
BUDGET COMMITTEE MINUTES
NOVEMBER 10, 2022

Members Present:

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

Members Absent: Catherine Denenberg, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

TRANSFERS (Approved through Consent Agenda)

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Tim Shelton, Register of Deeds, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-51600-355	Travel	\$950.00
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Decrease Expenditure Codes:

101-51600-320	Membership & Dues	\$150.00
101-51600-337	Maintenance & Repair	300.00
101-51600-411	Data Processing Supplies	250.00
101-51600-414	Duplicating Supplies	<u>250.00</u>
		\$950.00

Justification: To cover increases made in the new travel policy and to cover the additional training for the CCFO program and the COCTP program.

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

THE 2nd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, EMS, that the following **TRANSFER** in Ambulance Fund 118 be approved.

Decrease Expenditure Code:

118-55130-356	Tuition	\$1,050.00
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Increase Expenditure Code:
118-55130-355 Travel \$1,050.00

Justification: Increase to pay for staff meals during hurricane deployment, this expense is reported and should be reimbursed.

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

THE 3rd ITEM, to be presented to the Anderson County Budget Committee, was a written request from AC Library Board, Norris Community Library, that the following **TRANSFER** in Library Fund 115 be approved.

Decrease Expenditure Code:
115-56500-317-4000 Data Processing Services \$49.79

Increase Expenditure Code:
115-56500-524-4000 Staff Development \$49.79

Justification: To pay for sending a staff member to the annual Summer Reading Conference.

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

APPROPRIATIONS REQUIRING FULL COMMISSION 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 \$300,000.00

Increase Expenditure Code:
141-72610-410 Custodial Supplies \$300,000.00

Justification: To appropriate funds for increased needs in custodial supplies.

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 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	\$207,000.00
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Increase Expenditure Code:

141-76100-715	Land	\$207,000.00
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Justification: To appropriate funds for purchase of property located on Mountain Road needed to improve parking and provide additional safety for transportation of students at Andersonville Elementary.

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 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:

141-34685	Committed for Capital Projects	\$300,000.00
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Increase Expenditure Code:

141-76100-707	Building Improvements	\$300,000.00
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Justification: To appropriate funds for provisional needs as various school improvement capital projects currently underway.

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 7th 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:

141-34690	Committed for Other Purposes	\$323,000.00
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Increase Expenditure Codes:

141-71100-720	Regular Education Instructional Equipment	\$300,000.00
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141-72310-331	Legal Services	20,000.00
141-72620-350	Maintenance Internet Services	<u>3,000.00</u>
		\$323,000.00

Justification: To appropriate funds for replacement of instructional equipment, anticipated increase in legal fees, and increased internet costs.

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 8th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Margaret Burrell, School Nutrition, that the following **APPROPRIATION** in Cafeteria Fund 143 be approved.

Decrease Reserve Code:

143-34570 Restricted-Food Service (fund balance) \$594,569.00

Increase Expenditure Codes:

143-73100-710	Food Service Equipment	\$577,969.00
143-73100-524	Food Service-Staff Development	9,500.00
143-73100-355	Food Service-Travel	<u>7,100.00</u>
		\$594,569.00

Justification: Five year plan was contracted for equipment needs and we have a plan in place.

- A. Serving lines for CHS, NMS, DVES \$375,000
 Tables and chairs CMS, FES, NES \$111,000
 Walk in freezer NMS or greatest need \$40,469
 Heated food cabinets \$32,000
 Ice machines \$19,500
 We generally spend about \$200k for equipment and capital expenditures each year, but have not been able to do so since March 2020. This will allow us to get back on track and keep up with current needs. We did not know the extent of our fund balance until after the budget was submitted. Equipment will take about twice as long for plan and delivery as previously anticipated due to continued supply chain issues.
- B. We are slated for a federal review this year, and we will use these for expanded training and recertification of staff for our program.
- C. This will allow for travel expenses day to day for on boarding new director as well as leadership travel expenses for managers to attend extra training.

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 9th ITEM to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Road Superintendent, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Expenditure Code:

131-62000-399	Other Contracted Services	\$3,145.00
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Decrease Revenue Code:

131-49700	Insurance Recovery	\$3,145.00
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Justification: Guardrail replacement from Progressive Insurance. Citizen destroyed it.

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 10th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Road Superintendent, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Expenditure Codes:

131-63100-418	Equipment & Machine Parts	\$50,000.00
131-61000-399	Other Contracted Services	<u>1,000.00</u>
		\$51,000.00

Decrease Reserve Code:

131-34550	Restricted for Hwy	\$51,000.00
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Justification: Need for parts and American Fidelity Services.

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 11th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Road Superintendent, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Expenditure Codes:

131-62000-399	Contracted Services	\$100,000.00
131-62000-443	Road Signs	5,000.00
131-62000-402	Asphalt	500,000.00
131-68000-714	Hwy Equipment	<u>200,000.00</u>
		\$805,000.00

Decrease Reserve Code:
131-34550 Restricted For Hwy \$805,000.00

Justification: Road striping/ Guard Rail/ Road Signs/ Asphalt and other services, truck and a chipper.

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 Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:
101-46990-6000 Bus Tax Process Fee \$1,500.00

Increase Expenditure Code:
101-52500-349 Printing/Stationary \$1,500.00

Justification: Purchase of bound books for County Commission Minutes and Marriage License.

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 13th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Sheriff Barker, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:
101-48610 Donations \$3,000.00

Increase Expenditure Code:
101-54210-791 Jail-Other Construction \$3,000.00

Justification: Donation from the Hollingsworth Companies for an employee break facility at the Detention Facility.

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 14th ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Vickery, Fleet Services, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-54900-435	Office Supplies	\$852.51
101-54900-424	Garage Supplies	294.83
101-54900-453	Vehicle Parts	425.39
101-54900-711	Furniture & Fixtures	<u>9,213.00</u>
		\$10,785.73

Increase Revenue Code:

101-49700	Insurance Recovery	\$10,785.73
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Justification: This is to move insurance money (from the flood damage in July 2022) into the line items above for replacement of the items that were lost in the flood.

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 AC Library Board, Norris Community Library, that the following **APPROPRIATION** in Library Fund 115 be approved.

Decrease Reserve Code:

115-34535-4001	Local Restricted Funds	\$6,290.00
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Increase Expenditure Code:

115-56500-709-4001	Data Processing Equipment	\$6,290.00
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Justification: Money to be spent on the 22/23 LSTA grant, 50% match, on technology items for the library.

Motion by 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 16th ITEM, to be presented to the Anderson County Budget Committee, was a written request from AC Library Board, Briceville Public Library, that the following **APPROPRIATION** in Library Fund 115 be approved.

Decrease Reserve Code:

115-34535-1001	Restricted For Libraries	\$400.00
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Increase Expenditure Code:

115-56500-335-1000	Building Maintenance & Repair	\$400.00
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Justification: One time transfer for installation of security camera on outside of building.

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 17th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Ryan Sutton, ACTV/Channel 95, that the following **APPROPRIATION** in Fund 127 be approved.

Increase Expenditures Codes:

127-56900-169-9500	Other Social, Cultural & Recreational- Part Time Help	\$10,000.00
127-56900-307-0100	Other Social, Cultural & Recreational- Communication-Cellular/Pager	50.00
127-56900-425-9500	Other Social, Cultural, & Recreational- Gasoline	400.00
127-56900-511-9500	Insurance	<u>2,000.00</u>
		\$12,450.00

Decrease Reserve Code:

127-34635	Committed for Social, Cultural, & Recreational Services-Undesignated Fund Balance	\$12,450.00
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Justification: We are moving funds to cover expenses for the 22-23 fiscal year that have gone up over budget as well as moving more into our part-time code to help pay for various events that ACTV covers now. Such as ACS graduations. We are also moving funds into an insurance code to pay for the insurance premiums for the two ACTV vehicles.

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 18th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Danny Phillips & Mayor Terry Frank, Stormwater, that the following **APPROPRIATION** in Fund 121 be approved.

Decrease Liability Code:

121-47901	ARPA Grant Revenue	\$103,060.00
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Increase Expenditure Code:

121-58836-399-GA013	Special Purpose-American Rescue Plan Act Restricted for General Government	\$103,060.00
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Justification: To comply with our Phase II Small MS4 Permit, the County is supposed to keep a digitized stormwater infrastructure map with all streams and outfalls identified throughout the jurisdiction. Following an audit, we attempted to piece together historic maps, along with other historic information. ARP funds present an important and timely opportunity to bring the county into compliance with TDEC-DWR and MS4 permit by developing a digitized, GIS-based storm sewer map that will also help us understand infrastructure priorities and flood prone areas. Current MS4 Phase II permits must meet minimum requirements of mapping MS4 outfalls; inputs into the storm sewer collection system (inlets, catch basins, drop structures, flow(s) from adjacent MS4s, or other defined contributing points; direction of storm water flow through the system; receiving streams.

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 19th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Damon McKenna & Mayor Frank, Animal Care & Control, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-425	Rabies and Animal Control-Gasoline	\$3,500.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$3,500.00
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(Amendment will be from 101-34530-ANML Restricted for Public Health & Welfare-Animal Holding and a JE will replenish the reserve for 39000)

Justification: Needing increase in gas code for the remainder of the year.

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 Mayor Terry Frank & Cherie Phillips, Office on Aging & Senior Center, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$849.10
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Increase Expenditure Code:

101-56300-307	Senior Citizens Assistance-Communication	\$849.10
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Justification: Senior Center installed new SMARTNET phone system last year with Commission's approval. We failed to budget 2022/2023 contract and licensing and will properly budget for 23/24. With long delay in transfer of lines in order to achieve full implementation, we did reach out to the vendor and request partial credit, and were granted that credit.

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 21st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Damon McKenna & Mayor Terry Frank, Animal Care & Control, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-790	Other Equipment	\$13,884.30
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$13,884.30
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Justification: \$1,429 amber white lighting only for animal control vehicles are to address non-compliance. \$5,508.16 for outdoor/night Light Catcher camera, equipment, and installation of badge/door swipe system (like Courthouse) is to enhance security at the Animal Shelter facility, as well as allow new partnership with Sheriff's Department to facilitate after-hours calls. (This equipment can be moved to the new Shelter) \$6,947.14 for equipping Animal Control officers with radios, antennas, and related equipment to advance communication with dispatch, as well as safety in field in remote areas. We are working to advance real-time record keeping like EMS and Sheriff's Departments.

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 22nd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Annette Prewitt, County Commission, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51100-399	Other Contracted Services	\$1,750.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$1,750.00
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Justification: To pay Open Meeting subscription fees for the voting system for 1/1/23 through 6/30/23.

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 23rd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Jay Yeager, Law Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51400-331-RECOV	County Attorney-Legal Services Recovery Lawsuits	\$5,032.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$4,279.15
101-39000	Unassigned Fund Balance	<u>752.85</u>
		\$5,032.00

(Amendment will be from 101-34710-ATTNY Assigned for General Government-County Attorney and a JE will replenish the reserve for 39000)

Justification: Funding for legal bills from Miller Legal Partners for recovery cases.

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.

Voting No: Commissioner Sabra Beauchamp

THE 24th 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 Codes:

101-51100-349-CHTR	County Commission-Printing- Charter Commission	\$12,523.00
101-51100-351-CHTR	County Commission-Rentals- Charter Commission	<u>17.00</u> \$12,540.00

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$8,540.00
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Decrease Expenditure Code:

101-51100-331-CHTR	County Commission-Legal Services-Charter Commission	<u>4,000.00</u> \$12,540.00
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Justification: Funding for printing and mail out of the Charter for Anderson County \$17.00 for City of Oak Ridge room rental for Charter Public Hearing.

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.

Voting No: Commissioner Tracy Wandell

THE 25th 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 Reserve Code:

101-39000	Unassigned Fund Balance	\$580,868.00
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(Amendment will be from 101-34785 Assigned for Capital Projects and a JE will replenish the reserve for 39000)

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$580,868.00
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Justification: Commission made a motion last year to designate 20% of the 101 General Fund rollover funds at the end of the year for capital needs.

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 26th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$2,100.00
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(Amendment will be from 101-34510-ARCHV Archives & Records and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

101-52500-349	Printing/Stationary	\$2,100.00
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Justification: Purchase of bound books to replace old marriage records indexing that are falling apart in archives.

THE 27th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, EMS, that the following **APPROPRIATION** in Fund 121 be approved.

Increase Expenditure Code:

121-91401-790-11803 ARP Grant-Other Equipment-EMS \$398,409.00

Increase Revenue Code:

121-47901 ARP Grant #6 \$398,409.00

Justification: Funding for the purchase of twelve stretchers for EMS. These funds also cover maintenance and unlimited repairs, including parts, labor and travel with SEM and battery coverage.

SECTION A, IT/Multi-Factor Plan

IT Director Brian Young presented information on the plan for implementing Multi-Factor Authentication (MFA) for county operations. He also presented a request for acknowledgement from the Committee that a portion of the \$150,000.00 in ARPA funds allocated to this project would be used for recurring payroll and benefit costs, to include a salary increase for a current employee and the addition of a part-time employee.

Motion by Commissioner Jerry White, seconded by Commissioner Tracy Wandell, to approve up to \$40,000.00 of the existing \$150,000.00 project allocation to fund the requested salary increase for the employee and the addition of a part-time employee. Motion Passed.

SECTION B, EMS Capital Needs/Nathan Sweet

EMS Director Nathan Sweet presented a request for appropriation of \$398,409.00 in ARP funding for the replacement of 12 stretchers.

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

Voting Yes: Commissioners Jerry White, Michael Foster, Bob Smallridge, Shain Vowell, Tracy Wandell, and Shelly Vandagriff. Voting No: Commissioner Sabra Beauchamp.

This is reflected as the “27th item” above.

SECTION C, Fire Truck Resolution/Chairman Vowell

Chairman Shain Vowell presented a Fire Truck resolution, on behalf of the Fire Commission, for consideration.

Motion by Commissioner Michael Foster, seconded by Commissioner Tracy Wandell to form a committee to develop a Fire Truck resolution. Motion Withdrawn.

SECTION D, New Business

1. District Attorney General Dave Clark presented information related to recently announced collaborative law enforcement grant opportunities available to the county.

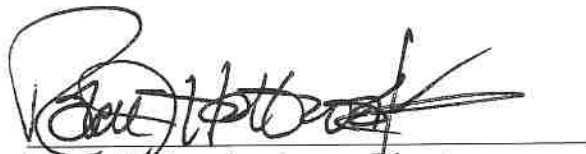
General Clark presented a request for a letter of support or MOU stating the County's support and commitment for grant projects that qualify in some or all of the three eligible grant concept categories, and for a contingent commitment of funding up to \$150,000.00 each month in reimbursable expenses.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of Commissioners with a recommendation for approval.

2. Finance Director Robby Holbrook presented a transfer request on behalf of County Clerk Jeff Cole.

This is reflected as the "26th item" above.

Meeting Adjourned.



Robby Holbrook, Finance Director