fletcher

Athletic coordinator



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# Anderson County Fire Commission

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## April 5, 2022 Meeting Minutes

Meeting called to order by Shain Vowell at 6:30pm.

Members Present: Ambrea Kroth, Dusty Sharpe, Stephanie Fox, Joe Gilliam, Terry Allen, Anthony Braden (Clinton), Jim Shetterly, Cody Culver, Matt Burrell, Jordan Alcorn (Oliver Springs), Shain Vowell, and Scott Vowell.

### Old Business

- No old business was discussed.

### New Business

- There was discussion surrounding the increase in call volume and rising fuel costs. There was a motion made to request an increase in the annual contribution to the fire departments in the amount of \$7500 to offset rising fuel costs. Motion passed. Commissioners will present the motion.
- Ladder testing, when Chief Fox reached out to American Test Center to confirm dates for ladder testing, they advised they didn't have us on the schedule. She requested to have us added to the schedule and they advised it would be July/August. Once a more specific timeline is scheduled it will be communicated.
- With the recent brush fires in Anderson and Sevier Counties there was discussion about things that could be improved upon.
  - Fire South and North radio channels became very busy, which made it difficult to manage two large brush fires occurring at the same time. This will continue to be a challenge as most departments are seeing an increase in call volume. Chief Kroth and

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# Anderson County Fire Commission

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Chief Fox will write a letter to the Sheriff's Department, EMS, E-911, and EMA to see if there are any extra radio channels not be used and could be utilized by the fire departments.

- Could EMA have relationships/agreements with local food vendors to assist with providing food to responders on long term incidents, this would make it easier on the incident commander and less expensive on the department. EMA wasn't at the meeting so Chief Fox will follow up with them.
- There was discussion surrounding the development of an out of county mutual aid policy. Chief Solomon and Chief Fox will work on drafting a policy. It would include a pre-set Anderson County strike team that could be mustered for deployment. The ReadyOp system can be utilized for communication with department Chiefs in the event the strike team needs to be mustered.

## Department Reports

- **Andersonville VFD** – Garage doors have arrived so that station repair can be completed.

Projected to run over 1200 calls this year.

There are some big funding items needed they are working to address.

- **Briceville VFD** – not present
- **Claxton VFD** – no report
- **Marlow VFD** – Chili supper and auction is scheduled for Saturday April 30<sup>th</sup> 6:00pm-8:00pm at Grand Oaks Elementary School.

Hosting a commission test on Thursday April 28<sup>th</sup>, practical at 6:00pm and written at 7:00pm. If you have anyone that needs to test sign them up through Acadis.

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# Anderson County Fire Commission

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Offering a kid's summer fire camp, the week of June 20<sup>th</sup> from 6:00pm-8:00pm each night. The camp will be for kids in 1<sup>st</sup> through 5<sup>th</sup> grade.

- **Medford VFD** – Chili supper was good, raising around \$9300.
- **Anderson County Rescue Squad** – no report
- **Clinton FD** – no report
- **Rocky Top FD** – Thanks for the help on the commercial fire over the weekend.
- **Norris VFD** – Will be hosting a community CPR and Stop the Bleed class on Saturday April 30<sup>th</sup> from 10:00am-2:00pm at the Clinton Commons. Food will be served.
- **Oak Ridge FD** – not present
- **Oliver Springs FD** – The Basic Firefighting class is going well.
- **Commissioner Shain Vowell** – no report
- **Commissioner Denver Waddell** – not present
- **Anderson County EMS** – not present
- **Anderson County EMA** – not present
- **Anderson County Sheriff's Office** – not present
- **Y-12 Fire Department** – On April 19<sup>th</sup> the East Tennessee Fire Chiefs meeting will be held at the Oak Ridge Chamber starting at 12:00 noon.
- **ORNL Fire Department** – not present
- **Secretary** – no report

Meeting adjourned at 7:36pm

Next scheduled meeting is May 3<sup>rd</sup> at 6:30pm

Submitted this the 5<sup>th</sup> day of April 2022

Anderson County Board of Commissioners

**Audit Committee**

**Minutes**

**April 4, 2022 4:00p.m.**

**Room 118A**

**Members Present:** Commissioners: Catherine Denenberg, Bob Smallridge; and City of Clinton Finance Director Gail Cook.

**Members Absent:** Commissioners: Steve Mead, Chuck Fritts, Josh Anderson, and Phil Yager

**Others Present:** State Audit Team: Amy Sosville and Angela Collins; Anderson County Director of Schools Dr. Tim Parrott; and Finance Director Robby Holbrook.

**Call to Order:** The meeting was called to order by Finance Director Robby Holbrook.

**2021 Fiscal Year Audit Finding 2021-001**

Finance Director Robby Holbrook explained the Board of Education's audit finding from the Internal Revenue Service and the corrective action as a result of that audit finding.

**2021 Fiscal Year Audit Finding 2021-002**

Finance Director Robby Holbrook explained the second audit finding that dealt with funds withheld from contractor payments not deposited into an escrow account. Going forward the corrective action plan will be for the Purchasing Department to notify Finance when construction projects requiring retainage are processed.

**New Business**

None.

**Old Business**

None.

Meeting adjourned.

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**BUDGET COMMITTEE  
BUDGET HEARING MINUTES  
MARCH 24, 2022**

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Members Present:

Shain Vowell, Commissioner - Chairman  
Jerry White, Commissioner  
Chuck Fritts, Commissioner  
Robert Jameson, Commissioner  
Catherine Denenberg, Commissioner  
Bob Smallridge, Commissioner  
Denver Waddell, Commissioner

Members Absent:

Jerry Creasey, Commissioner.

Meeting Facilitator: Robby Holbrook, Finance Director

Committee Chair Shain Vowell called the meeting to order.

**1. Proposed Budget 2022/2023 Opening Remarks –Finance Director Robby Holbrook**

The purpose of the meeting was to hear informational presentations from Department Heads and Officials who have FY2022-2023 budget requests that are outside of the budget guidelines.

**2. Retirement Matching –Finance Director Robby Holbrook**

Finance Director Holbrook presented the County's latest Employer Actuarially Determined Contribution Rate released by the Tennessee Consolidated Retirement System TCRS), and informed the Committee that the County's retirement match requirement will increase from the current rate of 4% to 6% for FY2022-2023.

**3. Budget Hearings**

*Jeff Cole, County Clerk* – Presented justification for a request to include a Deputy Clerk position to provide the capacity to move the Andersonville location to a full-service operation. FY2022-2023 additional budgeted annual cost of \$36,009 (Fund 101-52500).

Motion by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, to approve the inclusion of the request. Motion passed unanimously via voice vote.

*Kim Jeffers-Whitaker, Director of Human Resources and Risk Management* – Presentation of justification for a request to include funding for an internship position in the amount of \$4,495.00 (Fund 101-51310).



Motion by Commissioner Robert Jameson, seconded by Commissioner Jerry White to approve the inclusion of the request. Motion passed unanimously via voice vote.

*Terry Frank, County Mayor* –Presentation of justification for a request to include \$1,500.00 for the purchase of Volunteer Appreciation plaques, certificates, or engraved awards (Fund 101-51300-499-VACT).

Motion by Commissioner Chuck Fritts, seconded by Commissioner Catherine Denenberg, to approve the inclusion of the request. Motion passed unanimously via voice vote.

*Terry Frank, County Mayor/Solid Waste/Sanitation* – Presentation of justification for a request to include an additional \$14,500.00 for contracted litter pick-up as a match to state funds (Fund 116-55739-399).

Motion by Commissioner Bob Smallridge, seconded by Commissioner Robert Jameson, to approve the inclusion of the request.

Voting Yes: Commissioners Bob Smallridge, Catherine Denenberg, Chuck Fritts, Robert Jameson, and Shain Vowell. Voting No: Commissioners Denver Waddell and Jerry White. Motion Passed via voice vote.

*Terry Frank, County Mayor* – Presentation of justifications for requests to include an additional \$15,000.00 in funding for a part-time position in the Mayor's Office (Fund 101-51300-169); an additional \$14,500.00 for Other Contracted Services (Fund 101-51300-399); and an additional \$700.00 for Other Supplies and Materials (Fund 101-51300-499).

Motion by Commissioner Catherine Denenberg, seconded by Commissioner Robert Jameson, to approve the inclusion of the requests. Motion passed unanimously via voice vote.

*Stephanie Wells, Tourism Director* –Presentation of justifications for requests to include an additional \$120,000.00 in funding for Advertising (Fund 128-58110-302), and to increase the Director's Salary code to \$66,004.00 (Fund 128-58110-105).

Motion by Commissioner Catherine Denenberg, seconded by Commissioner Robert Jameson, to approve the inclusion of the requests.

Voting Yes: Commissioners Bob Smallridge, Catherine Denenberg, Denver Waddell, Robert Jameson, and Shain Vowell. Voting No: Commissioners Chuck Fritts and Jerry White. Motion Passed via voice vote.

*Sheriff Russell Barker/Director Tyler Mayes/All Departments*–Presentation of justification for a request to include an additional \$40,000.00 in Gasoline (Fund 101-54110-425).

Motion by Commissioner Denver Waddell, seconded by Commissioner Catherine Denenberg, to approve the inclusion of the request.

Motion by Commissioner Chuck Fritts, seconded by Commissioner Bob Smallridge, to defer action on this item until the end of the budget process.

Voting Yes: Commissioners Bob Smallridge, Chuck Fritts, and Robert Jameson. Voting No: Commissioners Denver Waddell, Catherine Denenberg, Jerry White, and Shain Vowell. Motion to Defer Failed via voice vote.

Voting Yes: Commissioners Denver Waddell, Catherine Denenberg, Bob Smallridge, Robert Jameson, Jerry White, and Shain Vowell. Voting No: Commissioner Chuck Fritts. Motion Passed via voice vote.

*Sheriff Russell Barker/Director Tyler Mayes/All Departments*—Presentation of justification for a request to include an additional \$62,418.00 in Other Contracted Services for Jail Medical Costs and Food Services- (Fund 101-54210-399).

Motion by Commissioner Denver Waddell, seconded by Commissioner Catherine Denenberg, to approve the inclusion of the request.

Voting Yes: Commissioners Denver Waddell, Catherine Denenberg, and Shain Vowell. Voting No: Commissioners Chuck Fritts, Bob Smallridge, Robert Jameson, and Jerry White. Motion Failed via voice vote.

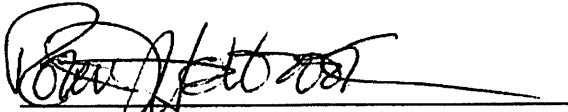
Motion by Commissioner Chuck Fritts, seconded by Commissioner Jerry White, to end any further action until the end of the budget process.

Voting Yes: Commissioners Chuck Fritts, Bob Smallridge, Robert Jameson, Jerry White, and Shain Vowell. Voting No: Commissioners Denver Waddell and Catherine Denenberg. Motion Passed via voice vote.

4. Old Business  
None.

5. New Business  
None.

Meeting Adjourned.



Robby Holbrook, Finance Director

***Anderson County Board of Commissioners***  
***Financial Management Committee***  
***Meeting Minutes***

April 11, 2022  
3:30 PM, Room 312

Members Present: Phil Yager (Committee Chair), Chuck Fritts, Gary Long, Terry Frank, Tim Isbel, Rick Meredith, and Tim Parrott.

Members Absent: None

Meeting Facilitator: Phil Yager (Committee Chair)

Call to Order: The meeting was called to order by Phil Yager (Committee Chair).

I. Grant Coordinator Position

Finance Director Robby Holbrook presented a draft job description for the position of Grant Coordinator.

Motion by Commissioner Rick Meredith, seconded by Commissioner Tim Isbel, to approve the job description.

Motion passed unanimously by voice vote.

II. ACG Outstanding Debt Update

Finance Director Robby Holbrook reviewed the status of the County's current outstanding debt.

No action taken.

III. NextGen Payroll Software Update

Finance Director Robby Holbrook informed the Committee of the upcoming payroll system conversion in June 2022.

No action taken.

IV. Old Business

Finance Director Robby Holbrook presented a request for future lease activity of County property to be initiated through the Office of the County Mayor in order to increase transparency and consistency.

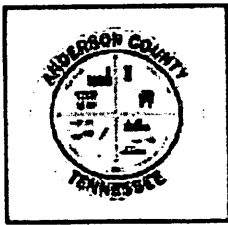
Motion by Dr. Tim Parrott, seconded by Commissioner Chuck Fritts, to approve the request.

Motion passed unanimously by voice vote.

V. New Business

No action taken.

VI. Adjourn



POSITION TITLE: Grant Coordinator

BASE PAY: \$\_\_\_\_\_

FLSA STATUS: Non – Exempt

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### Job Summary:

The Grant Coordinator provides guidance and support to the County Mayor, Department Heads, and grant program managers in the identification and development and of grant opportunities; participates in the application, pre-award planning and preparation processes; manages post-award fiscal administration and monitoring; and works closely with grant program managers, administrative staff, and the Title VI Coordinator to ensure that grant activities are in compliance with funding agency, regulatory, and county policy requirements for grants awarded to various departments of the Anderson County Government.

### *Duties/Responsibilities:*

- Serves as a liaison between granting agencies, the County Mayor, Department Heads, grant program/project managers, and the Finance Director for all phases of the grant process.
- Provides advice and guidance on the county's grant-related policies and procedures.
- Facilitates or supports the research and identification of funding opportunities in coordination with county departments, as appropriate.
- Provides guidance and assistance to departments in the interpretation of funding agency regulations and requirements.
- Assists in the coordination of fiscal planning and budget preparation for grant proposals.
- Collaborates with others on writing, submitting, tracking, and managing grant proposals, as needed.
- Monitors and coordinates the administration of post-award grants to ensure that budgeting, administrative policies, procedures, and agency requirements are being followed.
- Ensures reporting accuracy by translating the awarding agency's budget categories to the appropriate revenue and expenditure codes for each grant.
- Prepares or oversees the preparation of each county grant budget and its justification.
- Executes or facilitates preparation and submission of all financial documents, forms, and reports required by the granting agency.
- Addresses administrative and budgetary issues that occur during the award period.

- Develops and maintains specialized databases and systems to record and track all grant proposals, awards, and post-award activities.
- Develops and maintains master files on grant contracts and associated financial records.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant management methodology and optimizing the grant administration process.
- Performs other related duties as assigned.

*Required Skills/Abilities and Key Behaviors for Success:*

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
- Excellent project management skills, ability to prioritize work and resources, and meet critical deadlines.
- Ability to collect and analyze financial data and prepare budgets and financial reports.
- Excellent verbal and written communication skills.
- Proficient in accounting software and Microsoft Office Suite or related software.
- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects.
- Extremely organized and meticulous.
- Dependability and responsiveness.
- Creates a welcoming and professional environment.

*Education and Experience:*

- High school diploma or GED; at least 4 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

*Work Environment, Conditions, and Physical Requirements:*

- Work in an office environment.
- May be required to work evenings, weekends, and holidays.
- Prolonged periods sitting at a desk and working on a computer.
- May require travel.
- Must be able to lift up to 25 pounds at times.

*Reporting Structure and Management Responsibilities:*

- Reports to the Finance Director.
- No personnel management responsibilities.

A

**ANDERSON COUNTY GOVERNMENT  
SCHEDULE OF OUTSTANDING DEBT**

Fund	Series	Description	Code	Date of Issue	Original Amount of Issue	Interest Rate	Last Maturity Date	2021/2022 CHANGES					2022/2023 BUDGET					
								Outstanding @ 6/30/2021	Issue During Period	Principal Amount Paid	Refunded During Period	Outstanding @ 6/30/2022	Principal		Interest			
													Amount Due	Date Due	Amount Due	Date Due	Amount Due	Date Due
151	Series 2001	Bonds - Industrial Park (I-75) Other Loans	151-82110-612(P)151-82210-613(I)	7/13/2001	1,700,000.00	5.00	6/30/2021	-		-		0	-					
151	Series 2006	Bonds - Jail Renovation Other Loans	151-82110-612(P)151-82210-613-0601(I)	5/22/2006	3,000,000.00	5.00	6/30/2025	784,000		784,000		0	-		-			
151	Series 2017	Bonds - Refunding (2017)	151-82110-601-REFND (P)151-82210-603-REFND(I)	5/19/2017	8,030,000.00	Variable	5/1/2035	7,860,000		45,000		7,815,000	45,000.00	5/1/2023	104,907.50	11/1/2022	104,907.50	5/1/2023
151	Series 2020A	ESG-Refunding	151-82110-601-ESG (P) 151-82210-603-ESG (I)	5/15/2020	13,850,000.00		5/1/2035	13,140,000		875,000		12,265,000	960,000.00	5/1/2023	249,846.88	11/1/2022	249,846.88	5/1/2023
151	Series 2017A	Capital Outlay Note - DARC/big renovation/cap proj	151-82110-601-CON17 (P)151-82210-603-CON17(I)	6/22/2017	1,400,000.00	2.35	6/1/2019	683,000		683,000		0	-		-		0.00	
151	TOTALS											20,060,000	1,005,000.00		354,754.38		354,754.38	
152	Series 2014A	Bonds - School - City of Claryville, TN	152-82130-612(P)152-82230-613(I)	2/4/2014	4,505,215.00	2.75	5/1/1931	3,210,000		200,000		3,010,000	200,000.00	5/1/2023	41,387.50	11/1/2022	41,387.50	5/1/2023
152	Series 2018A	Bonds - Refunding	152-82130-601-6016(P)152-82230-603-6036(I)	3/9/2018	6,310,000.00	3-5%	5/1/2026	4,240,000		765,000		3,475,000	805,000.00	5/1/2023	86,875.00	11/1/2022	86,875.00	5/1/2023
152	Series 2019A	Bonds - Energy Systems Group Phase 2	152-82130-601-ESG2(P)152-82230-603-ESG2(I)	2/29/2019	5,620,000.00	3-5%	5/1/2039	5,265,000		210,000		5,055,000	220,000.00	5/1/2023	85,718.75	11/1/2022	85,718.75	5/1/2023
152	Series 2020B	Bonds-Refunding Bonds	152-82130-301-REFND(P)152-82230-603-REFND(I)	5/1/2020	1,525,000.00		6/30/2031	1,500,000		25,000		1,475,000	25,000.00	5/1/2023	30,025.00	11/1/2022	30,025.00	5/1/2023
152	TOTALS											13,015,000	1,250,000		244,006		244,006	
156	Series 2014B	Bonds - Refunding	156-82130-612(P)156-82230-613(I)	2/4/2014	5,180,000.00	2.75	5/1/2031	3,660,000		225,000		3,435,000	225,000.00	5/1/2023	47,231.25	11/1/2022	47,231.25	5/1/2023
156	Series 2018B	Bonds - Refunding	156-82130-601-6019(P)156-82230-603-6039(I)	3/8/2018	4,770,000.00	3-5%	5/1/2025	2,930,000		680,000		2,250,000	715,000.00	5/1/2023	56,250.00	11/1/2022	56,250.00	5/1/2023
156	Series 2019B	Bonds - Energy Systems Group Phase 2	156-82130-601-ESG2(P)156-82230-603-ESG2(I)	2/29/2019	5,280,000.00	3-5%	5/2/2039	4,965,000		185,000		4,780,000	195,000.00	5/1/2023	92,553.13	11/1/2022	92,553.13	5/1/2023
156	Series 2020C	Bonds-Refunding Bonds	156-82130-301-REFND(P)156-82230-603-REFND(I)	5/1/2020	5,725,000.00		5/1/2039	5,625,000		100,000		5,525,000	100,000.00	5/1/2023	133,125.00	11/1/2022	133,125.00	5/1/2023
156	TOTALS											15,980,000	1,235,000		329,159.38		329,159.38	
152	Series 2011	Capital Outlay - Local Govern't Effc. Loan Prog	141-82130-602-6011(P)141-82230-604(I)	3/25/2011	489,502.00	0	6/30/2022	20,415		20,415		0	-					
152	Series 010-002	Capital Outlay - Local Govern't Effc. Loan Prog	141-82130-602-6012 (P)	6/21/2012	352,931.44	0	6/30/2023	41,187		35,307		5,880	5,879.95	monthly			0.00	
145	Series 2003	Capital Lease - Headstart Facility		12/1/2003	957,236.00	11.2	6/30/2021	246,477		101,616		29,879	29,879.00	6/30/2023	16,224.43	6/30/2023		

(B)