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**BUDGET COMMITTEE MINUTES**  
**SEPTEMBER 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  
Shelly Vandagriff, Commissioner  
Tyler Mayes, Commissioner

Members Absent: Sabra Beauchamp, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

Committee Vice-Chair Bob Smallridge called the meeting to order.

**Appearance of Citizens**

No citizens appeared.

**Approval of Agenda**

Request from Commissioner Shelly Vandagriff to approve the agenda with the addition of an appropriation request and a discussion of Aspire Park under New Business; and the addition of the Purchasing Committee resolution under Unfinished Business.

Motion by Commissioner Shain Vowell, second by Commissioner Denise Palmer, and passed to approve the agenda as requested.

**Election of a Chairman and Vice Chairman**

Motion by Commissioner Tyler Mayes, second by Commissioner Anthony Allen, to nominate Commissioner Shain Vowell as Committee Chair.

Motion Passed.

Motion by Commissioner Tyler Mayes, second by Commissioner Shelly Vandagriff, to nominate Commissioner Denise Palmer as Vice-Chair.

Motion by Commissioner Tyler Mayes, second by Commissioner Shelly Vandagriff, to cease nominations for Vice-Chair and elect Commissioner Denise Palmer by acclamation.

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 Damon McKenna, Animal Control, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-333	Licenses	\$118.71
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Decrease Expenditure Code:

101-55120-499	Other Supplies & Materials	\$118.71
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Justification: Licenses has \$4,640 available and the Comcate bill is \$4,758.71.

Motion by Commissioner Denise Palmer, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

**ITEM 1A**, to be presented to the Anderson County Budget Committee, was a written request from Zach Allen/Sheriff Barker, Sheriff's Department, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-54210-335	Building Maintenance	\$2,000.00
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Increase Expenditure Code:

101-54210-359	Disposal Fees	\$2,000.00
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Justification: This transfer is to cover 2<sup>nd</sup> quarter disposal fees at ACDF.

Motion by Commissioner Denise Palmer, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

**ITEM 1B**, to be presented to the Anderson County Budget Committee, was a written request from Zach Allen/Sheriff Barker, Sheriff's Department, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-54210-524	Staff Development	\$5,000.00
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Increase Expenditure Code:

101-54210-355	Travel	\$5,000.00
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Justification: This transfer is to cover travel expenses with training.

Motion by Commissioner Denise Palmer, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

**THE 2<sup>nd</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	Other Contracted Services	\$14,000.00
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Decrease Expenditure Codes:

101-54410-338	Repairs & Maintenance of Vehicles	\$5,000.00
101-54410-450	Tires & Tubes	5,000.00
101-54410-707	Building Improvements	<u>4,000.00</u>
		\$14,000.00

*Justification:* To cover cost of ReadyOp Communication and notification. ReadyOp is utilized in Emergency Operation Center operations.

Motion by Commissioner Denise Palmer, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

**THE 3<sup>rd</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:

101-54410-502	Building & Contents Insurance	\$500.00
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Decrease Expenditure Code:

101-54410-707	Building Improvements	\$500.00
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*Justification:* Insurance increase to cover contents of EMA equipment housed at the EMA hanger.

Motion by Commissioner Denise Palmer, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

**THE 4<sup>th</sup> 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:

141-72610-720	Plant Equipment	\$20,000.00
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Increase Expenditure Code:

141-72610-718	Motor Vehicles	\$20,000.00
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*Justification:* To transfer funds to purchase a new dump truck.

Motion by Commissioner Denise Palmer, seconded by Commissioner Bob Smallridge, and passed to approve the transfer request.

## **APPROPRIATIONS      REQUIRING      FULL      COMMISSION APPROVAL**

**THE 5<sup>th</sup> 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
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Increase Expenditure Code:

141-99100-590	Transfer to Other Funds	\$150,000.00
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*Justification:* To appropriate funds to provide support for cash flow improvement in fund 145 in Trustee’s Office.

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.

**ITEM 5A**, to be presented to the Anderson County Budget Committee, was Resolution 24-09-1181 to transfer funds of \$150,000 to the Preschool and Head Start Programs.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Shelly Vandagriff, and passed to refer Resolution 24-09-1181 to the Anderson County Board of County Commissioners with a recommendation for approval.

**THE 6<sup>th</sup> 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	\$353,748.28
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Increase Expenditure Codes:

141-71100-213	Payments to Retirees	\$73,509.08
141-71100-201	Social Security	4,557.56
141-71100-212	Medicare	1,065.88
141-71200-213	Payments to Retirees	30,656.08
141-71200-201	Social Security	1,900.68
141-71200-212	Medicare	444.51
141-71300-213	Payments to Retirees	8,397.50

141-71300-201	Social Security	520.65
141-71300-212	Medicare	121.76
141-72130-213	Payments to Retirees	16,245.00
141-72130-201	Social Security	1,007.19
141-72130-212	Medicare	235.55
141-72320-213	Payments to Retirees	66,687.53
141-72320-201	Social Security	4,134.63
141-72320-212	Medicare	966.97
141-72410-213	Payments to Retirees	63,425.63
141-72410-201	Social Security	3,932.39
141-72410-212	Medicare	919.67
141-72510-213	Payments to Retirees	9,488.90
141-72510-201	Social Security	588.31
141-72510-212	Medicare	137.59
141-72610-213	Payments to Retirees	60,199.92
141-72610-201	Social Security	3,732.40
141-72610-212	Medicare	<u>872.90</u>
		\$353,748.28

Justification: To appropriate funds for retirement benefit payouts.

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 7<sup>th</sup> 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:

141-46590-STSEP	State Special Education Preschool Grant	\$64,079.32
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Increase Expenditure Codes:

141-71200-116-STSEP	Teachers	\$60,000.00
141-71200-163-STSEP	Educational Assistants	0.32
141-71200-201-STSEP	Social Security	51.00
141-71200-204-STSEP	State Retirement	625.00
141-71200-206-STSEP	Life Insurance	721.00
141-71200-212-STSEP	Employer Medicare	2,192.00
141-71200-429-STSEP	Instructional Supplies & Materials	<u>490.00</u>
		\$64,079.32

Justification: To appropriate carryover funds into the State Education Preschool Grant for the FY 24/25.

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 8<sup>th</sup> 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	\$450,000.00
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Increase Expenditure Code:

141-76100-715	Land	\$450,000.00
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*Justification:* To appropriate funds for purchase of access property to new school campus and other related needs at Claxton Elementary.

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 9<sup>th</sup> 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	Revenue	\$32,023.67
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Increase Expenditure Codes:

101-54410-499-EMPG	Civil Defense-Other Supplies & Materials	\$6,839.76
101-54410-399-EMPG	Civil Defense-Other Contracted Services	<u>25,183.91</u>
		32,023.67

*Justification:* EMPG- grant to purchase and/or replace supplies and materials for emergency response for Anderson County.

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.

**THE 10<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 Code:

131-62000-402	Asphalt	\$1,000,000.00
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Decrease Reserve Code:  
131-34550 Restricted for Highway \$1,000,000.00

Justification: To asphalt Anderson County Roads.

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

**THE 11<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Stephanie Wells, Tourism, that the following **APPROPRIATION** in Tourism Fund 128 be approved.

Increase Revenue Code:  
128-46980-ARPA Other State Grants-ARPA Grant \$242,313.25

Increase Expenditure Code:  
128-58110-302-ARPA Tourism-Advertising-ARPA Grant \$14,368.08

Increase Reserve Code:  
128-34635-ARPA Committed for Social, Cultural, Rec-ARPA \$227,945.17  
\$242,313.25

Justification: Appropriate ARPA Marketing Funds from Tennessee Department of Tourist Development for Transformational Marketing Projects for current fiscal year and reserve funds to be used in FY 2026 and FY 2027.

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

**THE 12<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Stephanie Wells, Tourism, that the following **APPROPRIATION** in Tourism Fund 128 be approved.

Decrease Reserve Code:  
128-34535 Committed for Social, Cultural, Rec-ARPA \$48,959.92

Increase Expenditure Code:  
128-58110-302-ARPA Tourism-Advertising-ARPA Grant \$48,959.92

Justification: Appropriating balance remaining from FY 2024 of ARPA Marketing Funds from Tennessee Department of Tourist Development for Transformational Marketing Projects to FY 2025. ARPA revenue rolled into 128-34535 from last FY.

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

**THE 13<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.

Increase Expenditure Codes:

101-52100-709	Finance-Data Processing Equipment	\$4,000.00
101-52100-708	Finance-Communication Equipment	<u>7,000.00</u>
		\$11,000.00

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$11,000.00
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**(Amendment will be from 101-34615 Committed-Gov Deals and a JE will replenish the reserve for 39000)**

*Justification:* Appropriation for the purchase of new computers in Finance for those over 5 years old, and the purchase of

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 14<sup>th</sup> 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 Revenue Code:

101-46140-TCAD1	Revenue-Aging Programs	\$45,000.00
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Increase Expenditure Code:

101-56300-718-TCAD1	Senior Citizens Assistance-Motor Vehicles	\$45,000.00
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*Justification:* Anderson County applied for grant funding for a new van for the Office on Aging and Senior Center and received notice of award. This amendment establishes the revenue code and expenditure code for the award.

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

**THE 15<sup>th</sup> 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	\$1,022.47
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Increase Expenditure Code:

101-54110-338	Sheriff's Dept.-Vehicle Repairs & Maintenance	\$1,022.47
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*Justification:* Insurance recovery for Anderson County Sheriff's Office vehicle.

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

**THE 16<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Harold P. Cousins, Chancery Clerk & Master, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-53400-162	Chancery Court-Clerical Personnel	\$9,460.00
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Decrease Expenditure Code:

101-39000	Undesignated Funds	\$9,460.00
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*Justification:* Due to Bookkeeper retiring, the above amount is excess vacation compensation due to the employee.

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

**THE 17<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	\$25,000.00
131-62000-351	Rentals	25,000.00
131-63100-336	Maintenance & Equipment Repair	<u>25,000.00</u>
		\$75,000.00

Decrease Reserve Code:

131-34550	Restricted For Hwy	\$75,000.00
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*Justification:* To continue to maintain Anderson County Roads.

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

**THE 18<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Sheriff Russell Barker, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-54210-312-SMHT4 Jail-Contracts with Private Agencies-State Metal Health Transport 4	\$102,452.05
101-54210-718-SMHT4 Jail-Motor Vehicle-State Mental Health Transport 4	<u>37,545.00</u> \$139,997.05

Decrease Reserve Code:

101-39000 Unassigned Fund Balance	\$139,997.05
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**(Amendment will be from 101-34525-SMHT4 Restricted for Public Safety-State Mental Health Transport 4 and a JE will replenish the reserve for 39000)**

*Justification:* Appropriation for funds from State Mental Health Transport Grant that were not spent prior fiscal year. Vehicle and transport services are both allowable expenses on the grant.

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

**THE 19<sup>th</sup> 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 Code:

101-51500-169 Part-Time Help	\$7,000.00
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Decrease Expenditure Codes:

101-51500-106 Deputy Registrars	\$6,000.00
101-51500-192 Election Commission	<u>1,000.00</u> \$7,000.00

*Justification:* Necessary to cover full time absences/sickness/etc., with being down one full time employee, necessities a greater reliance for part time help.

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

**THE 20<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Brice Kidwell, EMA, that the following **APPROPRIATION** General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$33,746.09
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**(Amendment will be from 101-34525-ORRCA ORRCA-Grant Fund for EMA and a JE will replenish the reserve for 39000)**

Increase Expenditure Code:

101-54410-399-ORCCA	Other Contracted Services	\$33,746.09
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*Justification:* Funds will be used for fire study with Mission CIT, awarded through bid process.

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

**THE 21<sup>st</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance/HR, that the following **APPROPRIATION** General Fund 101 be approved.

Increase Expenditure Codes:

101-51310-105	HR-Supervisor/Director	\$12,735.00
101-51310-201	HR-Social Security	790.00
101-51310-212	HR-Medicare	<u>185.00</u>
		\$13,710.00

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$13,710.00
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*Justification:* Funding required for vacation and comp payout in HR Department.

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

**SECTION A, Heritage Health Solutions/Sheriff Barker**

Sheriff Russell Barker gave the committee an update on the performance of Heritage Health Solutions.

No action taken.

**SECTION B, Non-Profit Committee Appropriation Recommendations**

1. Finance Director Robby Holbrook presented a recommendation from the Non-Profit Committee for approval of a donation request of \$30,000.00 (to come from Fund 128 – Tourism) for the Anderson County Chamber of Commerce.

Motion by Commissioner Bob Smallridge, second by Commissioner Jerry White, to refer to the Anderson County Board of County Commissioners with a recommendation for approval; with the understanding that facility meeting space is available for use by the Tourism Department and for other County entities.

Voting Yes: Commissioners Tyler Mayes, Shelly Vandagriff, Bob Smallridge, Denise Palmer, Jerry White, and Anthony Allen.

Voting No: Commissioner Shain Vowell.

Motion Passed.

2. Finance Director Robby Holbrook presented a recommendation from the Non-Profit Committee for approval of a donation request of up to \$25,000.00 (to come from Fund 121 – ARPA) for the Boys & Girls Club of Oak Ridge.

Motion by Commissioner Tyler Mayes, second by Commissioner Anthony Allen, to defer the request until the October Budget Committee meeting.

Voting Yes: Commissioners Shain Vowell, Tyler Mayes, Bob Smallridge, Denise Palmer, and Anthony Allen.

Voting No: Commissioners Shelly Vandagriff and Jerry White.

Motion Passed.

### **SECTION C, Election Administrator/Mark Stephens**

Administrator of Elections Mark Stephens informed the committee on the plan for acquiring voting equipment and the funding streams of the election office.

No action taken.

### **SECTION D, Senior Center Badge System & Radio Operability/Mayor Frank**

1. Mayor Terry Frank presented a request to appropriate \$17,290.28 in ARP funds for the purchase and installation of a badge access control security system for the Anderson County Senior Center.

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

2. EMA Director Bryce Kidwell presented options for advancing the emergency radio communication systems within the county.

Motion by Commissioner Tyler Mayes, second by Commissioner Shelly Vandagriff, and passed, to refer to the Anderson County Board of County Commissioners with a recommendation for approval to utilize the remaining ARPA funds approved for radio interoperability of approximately \$107,000.00; and for approval of \$75,000.00 from Fund

101-39000 Undesignated Fund balance, for “station alerting” and “remote radio programming”.

**SECTION E, BRAG Grant, Claxton Park TVA Funds & Vehicle List/Mayor Frank**

1. Mayor Terry Frank presented a request for a motion to accept three BRAG awards for Anderson County, including two for ORHA (Oak Ridge Housing Authority) projects.

Motion to approve request by Commissioner Bob Smallridge, second by Commissioner Anthony Allen. Motion passed.

2. Mayor Terry Frank presented a request for a motion to accept an initial donation of \$250,000.00 from TVA, and restrict it for a new Claxton park.

Motion to approve request as presented by Commissioner Tyler Mayes, second by Commissioner Anthony Allen. Motion passed.

3. Mayor Terry Frank provided information on the remaining vehicles on Fleet Services Director John Vickery’s priority maintenance list.

No action taken.

**SECTION F, Grant Application/Election Office**

Administrator of Elections Mark Stephens presented a request for approval to apply for a State of Tennessee election security grant.

Motion to approve request by Commissioner Tyler Mayes, second by Commissioner Anthony Allen.

Motion passed.

**SECTION G, New Business**

1. Finance Director Robby Holbrook presented a budget amendment request to address an upcoming vacation payout for the Director of Human Resources.

This is reflected as the “21<sup>st</sup> Item” above.

2. Commissioner Denise Palmer provided information regarding Aspire Park and presented a motion requesting that Mayor Frank engage in discussion with TDOT, the City of Clinton, and Mike Wallace of Aspire regarding the details of a potential partnership to fund the infrastructure to support the lighting along the planned sidewalk from the green bridge to Aspire Park.

Second by Commissioner Tyler Mayes.

Motion passed.

**SECTION H, Unfinished Business**

Commissioner Tyler Mayes presented a resolution consolidating the Purchasing and Budgeting Committees.

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

Meeting Adjourned.

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Robby Holbrook, Finance Director