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**BUDGET COMMITTEE MINUTES**  
**DECEMBER 5, 2024**

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Members Present:

Shain Vowell, Commissioner-Chairman  
Denise Palmer, Commissioner-Vice-Chair  
Anthony Allen, Commissioner  
Bob Smallridge, Commissioner  
Jerry White, Commissioner  
Sabra Beauchamp, Commissioner  
Shelly Vandagriff, Commissioner  
Tyler Mayes, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

Committee Chair Shain Vowell called the meeting to order.

**1. Appearance of Citizens**

No citizens appeared.

**2. Approval of Agenda**

Motion by Commissioner Tyler Mayes, second by Commissioner Anthony Allen, to add discussion of the Election Commission salary codes, three new contracts, and an opioid budget amendment to the agenda under New Business; and approve the agenda as amended. Commissioner Jerry White not present for vote. Motion passed.

**3. Purchasing Contracts with Legal Review**

**A. Comcast, IT Department, Contract #25-0077** – Thirty-six-month internet contract for \$3,904 per month.

Motion by Commissioner Anthony Allen, second by Commissioner Tyler Mayes, to approve the contract. Commissioner Jerry White not present for vote.  
Motion passed.

**B. State of Tennessee, Department of Environment and Conservation, Office of the Mayor, Contract #25-0083** – Two year grant in the amount of \$100,000 for Investigation of Brownfield Site.

Motion by Commissioner Anthony Allen, second by Commissioner Tyler Mayes, to approve the contract. Commissioner Jerry White not present for vote.  
Motion passed.

**C. Canon, EMA, Contract #25-0084** – Sixty-month copier lease for \$31.65 per month.

Motion by Commissioner Anthony Allen, second by Commissioner Tyler Mayes, to approve the contract. Commissioner Jerry White not present for vote.

Motion passed.

- D. Chris Lassen, EMS, Contract #25-0085** – Agreement to pay Roane State up to \$15,000 for the EMS employee to attend the Paramedic Program with the conditions that the employee passes the course and remains employed full-time with EMS for three years after obtaining license.

Motion by Commissioner Anthony Allen, second by Commissioner Tyler Mayes, to approve the contract. Commissioner Jerry White not present for vote.

Motion passed.

- E. Kayla Johnson, EMS, Contract #25-0086** – Agreement to provide EMS employee the \$2,500 Anderson County AEMT Course of Study with the conditions that the employee passes the course and remains employed full-time with EMS for one-year after obtaining license.

Motion by Commissioner Anthony Allen, second by Commissioner Tyler Mayes, to approve the contract. Commissioner Jerry White not present for vote.

Motion passed.

#### **4. Contracts Pending Legal Review**

- F. Memorandum of Understanding between the County Commission and the Mayor**

Agreement to memorialize the obligation of the County's ARPA State and Local Fiscal Recover Funds awarded by the Tennessee Department of Health to renovate the Health Department (Contract #23-0088).

Motion by Commissioner Tyler Mayes, second by Commissioner Bob Smallridge, to approve the contract pending Law Director's approval.

Commissioner Jerry White not present for vote.

Motion passed.

#### **5. Cash and Fund Balance Report**

Motion by Commissioner Tyler Mayes, second by Commissioner Sabra Beauchamp, to add discussion of the disbursement of remaining ARPA funds to the agenda under New Business. Commissioner Jerry White not present for vote.

Motion passed.

## **TRANSFERS (Approved through Consent Agenda)**

**THE 1<sup>st</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Billy Brown, Property Assessor's, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-52300-499	Maps	\$1,800.00
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Increase Expenditure Code:  
101-52300-719 Office Equipment \$1,800.00

Justification: For office phones/ENA Phones.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

Absent: Commissioner Jerry White

**THE 2<sup>nd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Kenny Sharp/Sheriff Barker, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:  
101-54110-425 Gasoline \$8,000.00

Increase Expenditure Code:  
101-54110-338 Vehicle Maintenance \$8,000.00

Justification: Transmission repairs for two vehicles.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

Absent: Commissioner Jerry White

**THE 3<sup>rd</sup> 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 \$4,000.00

Increase Expenditure Codes:  
101-51600-711 Furniture & Fixtures \$3,500.00  
101-51600-307-0100 Communications 500.00  
\$4,000.00

Justification: Tall stools for back counter and for cell phone service.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

Absent: Commissioner Jerry White

**THE 4<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Geoff Trabalka, Solid Waste, that the following **TRANSFER** in Solid Waste Fund 116 be approved.

Decrease Expenditure Code:

116-55732-409	Concrete	\$1,000.00
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Increase Expenditure Code:

116-55732-454	Water & Sewer	\$1,000.00
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*Justification:* Due to water leak at the Marlow Convenience Center the cost for water at the center was higher than anticipated for two months; leak repaired; transfer to cover remainder of the FY.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

Absent: Commissioner Jerry White

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

Increase Expenditure Code:

101-54410-399	Contracted Services	\$7,000.00
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Decrease Expenditure Code:

101-54410-719	Office Equipment	\$7,000.00
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*Justification:* This is for a one time Phase 1 Archaeological Survey required by FEMA for the Emergency Operation Center grant.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

Absent: Commissioner Jerry White

## **APPROPRIATIONS      REQUIRING      FULL      COMMISSION APPROVAL**

**THE 6<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Kim Towe, Special Education Department, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-43551-SEFFS	School Based Health Services-Special Education Fees for Service	\$3,000.00
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Increase Expenditure Code:

141-71200-499-SEFFS Special Education-Other Supplies & Materials \$3,000.00

*Justification:* To appropriate Special Education Fees of Services funds to provide educational incentives for middle school students who have met their ELA goals, with the reward being a trip to Main Event.

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.

Absent: Commissioner Jerry White

**THE 7<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Katrina Oakley, Federal Programs, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-46590 Lottery for Education Afterschool Programs \$325,000.00

Increase Expenditure Codes:

141-71400-105	Program Director	\$14,763.00
141-71400-116	Teachers	94,500.00
141-71400-162	Clerical Personnel	9,712.50
141-71400-163	Educational Assistants	63,000.00
141-71400-189	Other Salaries & Wages-Site Coordinators	103,950.00
141-71400-201	Social Security	17,486.75
141-71400-204	Retirement	17,682.46
141-71400-212	Medicare	<u>3,905.29</u>
		\$325,000.00

*Justification:* To budget 2024-2025 allocations for the LEAPS Grant, which provides after school Programming at Briceville, Claxton, Dutch Valley, Grand Oaks, Norris, and Norwood Elementary.

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.

Absent: Commissioner Jerry White

**THE 8<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Kathryn Price, Nurses, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-43551-NFFS	Nurses Fees for Service	\$1,835.00
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Increase Expenditure Codes:

141-72120-162	Health Services-Clerical Personnel	\$1,600.00
141-72120-201	Health Services-Social Security	105.00
141-72120-204	Health Services-Retirement	100.00
141-72120-212	Health Services-Medicare	<u>30.00</u>
		\$1,835.00

Justification: To budget funds for salary stipend for duties above and beyond the normal scope of work.

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.

Absent: Commissioner Jerry White

**THE 9<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Animal Care & Control, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-499	Rabies & Animal Control-Other Supplies & Materials	\$5,000.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$5,000.00
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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: Requesting allocation from restricted funds in order to purchase needed animal vaccines and other such supplies for the animal shelter.

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.

Absent: Commissioner Jerry White

**THE 10<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Animal Care & Control, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-451	Rabies & Animal Control-Uniforms	\$2,750.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$2,750.00
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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:* Requesting allocation from restricted funds to purchase T-shirts for shelter volunteers and staff, as well as ACO uniforms (as needed).

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.

Absent: Commissioner Jerry White

**THE 11<sup>th</sup> 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:

101-54900-450	Tire and Tubes	\$5,000.00
101-54900-399	Other Contracted Services	<u>5,000.00</u>
		\$10,000.00

Increase Revenue Code:

101-48140-FLEET	Revenue for Contracted Services	\$10,000.00
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*Justification:* Replenish line items.

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.

Absent: Commissioner Jerry White

**THE 12<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from AC Library Board, Clinton Public Library, that the following **APPROPRIATION** in Library Fund 115 be approved.

Decrease Reserve Code:

115-34535-2001	Local Restricted Funds	\$7,004.00
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Increase Expenditure Code:

115-56500-709-2001	Data Processing Equip.	\$7,004.00
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*Justification:* This is to cover purchases with the LSTA grant we have received. LSTA requires a 50% match. The state will be reimbursing us 50% of the funds after purchase.

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.

Absent: Commissioner Jerry White

**THE 13<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from AC Library Board, Clinton Public Library, that the following **APPROPRIATION** in Library Fund 115 be approved.

Decrease Reserve Code:

115-34535-2001	Local Restricted Funds	\$625.00
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Increase Expenditure Code:

115-56500-499-2001	Other Supplies	\$625.00
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*Justification:* This is to cover purchase of barcodes for library materials. We only have to order these every 5-10 years, so it's hard to predict which budget year they'll fall into.

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.

Absent: Commissioner Jerry White

**THE 14<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Highway Department, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Revenue Code:

131-49700	Insurance Recovery	\$6,162.50
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Increase Expenditure Code:

131-62000-399	Other Contracted Services	\$6,162.50
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*Justification:* MVA guardrail damage. Recovered from insurance of person doing damage. Used Sheriff accident report to file on insurance.

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.



Absent: Commissioner Jerry White

**THE 15<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Highway Department, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Expenditure Codes:

131-62000-399	Other contracted services	\$50,000.00
131-62000-409	Crushed Stone	<u>100,000.00</u>
		\$150,000.00

Decrease Reserve Code:

131-34550	Restricted for Highways	\$150,000.00
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Justification: 131-62000-399 for striping/guardrail/etc. 131-62000-409 crushed stone for roads.

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.

Absent: Commissioner Jerry White

**THE 16<sup>th</sup> ITEM A**, 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:

101-43383	County Clerk-Additional Fees	\$1,000.00
	Titling and Registration	

Increase Expenditure Code:

101-52500-709	County Clerk-Data Processing Equip	\$1,000.00
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Justification: Update for Kiosk for Oak Ridge office for security reasons and age.

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

Absent: Commissioner Jerry White

**THE 17<sup>th</sup> ITEM B**, 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.

Increase Revenue Code:

101-45540	In Lieu of Salary/Circuit Court	\$9,200.00
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Increase Expenditure Code:

101-53100-169                      Part-Time Help    \$9,200.00

Justification: To increase part-time help in collections department.

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

Absent: Commissioner Jerry White

**THE 18<sup>th</sup> ITEM A**, to be presented to the Anderson County Budget Committee, was a written request from County Clerk Jeff Cole, Circuit Court Clerk Rex Lynch, and Register of Deeds Tim Shelton that the following **APPROPRIATION** in General Fund 101 be approved.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Anthony Allen, to discuss Longevity Pay requests from County Clerk Jeff Cole, Circuit Court Clerk Rex Lynch, and Register of Deeds Tim Shelton as a group.

Motion by Commissioner Denise Palmer, seconded by Commissioner Anthony Allen, to defer this topic until the February Budget Committee meeting pending development of detailed plans, Options and cost analyses that reflect what the employees want.

Voting Yes: Commissioner Vandagriff, Beauchamp, Palmer, Smallridge, Mayes and Allen.

Voting No: Commissioner Vowell and White.

Motion passed.

**THE 19<sup>th</sup> 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    \$2,500.00

**(Amendment will be from 101-34530-46845 Restricted/Opioid TN Abatement Council and a JE will replenish the reserve for 39000)**

Increase Expenditure Code:

101-58500-332-46845      Contributions to Other Agencies/Legal Notices                      \$2,500.00

Justification: From Opioid Committee an approved motion to spend \$2,500 on advertising in local papers.

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

**SECTION A, Mayor/AC Solid Waste**

Mayor Terry Frank presented a request for \$14,000.00 in ARPA funding for geotechnical exploration, limited site clearing for geotechnical purposes, and construction materials testing and special inspections to expanded the county’s recycling capabilities.

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

**SECTION B, Nathan Wade/Nuclear Industry**

Anderson County Career and Technical Center Principal Nathan Wade requested an appropriation in the amount of \$60,000.00 from the General Fund 101-39000 for an excavator simulator and associated costs.

No action taken.

**SECTION C, Property Assessor Restricted Funds/Robby Holbrook**

Finance Director Robby Holbrook requested Budget Committee support for County Commission approval of an agreement by resolution between County Commission and the Office of the Property Assessor that would allow all unspent funds in GL codes 101-52300-305 (Audit Services) and 101-52300-331 (Legal Services) to roll into GL Code 101-34615-1000 (Committed -Property Assessor) annually.

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

**SECTION D, New Business**

**1. Purchasing Contracts/New Business**

**A. MOU AC Sheriff’s Office and Town of Oliver Springs – Provide Dispatch to Oliver Springs for \$125,000. 2 new employees.**

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

**B. Morristown Automatic Sprinkler, Contract #25-0068 – Provide fire protection for the new CTE building at Clinton High School for \$129,698 established from a competitive bid. The contract needs Commission approval due to not having an end date.**

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

**C. CBIZ Consulting Services, Board of Trustees, Contract #25-0088 – 3-year contract for employee benefits consulting services at \$40,000 per year.**

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

**2. Budget Amendments/New Business**

**D. Finance Opioid Funds/Robby Holbrook.....Appropriation (19)**

This is reflected as “The 19<sup>th</sup> Item” above.

**3. Disbursement of Remaining ARPA funds**

Finance Director Robby Holbrook presented three options for a second round of ARPA retention payments for county employees.

Motion by Commissioner Sabra Beauchamp, second by Commissioner Denise Palmer, to make a \$750.00 gross payment to each permanent and part-time employee via paper check.

Motion by Commissioner Tyler Mayes, second by Commissioner Bob Smallridge, and passed amend to \$500.00 gross for each fulltime employee with six months or less of service, and all permanent part-time employees; and \$1,000.00 gross for all permanent fulltime employees with more than six months of service.

Abstaining for Cause: Commissioner Shain Vowell.

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

**4. Discussion of Election Commission Payroll Budget Codes**

Finance Director Robby Holbrook asked for Budget Committee and County Commission support in to insure Election Office compliance with proper budgeting procedures.

1. Motion by Commissioner Sabra Beauchamp to freeze all part-time hiring for the remainder of the fiscal year, second by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of Commissioners with a recommendation for approval.
2. Motion by Commissioner Sabra Beauchamp to freeze use of all machine techs and election workers, until all associated codes are cleaned up via budget amendments, second by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of Commissioners with a recommendation for approval.
3. Motion by Commissioner Sabra Beauchamp to require Election Office timesheets be submitted to the Finance Department, second by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of Commissioners with a recommendation for approval.

4. Motion by Commissioner Sabra Beauchamp to require Election Administrator Mark Stephens and the Chairperson of the Election Commission to appear before the Budget Committee to discuss issues with budget funding, second by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of Commissioners with a recommendation for approval.

**SECTION C, Unfinished Business**

None.

Meeting Adjourned.

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Robby Holbrook, Finance Director