
BUDGET COMMITTEE MINUTES
APRIL 4, 2024

Members Present:

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

Members Absent:

Tyler Mayes, Commissioner
Aaron Wells, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

Committee Chair Michael Foster called the meeting to order.

Appearance of Citizens: No citizens appeared.

Public Defender Ann Coria: At the invitation of the Budget Committee, Public Defender Ann Coria was in attendance to discuss recent litigation. No action taken.

Request from Finance Director Robby Holbrook to add one budget amendment request and one grant application request to the agenda under New Business.

Motion by Commissioner Bob Smallridge, second by Commissioner Shain Vowell, to approve the request.

TRANSFERS (Approved through Consent Agenda)

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Melissa Miller, Family Justice Center, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-53600-415-FJC	Electricity	\$4,235.00
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Decrease Expenditure Code:

101-53600-351-FJC	Rentals	\$4,235.00
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Justification: To create a separate fund code to pay our electricity bill. This will move funds from the rental code to the electricity code. This transfer should cover the deposit and bills for months of April, May, and June.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to approve the transfer request.

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

Decrease Expenditure Code:

101-54210-312-SMHT4 Jail-Contracts with Private Agencies-State Mental Health Transport 4	\$26,000.00
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Increase Expenditure Code:

101-54210-718-SMHT4 Jail-Motor Vehicle-Other State Grants-State Mental Health Grant 4	\$26,000.00
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Justification: Transfer of funds for purchase of vehicle which is an allowable expense of the grant.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to approve the transfer request.

THE 3rd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Kenny Sharp/Sheriff Russell Barker, Sheriff's Department, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-54210-312-SMHT4 Private Contracts Agencies-State Mental Health Transport 4	\$1,688.00
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Increase Expenditure Code:

101-54210-718-SMHT4 Motor Vehicle-State Mental Health Transport 4	\$1,688.00
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Justification: This is to pay for transport of 2021 Tahoe from MO State Hwy Patrol and purchase prisoner screen for the Tahoe.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to approve the transfer request.

THE 4th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Charles Turner, Health Department, that the following **TRANSFER** in General Fund 101 be approved.

THE 7th 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.

Decrease Expenditure Codes:

101-51600-337	Maintenance & Repair	\$2,000.00
101-51600-355	Travel	<u>3,000.00</u>
		\$5,000.00

Increase Expenditure Codes:

101-51600-435	Office Supplies	\$4,000.00
101-51600-349	Stationery & Forms	<u>1,000.00</u>
		\$5,000.00

Justification: Transfer is necessary for copy paper, office chairs and general office supplies.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to approve the transfer request.

THE 8th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Annette Prewitt, County Commission, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-51100-524	Staff Development	\$400.00
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Decrease Expenditure Code:

101-51100-320	Dues and Memberships	\$400.00
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Justification: To cover shortage in staff development to have enough funds to pay registration fees for commissioners to attend May conference.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to approve the transfer request.

THE 9th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Stephanie Wells, Tourism, that the following **TRANSFER** in Tourism Fund 128 be approved.

Increase Expenditure Codes:

128-58110-338	Vehicle Repair & Maintenance	\$600.00
128-58110-208	Dental Insurance	<u>306.00</u>
		\$906.00

Decrease Expenditure Codes:

128-58110-524	Staff Development	\$712.00
128-58110-451	Uniforms	<u>194.00</u>

\$906.00

Justification: Transfer funds to cover expenses to replace tires on vehicle and dental insurance.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to approve the transfer request.

THE 10th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Bobby Crawford, School Maintenance, that the following **TRANSFER** in General Purpose School Fund 141 be approved.

Decrease Expenditure Code:

141-72620-336	Equipment Repairs	\$40,000.00
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Increase Expenditure Code:

141-72620-399	Contracted Services	\$40,000.00
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Justification: To transfer funds to cover for cost of monthly mowing and water treatment plant management.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to approve the transfer request.

THE 11th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Bobby Crawford, School Maintenance, that the following **TRANSFER** in General Purpose School Fund 141 be approved.

Decrease Expenditure Code:

141-72610-351	Plant Equipment	\$55,000.00
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Increase Expenditure Codes:

141-72610-499	Other Supplies	\$15,000.00
141-72610-410	Custodial Supplies	<u>40,000.00</u>
		\$55,000.00

Justification: To transfer funds to cover materials and supplies needed for the Maintenance Department and to cover supplies for yearly floor waxing/buffing/polishing.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to approve the transfer request.

**APPROPRIATIONS REQUIRING FULL COMMISSION
APPROVAL**

THE 12th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Marcus Bullock, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-48990	Other Revenue	\$16,500.00
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Increase Expenditure Code:

141-71100-429	Instructional Supplies	\$16,500.00
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Justification: To appropriate Battle STEM Grant funds for individual schools. Revenue received 3/21/24 from Battelle \$16,500.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, 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 Marcus Bullock, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-48610	Donations	\$675.00
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Increase Expenditure Code:

141-72310-499	Other Supplies & Materials	\$675.00
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Justification: To appropriate funds from donations to help families experiencing food insecurity. Revenue received on 1/8 and 1/11 totaling \$675.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, 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 Marcus Bullock, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$100,000.00
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Increase Expenditure Codes:

141-71100-429	Instructional Supplies	\$31,000.00
141-71100-499	Other Supplies & Materials	<u>69,000.00</u>
		\$100,000.00

Justification: To appropriate funds for NES STEM designation, school outcome incentives, bleacher rentals and high school volleyball expenditures.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, 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 Kelly Myers, Vocational Education, that the following **TRANSFER (Major Line Item)** in General Purpose School Fund 141 be approved.

Increase Expenditure Code:

141-72230-355	Travel	\$10,000.00
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Decrease Expenditure Codes:

141-71300-499	Other Materials & Supplies	\$3,000.00
141-71300-336	Maintenance & Repair of Equipment	<u>7,000.00</u>
		\$10,000.00

Justification: Anderson County students participating in DECA and First Robotics placed at State level competitions and will compete at National Competitions in California and Texas.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, 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 Margaret Burrell, School Nutrition, that the following **TRANSFER (Payroll)** in School Nutrition Fund 143 be approved.

Increase Expenditure Codes:

143-73100-207	Food Service-Medical Insurance	\$8,000.00
143-73100-119	Food Service-Accountants/Bookkeepers	30,000.00
143-73100-355	Food Service-Travel	27,000.00
143-73100-421	Food Service-Food Preparation Supplies	12,000.00
143-73100-422	Food Service-Food	<u>105,000.00</u>
		\$182,000.00

Decrease Expenditure Codes:

143-73100-105	Food Service-Supervisor	\$33,000.00
143-73100-162	Food Service-Clerical Personnel	29,000.00
143-73100-165	Food Service-Personnel	60,000.00
143-73100-336	Food Service-Maintenance	20,000.00
143-73100-349	Food Service-Printing	5,000.00
143-73100-399	Food Service-Other Contracted Services	<u>35,000.00</u>
		\$182,000.00

Justification: A. Additional team members have elected medical insurance in last few months. B, & F were coding discrepancies. C. Program instituted travel reimbursement policy for managers to go to bank for year and also to attend end of month paperwork sessions at Central Office. D & E Food and Food related costs continue to rise this year over last. G & H reflect continued staffing shortages that we had not been able to fill in first half of year. We are one staff person presently. I & J & K are budget adjustments based on first three quarters of year.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, 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 Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$3,700.00
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(Amendment will be from 101-34515 County Clerk-Data Processing and a JE will replenish the reserve for 39000)

Increase Expenditure Codes:

101-52500-709	County Clerk-Data Processing Equipment	\$2,000.00
101-52500-399	County Clerk-Service Contract	<u>1,700.00</u>
		\$3,700.00

Justification: Cover contracts till 7/1/2024. Security cameras for Norris office due to relocation.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Sabra Beauchamp, 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 Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-45510-1000	County Clerk-Postage	\$21,000.00
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Increase Expenditure Codes:

101-52500-348	County Clerk's Office-Postal Charges	\$16,000.00
101-52500-348-ORPM	County Clerk's Office-Postal Charges	<u>5,000.00</u>
	Oak Ridge Postage Meter	\$21,000.00

Justification: Postage to finish up year ending 7/1/24.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Sabra Beauchamp, 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 Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-43396-1000	Data Processing Fee-Internet Services	\$1,962.00
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Increase Expenditure Code:

101-52500-307-0200	Communications-Internet	\$1,962.00
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Justification: Internet fees for Norris location.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Sabra Beauchamp, 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 AC Library Board, Briceville Public Library, that the following **APPROPRIATION** in Library Fund 115 be approved.

Decrease Reserve Code:

115-34535-1001	Local Restricted Funds	\$1,950.00
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Increase Expenditure Code:

115-56500-307-1000	Communications	\$1,950.00
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Justification: This is a onetime transfer of funds to cover projected shortage in communications for the remainder of the fiscal year.

Motion by Commissioner Shelly Vandagriff, seconded by Commissioner Sabra Beauchamp, 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 Nathan Sweet, EMS, that the following **APPROPRIATION** in Ambulance Fund 118 be approved.

Increase Revenue Code:

118-46290-EMSE1	EMS Equipment Grant FY24	\$150,000.00
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Increase Expenditure Code:

118-54710-790-EMSE1	EMS Equipment Grant-Other Equipment	\$150,000.00
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Justification: Allocating funds for TN State EMS equipment grant. Grant is a non-matching reimbursement grant. We have until June 30th, 2024 to spend the fund and receive the equipment.

Motion by Commissioner Shelly Vandagriff, seconded by Commissioner Sabra Beauchamp, 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 Winne Gadd, Drug Court, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-53330-399-2000	Drug Court-Other Contracted Services	\$10,000.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$10,000.00
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(Amendment will be from 101-34520-3000 Restricted-Drug Court-Drug Court Assessment Fees and a JE will replenish the reserve for 39000)

Justification: Funding for a contract extension thru end of FY24 for a part-time counselor in the Recovery Court Program.

Motion by Commissioner Shain Vowell, seconded by Commissioner Sabra Beauchamp, 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 John Prince, Finance/Drug Court, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46220	Drug Court Grant	\$3,500.00
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Increase Expenditure Code:

101-53330-499	Drug Court-Other Supplies & Materials	\$3,500.00
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Justification: To allocate an increase in revenue for the Drug Court Grant to purchase office supplies and materials.

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

THE 24th ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Prince, Sheriff/Finance, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-54110-188-SORR1	Sheriff's Office Recruitment and Retention-Bonus	\$10,000.00
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Increase Revenue Code:

101-46290-SORR1	Public Safety Grant-Sheriff's Office Recruitment & Retention	\$10,000.00
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Justification: To allocate funds for year 1 the Tennessee Law Enforcement Hiring, Training, and Recruitment Grant administered by the Tennessee Department of Commerce and Insurance.

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

THE 25th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mark Stephens, Election Commission, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Increase Expenditure Codes:

101-51500-169	Part Time Help	\$7,000.00
101-51500-189	Machine Techs	<u>3,000.00</u>
		\$10,000.00

Decrease Expenditure Codes:

101-51500-106	Deputy Registrar	\$7,000.00
101-51500-193	Poll Workers	<u>3,000.00</u>
		\$10,000.00

Justification: This transfer is necessary to cover the rest of the year's part time budget that was depleted due to the office being down one full time deputy position. Additionally, the increase in the machine tech line is due to the additional hours spent with the new voting system, and to cover labor involving post March election work.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Sabra Beauchamp, 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 Mayor Frank/VSO Nation, Veterans Service, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$2,444.00
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Increase Expenditure Codes:

101-58300-103	Veterans Services-Assistant	\$2,270.00
101-58300-201	Social Security	141.00
101-58300-212	Medicare	<u>33.00</u>
		\$2,444.00

Justification: The assistant for the Veterans Service Office currently works full time at 30 hours. New Veterans Service Officer (VSO) would like assistant to work 40 hours a week, with a salary adjustment. As new VSO is just starting as year 1 Director, the VSO salary is lower and will offset the adjustment for the assistant for FY 24/25. However, because Anderson County had vacation payout to our former VSO, there are limited fund to transfer this FY. Therefore, we are requesting funds to carry through June 30, with the request from unassigned fund balance in order to begin the increase in hours and adjustment upon Commission approval. This request comes with approval of Veterans Advisory Committee Chairman Wandell, and members who were in attendance at the April 1st Veterans meeting.

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

SECTION A, Grant Application/EMS

EMS Director Nathan Sweet presented a Grant Pre-Application Notification form for an EMS Equipment grant from the State Office EMS.

Motion by Commissioner Sabra Beauchamp, second by Commissioner Shelly Vandagriff, and passed to authorize the grant application.

SECTION B, Senior Center Grant and Roof Project/Mayor Frank

Mayor Terry Frank presented a request for Committee permission to allow the Finance Director to place the increased funding amounts for the senior program into budget codes, in advance of final work plan approval, in order to meet the spending deadlines for the grant.

Motion by Commissioner Shain Vowell, second by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

Mayor Terry Frank presented an appropriation request for Senior Center roof repairs in the amount of \$48,511.00 with funding to come from Fund171 Capital Projects Fund.

Motion by Commissioner Shelly Vandagriff, second by Commissioner Shain Vowell, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

SECTION C, Dispatch & EMS Communications Equipment/Mayor Frank

Mayor Terry Frank and EMA Director Brice Kidwell presented a request for \$60,367.45 for communications equipment and services with funding from previously allocated ARPA funds in Fund 121.

Motion by Commissioner Sabra Beauchamp, second by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

SECTION D, FY 24/25 EMS Budget Discussion & Schedule/Robby Holbrook

This item was deferred.

SECTION E, New Business

Finance Director Robby Holbrook presented an Appropriation request on behalf of the Veterans Service Office.

This is reflected as the “26th Item” above.

Mayor Terry Frank presented a Grant Pre-Application Notification form for a Brownfield Redevelopment Area Grant (BRAG) from the Tennessee Department of Environment and Conservation.

Motion by Commissioner Shain Vowell, second by Commissioner Shelly Vandagriff, and passed to authorize the grant application.

Meeting Adjourned.

Robby Holbrook, Finance Director