
BUDGET COMMITTEE MINUTES
SEPTEMBER 8, 2022

Members Present:

Shain Vowell, Commissioner – Chairman
Michael Foster, Commissioner
Tracy Wandell, Commissioner
Bob Smallridge, Commissioner
Jerry White, Commissioner
Sabra Beauchamp, Commissioner
Shelly Vandagriff, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

TRANSFERS (Approved through Consent Agenda)

THE 0 ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **TRANSFER** in Ambulance Fund 118 be approved.

Decrease Expenditure Code:

118-55130-399	Other Contracted Services	\$1,500.00
---------------	---------------------------	------------

Increase Expenditure Code:

118-55130-355	Travel	\$1,500.00
---------------	--------	------------

Justification: Increased travel expenses due to EMS staff attending National Fire Academy training. This training is an excellent opportunity for all EMS staff to attend, the cost is between \$300-700 per employee per class. Classes are held at the National Fire Academy in Emmitsburg, MD. Have seen an increase in staff attending class.

Motion by Commissioner Jerry White, seconded by Commissioner Bob Smallridge, and passed to approve the transfer requests.

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Rex Lynch, Circuit Court, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-53100-399	Other Contracted Services	\$14,500.00
---------------	---------------------------	-------------

Increase Expenditure Code:

101-53100-194	Jury & Witness Expenses	\$14,500.00
---------------	-------------------------	-------------

Justification: This is a transfer from one code fund to another per request of the Finance Department. Audit requested this change.

Motion by Commissioner Jerry White, seconded by Commissioner Bob Smallridge, and passed to approve the transfer requests.

THE 2nd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Rex Lynch, Circuit Court, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-53100-337	Maintenance & Repair Services	\$1,000.00
---------------	-------------------------------	------------

Increase Expenditure Code:

101-53100-711	Furniture & Fixtures	\$1,000.00
---------------	----------------------	------------

Justification: To replace office furniture for an employee.

Motion by Commissioner Jerry White, seconded by Commissioner Bob Smallridge, and passed to approve the transfer requests.

APPROPRIATIONS REQUIRING FULL COMMISSION APPROVAL

THE 3rd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$300,000.00
-----------	-------------------------	--------------

(Amendment will be from 141-34690 Committed for Other Purposes and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

141-76100-715	Land	\$300,000.00
---------------	------	--------------

Justification: To appropriate funds for purchase of property needed for school improvements.

Motion by Commissioner Jerry White, seconded by Commissioner Michael Foster, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 4th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$4,800.00
-----------	-------------------------	------------

(Amendment will be from 141-34555 Restricted for Education and a JE will replenish the reserve for 39000)

Increase Expenditure Codes:

141-72120-355-COSH	Travel	\$2,800.00
141-71900-201	Staff Development	<u>2,000.00</u>
		\$4,800.00

Justification: To appropriate Coordinated School Health funds remaining from the previous fiscal year for support of Elementary School Guidance Counselors. Several of those counselors will be attending the Tennessee School Counselor Administrator Leadership Institute held in Murfreesboro on September 25 through 27.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 5th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$800,000.00
-----------	-------------------------	--------------

(Amendment will be from 141-34675 Committed for Capital Outlay and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

141-76100-707	Building Improvements	\$800,000.00
---------------	-----------------------	--------------

Justification: To appropriate funds for partial roof replacement at Clinton High School and Lake City Elementary School. Appropriation will also provide funds for Maintenance building replacement at Blowing Springs.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Michael Foster, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 6th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000 Unrestricted Fund Balance \$45,000.00

(Amendment will be from 141-34690 Committed for Other Purposes and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

141-72810-718 Motor Vehicle \$45,000.00

Justification: To appropriate funds for purchase of replacement vehicles as needed within Anderson County Schools.

Motion by Commissioner Michael Foster, seconded by Commissioner Tracy Wandell, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 7th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **TRANSFER (PAYROLL)** in General Purpose School Fund 141 be approved.

Increase Expenditure Code:

141-72120-162 Clerical Personnel \$23,043.00

Decrease Expenditure Code:

141-72120-131 Medical Personnel \$23,043.00

Justification: To transfer funds for clerical assistance for nursing program. This position was previously paid through the Epidemiology and Laboratory Capacity (ELC) grant.

Motion by Commissioner Tracy Wandell, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 8th ITEM to be presented to the Anderson County Budget Committee, was a written request from Gary Long Road Superintendent, Highway, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Expenditure Codes:

131-68000-321 Engineering Services Capital Outlay \$61,490.00
131-68000-705 Bridge Construction- Capital Outlay 559,000.00
\$620,490.00

Decrease Reserve Code:

131-34550 Restricted for Hwy \$620,490.00

Justification: Beech Grove Bridge

Motion by Commissioner Tracy Wandell, seconded by Commissioner Michael Foster, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 9th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Rex Lynch, Circuit Court, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$10,000.00
-----------	-------------------------	-------------

(Amendment will be from 101-34520-6000 Data Processing Reserve and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

101-53100-709	Data Processing Equipment	\$10,000.00
---------------	---------------------------	-------------

Justification: To replace computers and monitors for the Circuit Court Clerk's offices.

Motion by Commissioner Jerry White, seconded by Commissioner Tracy Wandell, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 10th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51240-791-GFMP	Other Boards & Committees-Other Construction	\$14,725.00
	Gibbs Ferry Park	

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$14,725.00
-----------	-------------------------	-------------

(Amendment will be from 101-34610-PARKS Committed for General Government- Parks & Rec and a JE will replenish the reserve for 39000)

Justification: Commission approved this project last October, but the funds were not encumbered in a PO, so the money rolled back to the committed code 101-34610-PARKS. The project has been re-bid and finally awarded at a cheaper price of \$14,725. The project is for a new fishing pier at the Gibbs Ferry Park as the old one is becoming unsafe.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Michael Foster, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 11th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55110-499-MICRO	Local Health Center-Other Supplies & Materials	\$1,674.97
---------------------	--	------------

Decrease Revenue Code:

101-39000	Unassigned Fund Balance	\$1,674.97
-----------	-------------------------	------------

(Amendment will be from 101-34530-MICRO Restricted for Public Health & Welfare-Microclinic and a JE will replenish the reserve for 39000)

Justification: Moving grant money from a restricted code to an expenditure code.

Motion by Commissioner Jerry White, seconded by Commissioner Michael Foster, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 12th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55110-599-TAB	Local Health Center-Other Charges Tobacco Grant	\$6,986.71
-------------------	--	------------

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$6,986.71
-----------	-------------------------	------------

(Amendment will be from 101-34530-2000 Restricted-Health Department-Tobacco Grant and a JE will replenish the reserve for 39000)

Justification: Moving grant funds from a restricted code to an expenditure code.

Motion by Commissioner Jerry White, seconded by Commissioner Michael Foster, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 13th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55110-499-PPI	Local Health Center-Other Supplies & Materials-Primary Prevention Initiatives	\$1,517.00
-------------------	---	------------

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$1,517.00
-----------	-------------------------	------------

(Amendment will be from 101-34530-PPI Restricted Health Department Primary Preventative Initiatives and a JE will replenish the reserve for 39000)

Justification: Moving grant money from a restricted code to an expenditure.

Motion by Commissioner Jerry White, seconded by Commissioner Michael Foster, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 14th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-58120-316-SDG	Industrial Development-Contributions- Site Development Grant	\$402,711.00
-------------------	--	--------------

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$402,711.00
-----------	-------------------------	--------------

Justification: Commission approved this projected last October, but the funds were not encumbered in a PO, so the money rolled back to Unassigned Fund Balance. These funds are matching funds for a larger grant request for Anderson County property in David Jones Industrial Park that would develop the site to a pad ready state. Anderson County would be eligible for \$1 million in SDG funds. Originally these funds were taken from the restricted code 101-34685-1000, Committed for Industrial Land and 101-34685-1000, Committed for Industrial/Land Purchase.

Motion by Commissioner Michael Foster, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 15th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51900-799-NWDSP	Other General Administration Other Capital Outlay-Norwood	\$275,000.00
---------------------	--	--------------

Safety Project

Decrease Revenue Code:

101-39000	Unassigned Fund Balance	\$275,000.00
-----------	-------------------------	--------------

Justification: Commission approved this project last November, but the funds were not encumbered in a PO, so the money rolled back to Unassigned Fund Balance. The request was to set aside matching funds for a Transportation Alternative Program Grant Award for pedestrian safety improvements in the Norwood Middle and Elementary school area. Grant award letter is attached as an exhibit and federal funding awarded is \$711,396.00.

Motion by Commissioner Michael Foster, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 16th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditures Code:

101-55110-707-SPNMG	Local Health Center-Building Improvements	\$116,400.00
	Special Needs Matching Grant	

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$116,400.00
-----------	-------------------------	--------------

Justification: Commission approved this project last February, but the funds were not encumbered in a PO, so the money rolled back to Unassigned Fund Balance. The request was for 25% required match in order to be awarded 75% cost of renovations from the TN Department of Health. See attached BS that was from last Feb.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Michael Foster, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 17th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Marjorie Pressley & Mayor Terry Frank, Office of Planning & Development, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-51720-189	Other Salaries and Wages	\$5,000.00
101-51720-201	Social Security	310.00
101-51720-204	Retirement	260.00
101-51720-209	S/T Disability	34.00
101-51720-210	Unemployment	50.00
101-51720-212	Medicare	<u>73.00</u>

\$5,727.00

Decrease Reserve Code:

101-39000 Unassigned Fund Balance \$5,727.00

Justification: With increase in new homes and development in Anderson County, we need for additional building inspection capabilities. Mr. Phillips has achieved certification for residential building inspector and we are requesting additional salary adjustments. Certification attached.

Motion by Commissioner Tracy Wandell, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 18th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Senior Center, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46140-TCAD Senior Center TCAD Grant \$8,000.00

Increase Expenditure Code:

101-56300-335 Senior Citizens Assistance-Building Maintenance & Repair \$8,000.00

Justification: Anderson County applied for and was awarded an \$8,000 grant through TCAD for the purpose of making capital improvements, to include energy-efficiency upgrades, at the Senior Center. With support from these grant funds, we plan to replace windows, weatherize doors, clean and repair or replace exterior awnings, and upgrade or replace fixtures.

Motion by Commissioner Jerry White, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 19th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Office on Aging & Senior Center, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46980-OAA Other State Grants-Senior Citizens Assistance Older Americans Act \$23,778.00

Increase Expenditure Codes:

101-56300-169-OAA Part-Time Help Older Americans Act \$22,058.00
101-56300-201-OAA Social Security-Older Americans Act 1,360.00
101-56300-210-OAA Unemployment Compensation-Older Americans Act 42.00

101-56300-212-OAA Employer Medicare 318.00
\$23,778.00

Justification: This amendment is to allocate contract grant funds for the Senior Center & Office on Aging. Per the contract, the Senior Center & Office on Aging is to allocate funds to improve and increase health education and health screening services and provide staff time to plan and conduct monthly health fairs.

Motion by Commissioner Jerry White, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 20th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46980-SMHT3 Other State Grants-State Mental Health- \$155,977.00
Transport-Grant 3

Increase Expenditure Code:

101-54210-312-SMHT2 Jail-Contracts with Private Agencies- 155,977.00
State Mental Health Transport-Grant 3

Justification: Grant for transportation of mental health patients.

Motion by Commissioner Tracy Wandell, seconded by Commissioner Michael Foster, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

Voting No: Commissioner Jerry White

SECTION A, TDEC ARP Funds/Mayor Frank

Mayor Terry Frank presented options for use of the county's \$5,081,369.22 allocation of TDEC/ARP non-competitive grant funding for wastewater/water/storm-water infrastructure.

No action taken.

SECTION B, Maintenance Personnel/Mayor Frank

Mayor Terry Frank presented the concept of a sharing agreement for a carpenter maintenance position for various county facilities.

No action taken.

SECTION C, ARP Funding for Non-Profits/Mayor Frank

Mayor Terry Frank opened discussion on the Budget Committee’s preference for addressing infrastructure funding requests from non-profit organizations utilizing ARP funds.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Shain Vowell, to move the discussion to the Non-Profit Committee with a \$75,000.00 cap that would utilize funds from the Unassigned Fund Balance (101-39000).

Motion passed unanimously via voice vote.

SECTION D, New Business

1. Finance Director Robby Holbrook presented a request for State Mental Health Transport grant funding on behalf of the Sheriff’s Department.

This is reflected as the “20th item” above.

2. Finance Director Robby Holbrook presented a request to appropriate \$2,510.00 in funds to pay for the placement of a historical marker at the Poor Farm.

Motion by Commissioner Tracy Wandell, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of Commissioners with a recommendation for approval.

SECTION E, Old Business

Finance Director Robby Holbrook presented an update on budgeted projects that utilize county ARP funding.

No action taken.

Meeting Adjourned.

Robby Holbrook, Finance Director