
BUDGET COMMITTEE MINUTES

MARCH 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
Tyler Mayes, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

Committee Chair Shain Vowell called the meeting to order.

1. Appearance of Citizens

The following citizens appeared and addressed the committee:

- **Mr. Robert Walker of Oak Ridge** – Presented a written document to the committee, containing questions concerning the Election Commission and Election Office. The questions were related to: 1) Public Notices; 2) Medical Insurance for New Hires; and 3) Payment of Outstanding Invoices. *No formal action was taken.*

2. Approval of Agenda

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Tyler Mayes**, to approve the agenda as presented. Motion amended by **Commissioner Denise Palmer**, second by **Commissioner Tyler Mayes**, to approve the agenda as presented with inclusion of the New Business items: 1) Opioid Committee Project Funding Recommendations; and 2) Technology Upgrades for the Circuit and Criminal Courts. Commissioner Jerry White not present for vote. *Motion passed.*

3. Purchasing Contracts with Legal Review

- A. Gold Creek Foods, School Nutrition, Contract #25-0105** – Three-year contract for chicken commodity processing. Prices based off competitive bid.
- B. Don Lee Farms, School Nutrition, Contract #25-0106** – Three-year contract for beef commodity processing. Prices based off competitive bid.
- C. Matthew Wilson, EMS, Contract #25-0107** – Agreement to provide EMS employee tuition in the amount of \$1,500 for the Critical Care Course with the conditions that the employee passes the course, obtains his Critical Care Paramedic State License and remains employed full-time with EMS for one-year after obtaining license.

D. State of Tennessee, Department of Military/TEMA, EMA, Contract #25-0108 – Thirty-two-month Homeland Security Grant in the amount of \$25,425.

E. James Hurst, EMS, Contract #25-0109 – Agreement to provide EMS employee tuition in the amount of \$1,500 for the Critical Care Course with the conditions that the employee passes the course, obtains his Critical Care Paramedic State License and remains employed full-time with EMS for one-year after obtaining license.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Tyler Mayes**, to approve **Items 3A through 3E**. *Motion passed.*

4. Purchasing Contracts Pending Legal Review

The following contract obtained legal review before the meeting:

A. Eagleview, Property Assessor, Contract #25-0110 – Six-year aerial imaging contract in the amount of \$88,012.50 per year. Sole Source purchase with Public Notice posting on Vendor Registry for 10 business days.

Motion by **Commissioner Tyler Mayes**, seconded by **Commissioner Anthony Allen**, to approve. *Motion passed.*

5. Capital Asset Donation/ EMA requests to donate 2005 Ferrara Fire Truck to the City of Oak Ridge.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Bob Smallridge**, and passed to recommend to the County Commission approval of the surplus declaration and donation.

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:

101-51600-711	Furniture & Fixtures	\$1,000.00
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Increase Expenditure Code:

101-51600-435	Office Supplies	\$1,000.00
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Justification: Office Supplies.

Motion by Commissioner Denise Palmer, 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 Robby Holbrook, Finance, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-52200-348	Purchasing-Postage	\$600.00
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Decrease Expenditure Code:

101-52200-201	Purchasing-Social Security	\$600.00
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Justification: Purchasing postage has increased each of the last 5 years, but we haven't increased our budget. This will get us through the year and we are looking for alternative ways to distribute PO's to vendors other than mail.

Motion by Commissioner Denise Palmer, 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 John Alley, Property Assessor, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-52300-348	Postal Charges	\$600.00
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Decrease Expenditure Code:

101-52300-425	Gasoline	\$600.00
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Motion by Commissioner Denise Palmer, 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 John Alley, Property Assessor, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-52300-317	Data Processing Services	\$7,150.00
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Decrease Expenditure Code:

101-52300-305	Audit Services	\$7,150.00
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Motion by Commissioner Denise Palmer, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

THE 5th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Charles Turner, Health Department, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-55110-351	Rentals	\$200.00
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Decrease Expenditure Code:

101-55110-349	Printing, Stationary, and Forms	\$200.00
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Justification: Transfer funds to cover increased rental cost.

Motion by Commissioner Denise Palmer, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

THE 6th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Charles Turner, Health Department, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-55110-359	Disposal Fees	\$100.00
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Decrease Expenditure Code:

101-55110-399	Other Contracted Services	\$100.00
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Justification: Transfer funds to cover increased rental cost.

Motion by Commissioner Denise Palmer, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

THE 7th ITEM, to be presented to the Anderson County Budget Committee, was a written request from County Commission, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-51100-524	Staff Development	\$1,500.00
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Decrease Expenditure Codes:

101-51100-320	Dues and Memberships	\$500.00
101-51100-348	Postage	300.00
101-51100-332	Legal Notices	<u>700.00</u>
		\$1,500.00

Justification: To cover shortage in staff development to have enough funds to pay registration fees for commissioners to attend May Conference.

Motion by Commissioner Denise Palmer, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

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

Increase Expenditure Codes:

101-51500-399	Other Contracted Services	\$760.00
101-51500-317	Data Processing	316.00
101-51500-499	Other Supplies & Materials	<u>450.00</u>
		\$1,526.00

Decrease Expenditure Codes:

101-51500-320	Dues & Memberships	\$626.00
101-51500-435	Office Supplies	<u>900.00</u>
		\$1,526.00

Justification: Additional funds needed to cover unforeseen increases in machine delivery, maintenance agreements and additional voting accessories.

Motion by Commissioner Denise Palmer, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

**APPROPRIATIONS REQUIRING FULL COMMISSION
APPROVAL**

THE 9th 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	\$200,000.00
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(Amendment will be from 141-34685 Committed for Capital Projects and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

141-72610-410	Operation of Plant-Custodial Supplies	\$200,000.00
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Justification: To appropriate fund equity for custodial supplies for the remaining school year.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Anthony Allen, 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 Marcus Bullock, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-48610	Donations	\$1,875.00
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Increase Expenditure Code:

141-72250-399	Technology-Other Contracted Services	\$1,875.00
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Justification: To appropriate a donation from the Education Foundation for the purchase of Minecraft for Education licenses. Received revenue 2/25/25.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Anthony Allen, 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 Kim Towe, Special Education Department, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-43551	Special Education Fees for Service	\$32,741.68
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Increase Expenditure Codes:

141-71200-171-SEFFS	Speech Pathologist	\$19,859.38
141-71200-201-SEFFS	Social Security	1,231.28
141-71200-204-SEFFS	State Retirement	1,263.06
141-71200-206-SEFFS	Life Insurance	100.00
141-71200-207-SEFFS	Medical Insurance	10,000.00
141-71200-212-SEFFS	Employer Medicare	<u>287.96</u>
		\$32,741.68

Justification: To appropriate Special Education Fees of Service funds to add funds to 171-Speech Pathologist and fringe benefits. This is for a new hire Speech Language Pathologist that will start on March 17, 2025. These funds will also cover for her to possibly work days for ESY.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Anthony Allen, 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 John Alley, Property Assessor, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Revenue Code:

101-49700	Insurance Recovery	\$2,654.09
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Increase Expenditure Code:

101-52300-338 Repairs & Maintenance to Vehicles \$2,654.09

Justification: BA to move insurance recovery revenue to repair vehicle damage. See attached estimate of \$3,154.09.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Anthony Allen, 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 John Alley, Property Assessor, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-48140-2000 Contracted Services-Cities Re-Appraisal Cost \$7,500.00

Increase Expenditure Code:

101-52300-106 Property Assessor's Office-Deputy Assessors \$7,500.00

Justification: Increasing payroll code 106 due to cost associated with part-time employee used for reappraisal.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Anthony Allen, 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 Charles Turner, Health Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55110-599-TAB Tobacco Grant Funds in Reserve \$1,363.24

Decrease Reserve Code:

101-39000 Unassigned Fund Balance \$1,363.24

(Amendment will be from 101-34530-2000 Restricted Funds from Tobacco Grant and a JE will replenish the reserve for 39000)

Justification: Grant funds received in advance and are still available.

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

THE 15th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Brice Kidwell, EMA, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-47235-DHS	Revenue	\$25,425.00
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Increase Expenditure Code:

101-54410-499-DHS	Civil Defense Other Supplies & Materials	\$25,425.00
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Justification: To purchase portable barriers, portable message board, ballistic vest and shields. Homeland Security Grant.

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

Increase Revenue Code:

101-47590-EOC	Revenue	\$2,942,940.00
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Increase Expenditure Code:

101-54410-706-EOC	Emergency Operation Center Grant	\$2,942,940.00
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Justification: Construction of the new Emergency Operation Center for Emergency Management. EOC Grant.

Motion by Commissioner Anthony Allen, seconded by Commissioner Tyler Mayes, 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 Harold P. Cousins Jr., Clerk & Master, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$16,000.00
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(Amendment will be from 101-34520-7000 Restricted Clerk & Master Data Processing and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

101-53400-711	Chancery Court-Furniture & Fixtures	\$16,000.00
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Justification: Funds to be used for office desks, chairs, and monitors.

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 18th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Harold P. Cousins, Jr., Clerk & Master, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Decrease Expenditure Code:

101-53400-169	Chancery Court-Part Time Help	\$5,250.00
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Increase Expenditure Code:

101-53400-162	Chancery Court-Clerical Personnel	\$5,250.00
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Justification: Part-time funds have not been used in 3 years. We have had 2 vacation payouts this year, and this transfer will help recoup those funds to help pay for 2 new employees.

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 19th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-55130-334	Maintenance Agreements	\$37,505.00
101-55130-355	Travel	3,500.00
101-55130-451	Uniforms	<u>5,500.00</u>
		\$46,505.00

Increase Expenditure Code:

101-55130-169	Part-Time	\$46,505.00
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Justification: Rise in use of part-time staffing due to vacancies. Did not renew preventative maintenance agreement on medical equipment to reallocate the funds to use in part-time to continue staffing of ambulances. Cancelled some planned travel to move those funds to part-time. Holding off on some uniform purchases such as jackets, uniform pants and uniform polo shirts.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Denise Palmer, 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 Lounicia Bolton/John Prince, Sheriff’s Office/Finance, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-54110-207-VCIF2	VCIF Collaborative FY24-Medical Insurance	\$31,404.00
101-54110-471-VCIF2	VCIF Collaborative FY24-Software	<u>44,200.00</u>
		\$75,604.00

Increase Expenditure Codes:

101-54110-187-VCIF2	VCIF Collaborative FY24-Overtime Pay	\$30,000.00
101-54110-513-VCIF2	VCIF Collaborative FY24-Workman’s Comp Ins	1,404.00
101-54110-431-VCIF2	VCIF Collaborative FY24-LE Supplies	16,260.00
101-54110-718-VCIF2	VCIF Collaborative FY24-Motor Vehicles	<u>27,940.00</u>
		\$75,604.00

Justification: To adjust FY25 Violent Intervention Fund Collaborative Grant funds to meet new projections.

Motion by Commissioner Denise Palmer, seconded by Commissioner Shelly Vandagriff, 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 Mark Stephens, Election Commission, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51500-207	Medical Insurance	\$11,704.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$11,704.00
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Justification: Appropriation necessary to fund newest employee’s medical coverage. Previous employee carried none with the county.

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

Commissioner Tyler Mayes recited **T.C.A. 2-12-210** and requested that it be reflected in the minutes. The statute states:

"Nothing in Acts 1986, ch. 930 shall be construed as conferring upon any county election commission, administrator of elections, or any other county election official, status as a state employee. All such persons shall be subject to all applicable purchasing and budgetary laws of such county."

SECTION A, Grant Contract Pre-Applications/John Prince

Finance Director Robby Holbrook presented three (3) grant pre-applications for approval: 1) From TDMHSAS for \$133,550 with no matching costs, benefitting the Drug Court; 2) From TDCS \$45,000 (\$9,000/year), with no matching costs, benefitting the Juvenile Court; and 3) From TSLA for \$1,340.64 with \$70.56 in matching costs benefitting the Norris Community Library.

Motion by **Commissioner Sabra Beauchamp**, second by **Commissioner Tyler Mayes**, to approve the application requests. *Motion passed.*

SECTION B, Privatizing Animal Shelter Operation/Tyler Mayes

Motion by **Commissioner Tyler Mayes**, second by **Commissioner Shelly Vandagriff**, to request a workshop on options for operation of the Animal Shelter. *Motion passed.*

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

Assessor of Property Johnny Alley presented information regarding Eagleview Pictometry products and Deckard Technologies' short-term rental platform. *No action was taken.*

SECTION D, FY 25.26 Budgets/Robby Holbrook

Finance Director Robby Holbrook presented the current status the FY25-26 Budget, based on information received to date. *No action was taken.*

Director Holbrook requested an additional Budget Committee Meeting be scheduled. The meeting was scheduled for 4:00p.m. on Thursday, April 24, 2025, in Room 312.

SECTION E, New Business

1. Opioid Committee Project Recommendations

Opioid Committee Chair, Commissioner Shelly Vandagriff, presented the projects that the committee recommended for funding.

Motion by **Commissioner Tyler Mayes**, second by **Commissioner Denise Palmer**, and passed with a recommendation to County Commission, to allocate funding to all selected projects as presented; and to appropriate the \$2,284.72 shortfall from the Opioid Remediation fund.

2. Technology Upgrades for the Circuit and Criminal Courts

Circuit Court Clerk Rex Lynch presented a request for \$69,049.00 in Audio-Visual upgrades.

Motion by **Commissioner Tyler Mayes**, second by **Commissioner Anthony Allen**, and passed with a recommendation to County Commission, to appropriate \$69,049.00 in funding as requested from Fund 171 –Capital Projects.

SECTION F, Unfinished Business

None.

Meeting Adjourned.

Robby Holbrook, Finance Director