
BUDGET COMMITTEE MINUTES
AUGUST 8, 2024

Members Present:

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

Meeting Facilitator: Robby Holbrook, Finance Director

Committee Chair Michael Foster called the meeting to order.

Appearance of Citizens: No citizens appeared.

Approval of Agenda:

Request from Committee Chair Michael Foster to approve the addition of an appropriation request to the agenda under New Business.

Motion by Commissioner Shain Vowell, second by Commissioner Sabra Beauchamp, and passed to approve the addition to the agenda as requested.

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.

Decrease Expenditure Code:

101-51600-337	Maintenance & Repair	\$2,000.00
---------------	----------------------	------------

Increase Expenditure Code:

101-51600-351	Rentals	\$2,000.00
---------------	---------	------------

Justification: Transfer is necessary to pay rental for map plotter from Cannon.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Sabra Beauchamp, and passed to approve the transfer request.

APPROPRIATIONS REQUIRING FULL COMMISSION APPROVAL

THE 2nd 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	\$1,400,000.00
-----------	-------------------------	----------------

(Amendment will be from 141-34685 Committed for Capital Projects and a JE will replenish the reserve for 39000)

Increase Expenditure Codes:

141-76100-304	Architect Fees	\$460,000.00
141-76100-399	Other Contracted Services	400,000.00
141-76100-706	Building Construction	<u>540,000.00</u>
		\$1,400,000.00

Justification: To appropriate funds for anticipated costs for new construction of Claxton Elementary School.

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 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	\$150,000.00
-----------	-------------------------	--------------

Increase Expenditure Codes:

141-72310-506	Liability Insurance	\$125,000.00
141-72310-513	Worker’s Compensation Insurance	<u>25,000.00</u>
		\$150,000.00

Justification: To appropriate additional funds for increased costs in liability insurance and worker’s compensation insurance.

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 4th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Kim Towe, Special Education, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-43551	Special Education Fees for Service	\$195,642.60
-----------	------------------------------------	--------------

Increase Expenditure Code:

141-71200-189-SEFFS	Other Salaries & Wages-SEFFS	\$15,000.00
141-71200-201-SEFFS	Social Security-SEFFS	930.00
141-71200-204-SEFFS	State Retirement-SEFFS	954.00
141-71200-212-SEFFS	Employer Medicare-SEFFS	217.50
141-71200-399-SEFFS	Other Contracted Services	114,000.00
141-71200-429-SEFFS	Instructional Materials-SEFFS	30,000.00
141-71200-499-SEFFS	Other Supplies-SEFFS	15,000.00
141-71200-524-SEFFS	Staff Development-SEFFS	7,000.00
141-72220-189-SEFFS	Other Salaries & Wages-SEFFS	11,000.00
141-72220-201-SEFFS	Social Security-SEFFS	682.00
141-72220-204-SEFFS	State Retirement-SEFFS	699.60
141-72220-212-SEFFS	Employer Medicare-SEFFS	<u>159.50</u>
		\$195,642.60

Justification: To appropriate Special Education Fees for Service funds for salary supplements, clerical assistance, contracted services for billing and psychologist/behavioral personnel.

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 5th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Brice Kidwell, EMA, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-47220-EMPG	Civil Defense Reimbursement-Emergency Management Performance Grant	\$9,744.13
----------------	--	------------

Increase Expenditure Code:

101-54410-169	Part-Time	\$9,744.13
---------------	-----------	------------

Justification: Reimbursement grant, funds not spent from \$33,709.13 grant last fiscal year.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Bob Smallridge, 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 Brice Kidwell, EMA, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-47235-DHS	Revenue	\$28,250.00
---------------	---------	-------------

Increase Expenditure Code:

101-54410-499-DHS	Civil Defense-Other Supplies & Materials	\$28,250.00
-------------------	--	-------------

Justification: To purchase ballistic vest and shields, a radar message sign and portable barriers.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Bob Smallridge, 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 John Prince, Norris Library/Finance, that the following **APPROPRIATION** in Library Fund 115 be approved.

Increase Expenditure Code:

115-56500-499-4001	Other Supplies & Materials-Norris	\$3,000.00
--------------------	-----------------------------------	------------

Decrease Reserve Code:

115-34535-4001	Fund Balance	\$3,000.00
----------------	--------------	------------

Justification: To allocate grant funds from East Tennessee Foundation. Received \$3,000 last FY. These funds rolled into Fund balance and this BA moves money into an expenditure code this FY 24-25.

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 8th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Kenny Sharp/Russell Barker, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$12,297.76
-----------	-------------------------	-------------

Increase Expenditure Code:

101-54110-338	Sheriff's Dept-Vehicle Repairs & Maintenance	\$12,297.76
---------------	--	-------------

Justification: This is to repair ACSD vehicles.

Motion by Commissioner Shelly Vandagriff, seconded by Commissioner Tyler Mayes, 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 Kenny Sharp/Russell Barker, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-49700	Insurance Recovery	\$5,841.26
-----------	--------------------	------------

Increase Expenditure Code:

101-54110-338	Sheriff's Dept. Vehicle Repairs & Maintenance	\$5,841.26
---------------	---	------------

Justification: Insurance recovery for ACSD vehicle.

Motion by Commissioner Shelly Vandagriff, seconded by Commissioner Tyler Mayes, 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, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$175,000.00
-----------	-------------------------	--------------

Increase Expenditure Code:

101-51900-599	Other General Administration-Other Charges	\$175,000.00
---------------	--	--------------

Justification: Tennessee Risk Management payment for insurance increased \$153,971 from prior year and \$281,461 over the past 2 years, and while I have increased our appropriations the last 2 years it has not been enough to absorb this increase. I plan to do a full audit this fiscal year of each department's workman's comp insurance as well as buildings & contents, liability and vehicle insurance.

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

Increase Revenue Code:

101-46290-SORR1	Other Public Safety Grants-Sheriff's Office Recruitment and Retention	\$17,050.00
-----------------	--	-------------

Increase Expenditure Codes:

101-54110-188-SORR1	Sheriff Department-Sheriff's Office Recruitment and Retention	\$15,000.00
101-54110-201-SORR1	Social Security	932.00
101-54110-204-SORR1	Retirement	900.00
101-54110-212-SORR1	Medicare	<u>218.00</u>
		\$17,050.00

Justification: To allocate funds for the Tennessee Law Enforcement Hiring, Training, and Recruitment Grant administered by the Tennessee Department of Commerce and Insurance. Upcoming payout of \$3,000 which we received on 7/9/24.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Tyler Mayes, 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 Lounicia Bolton, Sheriff's Office/Finance Grant, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-54110-309-VCIF2	VCIF Collaborative FY24-Contrats w/ other Gov Agencies	\$20,000.00
101-54110-431-VCIF2	VCIF Collaborative FY24-Law Enforcement Supplies	9,500.00
101-54110-716-VCIF2	VCIF Collaborative FY24-Law Enforcement Equipment	30,000.00
101-54110-207-VCIF2	VCIF Collaborative FY24-Medical Insurance	<u>138.00</u>
		\$59,638.00

Increase Expenditure Codes:

101-54110-187-VCIF2	VCIF Collaborative FY24-Overtime Pay	\$20,000.00
101-54110-499-VCIF2	VCIF Collaborative FY24-Other Supplies & Materials	9,500.00
101-54110-718-VCIF2	VCIF Collaborative FY24-Cap Outlay- Motor Vehicles	30,000.00
101-54110-299-VCIF2	VCIF Collaborative FY24-Other Fringe Benefits	<u>138.00</u>
		\$59,638.00

Justification: To adjust FY25 Violent Crime Intervention Fund Collaborative Grant funds from the Office of Criminal Justice Programs for two staff positions and purchase equipment.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Tyler Mayes, 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/EMS Grant, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46290-EMSE1	EMS Equipment Grant	\$134,180.10
-----------------	---------------------	--------------

Increase Expenditure Codes:

101-55130-790-EMSE1	EMS Equipment Grant-Other Equipment	\$134,180.10
---------------------	-------------------------------------	--------------

Justification: Allocating funds for a TN State EMS equipment grant. Grant is a non-matching reimbursement grant that we have until September 30, 2024 to spend. Approved in April of 2024 by Budget and Commission.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Tyler Mayes, 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 Mayor Terry Frank, Senior Center & Office on Aging, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-56300-790	Other Equipment	\$6,000.00
101-56300-524	Staff Development	<u>750.00</u>
		\$6,750.00

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$6,750.00
-----------	-------------------------	------------

(Amendment will be from 101-34635-SENR Restricted for Senior Center (donations) and a JE will replenish the reserve for 39000)

Justification: Concrete tables outside the Senior Center are soft and degrading. We thought we could salvage them with cleaning & sanding, but they have degraded, are cracked, and also have continuous areas where sharp rebar is exposed. We are demolishing to limit liability, but would like to replace them using funds donated for use at the Senior Center. The amendment is for seven sets (concrete table for base, top and three concrete benches). In addition, the budget does not have a staff development code, so request is to set up that code.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Shain Vowell, 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 Mayor Terry Frank, General Administration, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-58190-706-ARC	Other Economic and Community Development Building Construction	\$857,841.00
-------------------	---	--------------

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$857,841.00
-----------	-------------------------	--------------

(Amendment will be from 101-34685-1000 Restricted for Industrial and a JE will replenish the reserve for 39000)

Justification: Attached is Resolution for ARC Grant application for EMS Training Facility authorized by County Commission. Anderson County has been notified that funding was approved for the grant, and we would like to set aside funds with specific ARC code.

Motion by Commissioner Sabra Beauchamp, 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 Robby Holbrook, Finance, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$45,000.00
-----------	-------------------------	-------------

Increase Expenditure Codes:

101-55130-131	Ambulance/Emergency Medical Services- Medical Personnel	\$29,600.00
101-55130-187	Overtime	10,400.00
101-55130-201	Social Security	2,420.00
101-55130-204	Retirement	2,000.00
101-55130-212	Medicare	<u>580.00</u>
		\$45,000.00

Justification: Motion from budget committee to move \$45,000 into EMS budget for pay increases for medical personnel for key performance indicators.

Motion by Commissioner Aaron Wells, seconded by Commissioner Tyler Mayes, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

Voting Yes: Commissioners Shain Vowell, Sabra Beauchamp, Shelly Vandagriff, Bob Smallridge, Aaron Wells, and Tyler Mayes.

Voting No: Commissioners Jerry White and Michael Foster.

Motion to amend by Commissioner Tyler Mayes, second by Commissioner Bob Smallridge and passed, to start the program effective August 8, 2024 and make \$45,000.00 in funding available this fiscal year.

THE 17th ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Prince, Finance, that the following **APPROPRIATION** in Fund 121 be approved.

Increase Revenue Code:

121-47901-11806	ARPA Direct Federal Revenue-EMS Vehicles FY 25	\$425,000.00
-----------------	---	--------------

Increase Expenditure Code:

121-91401-718-11806	EMS Vehicles FY25	\$425,000.00
---------------------	-------------------	--------------

Justification: To purchase and retrofit vehicles for EMS.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Aaron Wells, 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 John Prince, Finance, that the following **APPROPRIATION** in Fund 121 be approved.

Increase Revenue Code:

121-47901-SD004	ARPA Direct Federal Revenue-Sheriff's Vehicles FY25	\$572,000.00
-----------------	--	--------------

Increase Expenditure Code:

121-91401-718-SD004	APRA Grant-Sheriff's Vehicles FY25	\$572,000.00
---------------------	------------------------------------	--------------

Justification: To purchase motor vehicles for the Sheriff's Department.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Aaron Wells, 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 John Prince, Finance, that the following **APPROPRIATION** in Fund 121 be approved.

Increase Revenue Code:

121-47901-ARCH1	ARPA Direct Federal Revenue-Archives Security Cameras	\$16,280.66
-----------------	---	-------------

Increase Expenditure Code:

121-58841-355-ARCH1	ARPA Grant-Archives Security Cameras	\$16,280.66
---------------------	--------------------------------------	-------------

Justification: To purchase security cameras and equipment for the County Archives.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Aaron Wells, 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, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$45,000.00
-----------	-------------------------	-------------

Increase Expenditure Code:

101-51400-399-SPC	Law Director-Special Counsel Contract	\$45,000.00
-------------------	---------------------------------------	-------------

Justification: Funding for a special counsel contract to provide legal services for up to 90 days.

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

Voting No: Commissioner Jerry White

SECTION A, FY 24/25 Budget Approval by State of Tennessee

Finance Director Robby Holbrook informed the committee that the Office of the Tennessee Comptroller of the Treasury approved the county's 2024/2025 budget.

SECTION B, EMS Performance Raises & Capital Outlay/Nathan Sweet

1. EMS Director Nathan Sweet requested permission to implement a Key Performance Indicator (KPI) improvement and reward program as presented.

Motion by Commissioner Aaron Wells, second by Commissioner Tyler Mayes, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

Voting Yes: Commissioners Shain Vowell, Sabra Beauchamp, Shelly Vandagriff, Bob Smallridge, Aaron Wells, and Tyler Mayes.

Voting No: Commissioners Jerry White and Michael Foster.

Motion to amend by Commissioner Tyler Mayes, second by Commissioner Bob Smallridge and passed, to start the program effective August 8, 2024 and make \$45,000.00 in funding available this fiscal year.

This is reflected as the “16th Item” above.

2. EMS Director Nathan Sweet present an appropriation request for \$425,000.00 in funding for capital outlay for ambulances.

Motion by Commissioner Tyler Mayes, second by Commissioner Aaron Wells, to appropriate \$425,000.00 for EMS and \$572,000.00 for Sheriff’s Department vehicles and equipment from ARP funds.

Motion passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

This is reflected as the “17th Item” and “18th Item” above.

SECTION C, FY Sheriff Capital Outlay

See Section B2 and the “18th Item” above.

SECTION D, Mayor Frank Discussion Items A-C

- A. Mayor Terry Frank presented a request to appropriate \$16,280.66 in ARP funds for the purchase of a camera system for the Anderson County Archives.

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

This is reflected as the “19th Item” above.

- B. Mayor Terry Frank presented a request to include permanent part-time employees in the 4% compensation increase as received by full-time employees. To be funded by the departments.

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

- C. Mayor Terry Frank presented a request for permission to release the contract regarding the SR170/Edgemoor Rd. project back to TDOT and for authority to reach out to TDOT to restart lighting discussions for reduced areas of lighting coverage, for example, safety areas at signalized intersections or at a crosswalk.

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

SECTION E, General Clark

Commissioner Shain Vowell informed the committee the General Clark intends to make a request for a portion of the Opioid Funds to fund a vehicle purchase.

No action.

SECTION F, Judge Spitzer

Judge Spitzer discussed the need for Recovery Court funding for transportation to and from treatment facilities, the need for funding for Recovery Court counseling, and the possible use of Opioid Funds for these purposes.

No action.

SECTION G, Consolidation of Committees/Commissioner Mayes

Commission Mayes opened a discussion on the dissolution of the Purchasing and Budgeting Committees, and creation of a Ways and Means Committee.

Motion by Commissioner Tyler Mayes for the drafting of a resolution to dissolve the Purchasing and Budgeting Committees and for the creation of a Ways and Means Committee, second by Commissioner Sabra Beauchamp.

Voting Yes: Commissioners Sabra Beauchamp, Shelly Vandagriff, Michael Foster, Aaron Wells, and Tyler Mayes.

Voting No: Commissioners Shain Vowell and Bob Smallridge.

Motion Passed.

SECTION H, NEW BUSINESS

This is reflected the “20th item” above.

Meeting Adjourned.

Robby Holbrook, Finance Director