
BUDGET COMMITTEE MINUTES
FEBRUARY 6, 2025

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

Meeting Facilitator: Robby Holbrook, Finance Director

Members Absent: Tyler Mayes, Commissioner

Committee Chair Shain Vowell called the meeting to order.

1. Appearance of Citizens

The following citizens appeared and addressed the committee:

- **Michael Wagoner of Clinton** – Expressed support for the requested pay increase for the Veteran’s Service Officer.
- **Dan Orange of Oliver Springs**, accompanied by Post Commander Michael Braden – Informed the Budget Committee that American Legion Post 112 in Oliver Springs intends to request funding from the Non-Profit Committee for renovations and repairs to the Post building.
- **Colt Jennings of Clinton** – Expressed concerns about wage competitiveness and benefit costs for deputies in the Anderson County Sheriff’s Office.

2. Approval of Agenda

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Anthony Allen**, to approve the agenda as presented. *Motion passed.*

3. Purchasing Contracts with Legal Review

- A. **Canon - EMA (Contract #25-0096)** – Sixty-month lease for a plotter at \$175/month.
- B. **Blankenship & Partners - Office of the Mayor (Contract #25-0098)** – Architectural Services Contract for the design and construction of EMS Training Center.
- C. **University of Tennessee Health Science Department - Senior Center (Contract #25-0100)** – Five-year contract for audiology, speech pathology, and social work services to be provided by licensed clinical faculty and students at no cost.

D. State of Tennessee Department of Health - Health Department (Contract #25-0101)
 – Seventeen-month grant for the provision of Epidemiology and Laboratory Capacity and Control of Infectious Diseases. This is the former CARES Act grant and increases the amount by \$50,000 for a total of \$277,000.

E. Three+One/Cash Vest - Office of the Trustee (Contract #25-0102) – One-year contract for Liquidity and Treasury Analysis Services in the amount of \$14,900.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Bob Smallridge**, to approve **Items 3A through 4B**. *Motion passed.*

4. Purchasing Contracts Pending Legal Review

The following contracts obtained legal review before the meeting and were approved under the motion recorded in Section 3:

A. State of Tennessee Department of the Military - EMA (Contract #25-0103) – Thirty-two-month Emergency Operations Center Grant for \$2,942,940 with the County matching \$980,980.

B. UES - Office of the Mayor (Contract #25-0104) – One-year contract for Environmental Services at Blockhouse Valley. Arcadis has the current contract and they will no longer be providing this service. The cost is \$20,493, which is \$14,000 less than the current contract.

5. Surplus Vehicles

Presented for information only.

DESCRIPTION	DEPARTMENT	Condition	Winning Bid
2007 Ford E150	Fleet Services	Running, some body damage	\$4,272

TRANSFERS (Approved through Consent Agenda)

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Vickery, Fleet Services, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Codes:

101-54900-307-0200	Internet Services	\$1,225.04
101-54900-359	Disposal Fees	<u>250.72</u>
		\$1,475.76

Decrease Expenditure Code:

101-54900-338	Repairs & Maintenance to Vehicle	\$1,475.76
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Justification: Increased cost for both internet and disposal services.

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

THE 2nd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Melissa Miller/John Prince, Family Justice Center/Finance, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-53600-506-FJC	District Attorney General-Liability Insurance- Family Justice Center	\$43.00
101-53600-524-FJC	District Attorney General-Staff Development- Family Justice Center	<u>435.00</u> \$478.00

Increase Expenditure Codes:

101-53600-499-FJC	District Attorney General-Other Supplies & Materials-Family Justice Center	\$156.00
101-53600-425-FJC	District Attorney General-Gasoline-Family Justice Center	232.00
101-53600-599-FJC	District Attorney General-Other Charges- Family Justice Center	<u>90.00</u> \$478.00

Justification: To adjust FJC budget due to change in funding source and updated spending needs.

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

THE 3rd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Office on Aging & Senior Center, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Codes:

101-56300-335	Building Maintenance & Repair	\$1,150.00
101-56300-307-0100	Communication	<u>250.00</u> \$1,400.00

Decrease Expenditure Codes:

101-56300-355	Travel	\$1,200.00
101-56300-348	Postage	<u>200.00</u> \$1,400.00

Justification: There have been additional maintenance and repairs required at the center this year, so request is to add funds to the code in case any other maintenance or repairs are needed by June 30th. The communication code request is to cover potential shortfall by June 30th. Projections look like code will be \$210 by year end.

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

THE 4th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Randy Walters, Finance, that the following **TRANSFER** in Fund 263 be approved.

Increase Expenditure Codes:

263-51900-340-BCBS	Other G & A-Medical & Dental Services-Claims	\$295,680.00
263-51900-399-FEDLO	Other G & A-Other Contracted Services-FEDLOGIC	<u>19,320.00</u>
		\$315,000.00

Decrease Expenditure Codes:

263-51900-399-BCBS	Other G & A-Medical & Dental Services-BCBS ADMIN	\$240,000.00
263-51900-399-PRES	Other G & A-Other Contracted Services-RX Admin	<u>75,000.00</u>
		\$315,000.00

Justification: To align expenditure classifications with CBIZ actuarial projections.

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

**APPROPRIATIONS REQUIRING FULL COMMISSION
APPROVAL**

THE 5th 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	\$36,404.12
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Increase Expenditure Codes:

141-71100-201	Regular Instruction-Social Security	\$1,023.57
141-71100-212	Regular Instruction-Medicare	239.38
141-71100-213	Regular Instruction-Payments to Retirees	16,509.20
141-72510-201	Fiscal Services-Social Security	1,073.09
141-72510-212	Fiscal Services-Medicare	250.96
141-72510-213	Fiscal Services-Payments to Retirees	<u>17,307.92</u>
		\$36,404.12

Justification: To appropriate payments to mid-year retirees.

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 6th 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:

141-46990	Other State Revenue	\$5,000.00
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Increase Expenditure Code:

141-71100-499	Regular Instruction-Other Supplies & Materials	\$5,000.00
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Justification: To appropriate funds received by the district for the 2024 Tennessee Educator Survey Grant awarded to Clinton Middle School.

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 7th 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:

141-44990	Other Local Revenue	\$18,900.00
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Increase Expenditure Code:

141-71100-599	Regular Instruction-Other Charges	\$18,900.00
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Justification: To appropriate funds received by the district for grants awarded to individual school by Battelle.

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 8th 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.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$76,000.00
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(Amendment will be from 141-34555 Restricted for Education-SEFFS and a JE will replenish the reserve for 39000)

Increase Expenditure Codes:

141-72220-524-SEFFS	Staff Development	\$10,000.00
141-72220-718-SEFFS	Motor Vehicle	<u>66,000.00</u>
		\$76,000.00

Justification: To appropriate Special Education Fees of Services funds to add funds to Staff Development and to add funds to Motor Vehicle to purchase 2 vans to transport students with disabilities.

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 9th ITEM, to be presented to the Anderson County Budget Committee, was a written request from RaeAnn Owens, School Nutrition, that the following **TRANSFER (Payroll)** in Food Service Fund 143 be approved.

Increase Expenditure Codes:

143-73100-119	Food Service-Accountants/Bookkeepers (A)	\$16,000.00
143-73100-162	Food Service-Clerical Personnel (B)	82,920.00
143-73100-207	Food Service-Medical Insurance (C)	25,000.00
143-73100-213	Food Service-Payments to Retirees (D)	<u>2,188.36</u>
		\$126,108.36

Decrease Expenditure Code:

143-73100-165	Food Service-Cafeteria Personnel (E)	\$126,108.36
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Justification: A-D. Increase based on the projected needs for the remainder of the school year.
E. Decrease based on the projected needs for the remainder of the school year.

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 10th 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:

131-63100-336	Maintenance & Equipment Repair	\$1,941.50
131-63100-399	Contracted Services	<u>7,380.00</u>
		\$9,321.50

Increase Revenue Codes:

131-49700	Insurance Recovery	\$1,941.50
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131-49700	Insurance Recovery	<u>7,380.00</u>
		\$9,321.50

Justification: 1) Insurance recovery for an adjustment payment on Mac Truck Wreck.
2) Insurance recovery for tow on Mack truck 366 wrecked in snow storm 1/10/2025.

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 11th 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:

131-63100-418	Machinery & Equipment Supplies	\$100,000.00
131-63100-336	Maintenance & Repair	<u>40,000.00</u>
		\$140,000.00

Decrease Reserve Code:

131-34550	Restricted for Hwy	\$140,000.00
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Justification: 1) Use for all machinery parts & supplies 2) Repair for all machinery

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 12th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Highway Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

131-68000-714	Capital Equipment	\$20,000.00
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Decrease Reserve Code:

131-34550	Restricted for Hwy	\$20,000.00
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Justification: Possible need for a piece of new equipment.

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 13th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Highway Department, that the following **TRANSFER (Payroll)** in Highway Fund 131 be approved.

Increase Expenditure Code:

131-63100-187	Overtime Mechanics & Night Watchman's Salary	\$20,000.00
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Decrease Expenditure Code:

131-63100-142	Mechanics Salary	\$20,000.00
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Justification: A highway employee has been out on leave, and inclement weather has created more overtime opportunities.

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 14th 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	\$9,800.00
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(Amendment will be from 101-34515-TITLE County Clerk-Additional Fees Titling and Registration and a JE will replenish the reserve for 39000)

Increase Expenditure Codes:

101-52500-349	County Clerk-Printing, Stationary, Forms	\$1,200.00
101-52500-351	County Clerk-Rentals	5,600.00
101-52500-709	County Clerk-Data Processing	<u>3,000.00</u>
		\$9,800.00

Justification: Envelopes for rest of year/Norris office rent/software updates.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, 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 Marjorie Tinker, Planning, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51720-718	Planning-Motor Vehicle	\$4,373.00
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Increase Revenue:

101-49700	Insurance Recovery	\$4,373.00
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Justification: Insurance recovery check from TNRMT for planning vehicle. Placing funds in 718 to help pay for upgrades to new truck.

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.

THE 16th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank & Director Kidwell, Emergency Management, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-54410-706-EOC	Emergency Operations Center (EOC) Grant	\$980,980.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$980,980.00
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(Amendment will be from 101-34785 Assigned Funds and a JE will replenish the reserve for 39000)

Justification: Anderson County Commission authorized 25% in matching funds for a FEMA grant to construct a new Emergency Operations Center. Grant award is \$2,942,940, match is \$980,980, for project total of \$3,923,920. Contract is on purchasing portion of agenda. Attached 4/17/23 CC minutes and grant budget.

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.

THE 17th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Mayor/Pre-Trial, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-53900-105	Pre-Trial-Supervisor/Director	\$1,175.00
101-53900-111	Pre-Trial-Probation Officers	14,775.00
101-53900-201	Pre-Trial-Social Security	1,000.00
101-53900-204	Pre-Trial-Retirement	150.00
101-53900-210	Pre-Trial-Unemployment	21.00
101-53900-212	Pre-Trial-Medicare	<u>235.00</u>
		\$17,356.00

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$17,356.00
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Justification: See attached letter and documents.

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

Increase Expenditure Code:

101-56300-499	Senior Citizens Assistance-Other Supplies & Materials	\$2,500.00
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Increase Revenue Code:

101-48610-SENR	Donations	\$2,500.00
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Justification: This budget amendment is to place the funds donated from Bible study group into a fund for coffee and food supplies.

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 19th 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.

Increase Reserve Code:

101-39000	Unassigned Fund Balance	\$536,587.00
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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	\$536,587.00
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Justification: Commission approved a motion on December 20, 2021 to annually dedicate 20% of the General Fund rollover at the end of the fiscal year for capital needs. Rollover this fiscal year \$2,684,934. New balance in 101-34785 will be \$4,556,808.

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 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.

Increase Expenditure Code:

101-51240-399-SHOR	Other Contracted Services	\$70,000.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$70,000.00
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Justification: Anderson County received \$79,878 in a PCB Settlement-Monsanto that moved into Conservation code last year, but the project did not get started. Those funds rolled into unassigned at fiscal yearend. Again we would like to utilize the Monsanto-PCB funds for the stabilization of shoreline at Anderson County Park. Once permits are approved by TDEC & TVA, the Conservation Board would solicit quotes or go to bid. Any amount leftover would roll back into fund balance.

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 21st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Brice Kidwell, EMA, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Increase Expenditure Code:

101-54410-169	Part Time	\$9,000.00
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Decrease Expenditure Codes:

101-54410-435	Office Supplies	\$2,000.00
101-54410-451	Uniforms	4,000.00
101-54410-711	Furniture & Fixtures	2,500.00
101-54410-707	Building Improvement	<u>500.00</u>
		\$9,000.00

Justification: Increase part time code for the remainder of the FY; due to Mutual Aid response during hurricane Helene; FEMA will reimburse salaries for Mutual Aid response.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, 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 Kenny Sharp/Russell Barker, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-49700 Insurance Recovery \$3,105.22

Increase Expenditure Code:

101-54110-338 Sheriff's Dept.-Vehicle Repairs & Maintenance \$3,105.22

Justification: Insurance recovery for Anderson County Sheriff's Office vehicle.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, 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 Kenny Sharp/Russell Barker, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46210 Law Enforcement Training Program \$12,000.00

Increase Expenditure Code:

101-54110-188 Sheriff Department-Bonus Payments \$12,000.00

Justification: Funds received from State of Tennessee for School Year 23-24 SRO supplement.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, 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 Zach Allen/Russell Barker, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46915 Contracted Prisoner Boarding \$250,000.00

Increase Expenditure Code:

101-54210-507 Jail-Medical & Dental \$250,000.00

Justification: To cover inmate medical cost.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Anthony Allen, 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 Zach Allen, Sheriff's Department, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Increase Expenditure Code:

101-54210-187	Detention Facility-Overtime	\$75,000.00
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Decrease Expenditure Code:

101-54210-160	Detention Facility-Jailers	\$75,000.00
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Justification: More OT funds needed due to staffing issues.

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 26th 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:

101-51500-189	Voting Machine Technicians	\$4,957.88
101-51500-193	Election Workers	<u>7,711.75</u>
		\$12,669.63

Decrease Expenditure Codes:

101-51500-336	Voting Machine Repairs	\$1,000.00
101-51500-348	Postage	5,359.63
101-51500-332	Legal Notices	<u>6,310.00</u>
		\$12,669.63

Justification: Attached 12/13 letter to Budget Committee and Finance Director.

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

THE 27th 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.

Increase Expenditure Code:

101-54410-399-FCC	EMA-Other Contracted Services-Fire Commission Committee	\$1,200.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$1,200.00
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Justification: Fire Commission secretary \$100 per meeting.

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.

SECTION A, Election Administrator/Mark Stephens

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Shelly Vandagriff**, to discuss ongoing problems and address issues with the Election Commission Office, and review its duties of the Election Commission Office. *Motion passed.*

Election Administrator Mark Stephens and **Election Commission Office Chair D. Jane Miller** were present for discussion.

No action was taken.

SECTION B, Veteran's Officer/Commission Meeting Referral

Finance Director Robby Holbrook reintroduced the topic of a 20% pay increase for the Veterans Service Officer, as requested by **Budget Committee Chair Shain Vowell**.

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Anthony Allen**, to consider a pay increase as part of the normal annual budgeting process.

Commissioner Jerry White voted no. *Motion passed.*

SECTION C, Assessor of Property Johnny Alley/Property Re-Appraisal

Assessor of Property Johnny Alley presented information regarding moving to a four-year property reappraisal cycle. Also, he presented information regarding the Eagleview Pictometry products.

No action was taken.

SECTION D, Mayor Frank/Sale of Properties & Fire Truck Resolution

D.1 Mayor Terry Frank requested that upon closure of all the sales from the January 15, 2025 auction, the Finance Director be authorized to move net revenues of the sale into Assigned Fund 101-34785.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Shelly Vandagriff**, to authorize. *Motion passed.*

D.2 Mayor Terry Frank recommended that the Budget Committee include the amount normally reserved as part of the Fire Truck Resolution to be included in the annual budget process for FY 2025-2026, with a distribution formula to be determined as the Committee works through the budget process.

No action was taken.

SECTION E, FY 25.26 Budget Calendar and Guidelines/Robby Holbrook

Finance Director Robby Holbrook requested approval to initiate the FY25-26 Budget process with the calendar and guidelines previously presented.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Shelly Vandagriff**, to approve authorization. *Motion passed.*

SECTION F, Fire Commission Secretary

Finance Director Robby Holbrook presented an appropriation request, on behalf of **Commissioner Tracy Wandell**, to allocate funds for the Fire Commission Secretary.

This appears as the “**27th Item**” above.

SECTION G, New Business

None.

SECTION H, Unfinished Business

None.

Meeting Adjourned.

Robby Holbrook, Finance Director