
BUDGET COMMITTEE MINUTES

APRIL 10, 2025

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

Meeting Facilitator: Robby Holbrook, Finance Director

Members Absent: Sabra Beauchamp, Commissioner

Committee Chair Shain Vowell called the meeting to order.

1. Appearance of Citizens

The following citizens appeared and addressed the committee:

- **Mr. Jim Normand of Oak Ridge**, local counsel for Zayo Education, LLC – Mr. Normand introduced attorneys Dewey Branstetter, Jr. and Eric Osborne of the law firm Sherrard Roe, and Mr. Michael McKerley of Zayo Education, LLC. They appeared in connection with Zayo's protest of the RFP award by Anderson County.

2. Approval of Agenda

Motion by **Commissioner Denise Palmer**, second by **Commissioner Bob Smallridge**, to approve the agenda as presented with inclusion of the New Business items: 1) Scarboro 85 Project; 2) Hotel/Motel Tax; 3) Allocation of Revenue. *Motion passed.*

3. Purchasing Contracts with Legal Review

- A. State of Tennessee, Dept. of Environment & Conservation, Office of the Mayor, Contract #25-0114** – Twenty-four-month grant in the amount of \$99,395.63 for Investigation of Brownfield Sites.

Contract removed from agenda, as it was previously approved.

- B. Hicks Construction, Board of Education, Contract #25-0115** – Construction Management contract for the new Anderson County High School Sports Training Center. Total not to exceed \$80,000.

- C. Catalis, Circuit Court Clerk, Contract #25-0120** – Three-year software agreement. First year fee is \$9854.77 with annual cost increases of 6%.

- D. **State of Tennessee, Department of Emergency Management, Contract #25-0121** – Two-year Emergency Management Grant in the amount of \$32,023.67.
- E. **Delta Dental, Board of Trustees, Contract #25-0124** – Two-year contract for Dental Insurance.
- F. **State of Tennessee, Department of Transportation, Office of the Mayor, Contract #25-0126** – Agreement to establish County and TDOT roles for the grant funded Gibbs Ferry Park renovations
- G. **S&ME Inc., Board of Education, Contract #25-0128** – Construction Materials Testing for the new Claxton Elementary School. Work will be performed throughout the construction project.
- H. **State of Tennessee, Department of Energy, EMA, Contract #25-0129** – One-year Off-site Emergency Planning and Response Grant in the amount of \$21,000.
- I. **State of Tennessee, Department of Veteran Services, Veteran Services, Contract #25-0131** – Non-binding MOU that outlines partnership between the State and the County’s Veteran Services Office. To be reviewed every five years or when a new VSO is hired.
- J. **State of Tennessee, Department of Economic and Community Development, EMS, Contract #25-0132** – Forty-month grant for new EMS Training Facility in the amount of 817,092 with the County providing an equal match.
- K. **State of Tennessee, Department of Transportation, Office of the Mayor, Contract #25-0133** – \$25,000 Grant for CSX Transportation to complete railroad construction services.

Motion by **Commissioner Shelly Vandagriff**, seconded by **Commissioner Anthony Allen**, to approve **Items 3B through 3K**. *Motion passed.*

4. Purchasing Contracts Pending Legal Review

The following contract obtained legal review after the agenda was published and prior to the meeting:

- A. **Merit Construction, Board of Education, Contract #25-0127** – New Claxton Elementary School. Construction to be completed within 672 days. Cost is \$27,896,600, negotiated down from \$28,474,000.

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

The following contracts were still pending legal review at the time of the meeting:

- B. Studio Four, Office of the Mayor, Contract #25-0134** – Architectural Services for a new EMS Services Center. Base cost is \$108,000 with construction estimated to be completed by October 2026.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Shelly Vandagriff**, to approve. *Motion passed.*

- C. Mountain View Community Action Corporation, Office of the Mayor, Contract #25-0125** – Five-year lease agreement for \$1 per year.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Bob Smallridge**, to approve. *Motion passed.*

- 5. Bid Protest** – Zayo Education Networks of America protesting award of School's Erate Managed Internet Access and Telecommunications Services RFP to United Data Technologies.

Motion by **Commissioner Tyler Mayes**, seconded by **Commissioner Shelly Vandagriff**, to suspend Committee rules to allow time for the legal team for Zayo set up a poster and distribute handouts. *Motion passed.*

Zayo representatives presented the basis of their protest.

Representatives of United Data Technologies (UDT), the selected RFP vendor, presented their rebuttal.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Tyler Mayes**, to add an executive session to the next Budget Committee meeting agenda to discuss the issue. *Motion withdrawn.*

Motion by **Commissioner Tyler Mayes**, seconded by **Commissioner Shelly Vandagriff**, to refer the issue to the April 24 Budget Committee meeting. *Motion passed.*
Voting No: Commissioner Jerry White.

6. Capital Asset Surplus Request

DESCRIPTION	DEPARTMENT	Condition	Starting Bid
2009 Ford Escape	Fleet Services	Operable	\$500
2013 Ford Taurus	Sheriff	Operable	\$500
2015 Dodge Charger	Sheriff	Operable	\$500
2015 Dodge Charger	Sheriff	Inoperable	\$500

1991 Ford E-350 Ambulance	ACCTC	Inoperable – Parts Only	\$200
2004 Chevy Impala	ACCTC	Inoperable – Parts Only	\$200

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Anthony Allen**, to approve all requested items. *Motion passed.*

TRANSFERS (Approved through Consent Agenda)

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nichole Brooks, Law Directors Office, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-51400-348	Postal	\$1,150.00
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Increase Expenditure Codes:

101-51400-355	Travel	\$300.00
101-51400-435	Office Supply	500.00
101-51400-432	Library Books	<u>350.00</u>
		\$1,150.00

Justification: Cover travel for Jamie & Nichole for yearly TCAA Meeting. Cover office supplies. Cover new set of code books (42 books).

Motion by Commissioner Tyler Mayes, 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, Purchasing, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Codes:

101-52200-204	Purchasing-Retirement	\$500.00
101-52200-299	Purchasing-Vision	<u>45.00</u>
		\$545.00

Decrease Expenditure Code:

101-52200-201	Purchasing-Social Security	\$545.00
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Justification: Due to increased use of purchasing payroll funds, retirement and vision were under budgeted.

Motion by Commissioner Tyler Mayes, 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 Regina Copeland, Trustee, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-52400-707	Building Improvements	\$800.00
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Increase Expenditure Code:

101-52400-348	Postage	\$800.00
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Justification: Mail out 2024 Delinquent bills.

Motion by Commissioner Tyler Mayes, 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 Zach Allen/Russell Barker, Sheriff's Department, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-54210-524	Staff Development	\$5,000.00
101-54210-335	Building Maintenance	<u>10,000.00</u>
		\$15,000.00

Increase Expenditure Codes:

101-54210-355	Transportation/Travel	\$5,000.00
101-54210-499	Other Supplies	<u>10,000.00</u>
		\$15,000.00

Justification: These transfers will be used for transporting inmates and travel costs, as well supplies for the jail.

Motion by Commissioner Tyler Mayes, 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 Zach Allen/Russell Barker, Sheriff's Department, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-54260-599	Other Charges-Commissary	\$5,000.00
101-54260-711	Furniture & Fixtures-Commissary	2,436.50
101-54260-717	Maintenance Equipment-Commissary	5,000.00
101-54260-499	Other Supplies-Commissary	<u>1,900.00</u>
		\$14,336.50

Increase Expenditure Code:

101-54260-799	Other capital outlay-Commissary	\$14,336.50
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Justification: These transfers will be used to install a galvanized chain link fence. This fence will be used as an outdoor rec yard.

Motion by Commissioner Tyler Mayes, 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 Steve Owens/Russell Barker, Sheriff's Department, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-54490-451	Other Emergency Management-Uniforms	\$300.00
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Increase Expenditure Code:

101-54490-309	Other Emergency Management-Contracts With Government Agencies	\$300.00
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Justification: To pay DCI Software connection fees.

Motion by Commissioner Tyler Mayes, 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 John Vickery, Fleet Services, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-54900-453	Vehicle Parts	\$14,000.00
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Decrease Expenditure Codes:

101-54900-320	Dues and Memberships	\$2,500.00
101-54900-338	Repairs and Maintenance Vehicles	5,500.00
101-54900-355	Travel	2,000.00
101-54900-424	Garage Supplies	<u>4,000.00</u>
		\$14,000.00

Justification: Due to the rising cost of a parts line item increase is needed to finish year end.

Motion by Commissioner Tyler Mayes, 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 Mayor Terry Frank, Animal Control, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-499	Other Supplies & Materials	\$3,000.00
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Decrease Expenditure Code:

101-55120-790	Other Equipment	\$3,000.00
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Justification: Additional funds are needed in 499 code where vaccines, medications, and medical tests are purchased.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

THE 9th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Scott Nation, Veterans Service Office, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-58300-399	Other Contracted Services	\$1,000.00
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Increase Expenditure Code:

101-58300-435	Office Supplies	\$1,000.00
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Justification: To purchase general office supplies.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

THE 10th 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 Code:

101-51500-334	Maintenance Agreements	\$5,200.00
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Decrease Expenditure Codes:

101-51500-332	Legal Notices	\$2,100.00
101-51500-351	Rentals	1,000.00
101-51500-524	Staff Development	<u>2,100.00</u>
		\$5,200.00

Justification: Additional funds needed to offset the increase in our annual hardware licensing fee from our machine vendor, with the new Verity Duo voting system.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

THE 11th ITEM, to be presented to the Anderson County Budget Committee, was a written request from AC Library Board, Norris Community Library, that the following **TRANSFER** in Library Fund 115 be approved.

Decrease Expenditure Codes:

115-56500-317-4000	Data Processing & Equipment	\$49.79
115-56500-348-4000	Postage	6.00
115-56500-499-4000	Other Supplies & Materials	304.20
115-56500-435-4000	Office Supplies	300.20
115-56500-432-4000	Book Purchase	<u>99.81</u>
		\$760.00

Increase Expenditure Codes:

115-56500-307-4000	Communications	\$560.00
115-56500-452-4000	Utilities	<u>200.00</u>
		\$760.00

Justification: Transfer to cover shortfall in utilities for the fiscal year and to communications for monthly Comcast and T-Mobile bills.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

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

Decrease Expenditure Code:

128-58110-335	Committed for Social, Cultural, Rec.	\$1,350.00
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Increase Expenditure Codes:

128-58110-709	Data Processing Equipment	\$1,250.00
128-58110-320	Dues and Memberships	<u>100.00</u>
		\$1,350.00

Justification: Transferring funds to Data Processing Equipment to purchase a Cisco Switch to replace obsolete equipment for network. Transferring funds to Dues and Membership to cover an increase in fees.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

THE 13th ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Prince, Finance, that the following **TRANSFER** in Self Insurance Fund 263 be approved.

Decrease Expenditure Codes:

263-51900-340-BCBS	Other G & A-Medical & Dental Services-BCBS Claims	\$100,000.00
263-51900-399-BCBS	Other G & A-Other Contracted Services-BCBS Admin	50,000.00
263-51900-399-PRES	Other G & A-Other Contracted Services-RX Admin	<u>30,000.00</u> \$180,000.00

Increase Expenditure Codes:

263-51900-340-PRES	Other G & A-Medical & Dental Services-RX Claims	\$140,000.00
263-51900-340-THRV	Other G & A-Medical & Dental Services-Clinic	35,000.00
263-51900-399-CBIZ	Other G & A-Other Contracted Services-Consulting	<u>5,000.00</u> \$180,000.00

Justification: To align expenditures with available funds due to the reclassification of medical claims expenses.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

THE 14th 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:

141-72620-399	Other Contracted	\$30,000.00
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Increase Expenditure Code:

141-72620-499	Other Supplies & Materials	\$30,000.00
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Justification: To transfer funds for materials and supplies as needed for maintenance department.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

THE 15th 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 Codes:

141-72610-720	Plant Operation Equipment	\$1,800.00
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141-72610-351	Rentals	30,000.00
		\$31,800.00

Increase Expenditure Code:

141-72610-499	Other Supplies & Materials	\$31,800.00
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Justification: To transfer funds for materials and supplies as needed for maintenance department.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Anthony Allen, and passed to approve the transfer request.

APPROPRIATIONS REQUIRING FULL COMMISSION APPROVAL

THE 16th 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	\$311,792.00
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(Amendment will be from 141-34690 Committed for Other Purposes and a JE will replenish the reserve for 39000)

Increase Expenditure Codes:

141-71100-449	Regular Instruction	\$250,000.00
141-72310-513	Board of Education-Workman's Comp	11,792.00
141-99100-590	Operation Transfers-Transfers to Other Funds	50,000.00
		\$311,792.00

Justification: To appropriate funds for textbooks, workers compensation billing adjustments to provide system support to the employee childcare program.

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 17th 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	\$2,000,000.00
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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:

141-76100-706	Regular Capital Outlay-Building Construction	\$2,000,000.00
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Justification: Appropriation for construction costs related to the new Claxton Elementary School project.

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 18th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Katrina Oakley, Federal Programs-LEAPS, that the following **TRANSFER (Payroll)** in General Purpose School Fund 141 be approved.

Increase Expenditure Code:

141-71400-429	Instructional Supplies & Materials	\$4,725.00
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Decrease Expenditure Code:

141-71400-116	Certified Teacher	\$4,725.00
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Justification: To Budget supplies to support the family engagement night as approved by the State for Briceville, Claxton, Dutch Valley, Grand Oaks, Norris, and Norwood Elementary.

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 19th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Road Superintendent, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Revenue Code:

131-49700	Insurance Recovery	\$29,224.00
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Increase Expenditure Code:

131-68000-714	ACHD Equipment	\$29,224.00
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Justification: Insurance recovery for ACHS Mac truck 366 January 2025 snowstorm.

Motion by Commissioner Denise Palmer, seconded by Commissioner Tyler Mayes, 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 Ben Taylor, Conservation, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-49700	Insurance Recovery	\$550.00
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Increase Expenditure Code:

101-51240-336	Conservation-Maintenance & Repair Svcs	\$550.00
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Justification: Moving funds for insurance recovery into an expenditure code to pay for roof damage at AC Park.

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 Geoff Trabalka, Solid Waste, that the following **APPROPRIATION** in Solid Waste Fund 116 be approved.

Increase Expenditure Code:

116-55710-510	Solid Waste-Trustee's Commission	\$5,000.00
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Decrease Reserve Code:

116-34530	Restricted for Public Health & Welfare-Solid Waste	\$5,000.00
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Justification: Trustee's Commission will be short at year end around \$5,000. It increased this fiscal year \$2,000, but that still wasn't enough due to increased revenues.

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 22nd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, Emergency Medical Services, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46390-EMST1	State Health & Welfare Grant-EMS Training Supplement	\$28,800.00
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Increase Expenditure Codes:

101-55130-131-EMST1	Medical Personnel-EMS Training Supplement	\$28,000.00
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101-55130-105-EMST1 Supervisor/Director-EMS Training	800.00
Supplement	\$28,800.00

Justification: TN State approved training supplement for EMS personnel that qualify. There were 36 ACEMS employees who met all of the requirements to receive the training supplement. This is to be an annual supplement, employees must meet all requirements each year.

Motion by Commissioner Anthony Allen, seconded by Commissioner Denise Palmer, 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 Katherine Kleehammer, Finance/Purchasing, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-52200-399-GOVD Purchasing-Contracted Services-Gov Deals	\$6,000.00
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Increase Revenue Code:

101-44530-GOVD Sale of Equipment-Cost to Conduct Sale	\$6,000.00
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Justification: With increased surplus items sold this year, this code only has \$1,300 for the remainder of the year. Gov Deals host the sale of these items and collects a 7.5% fee.

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 24th 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	\$41,500.00
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(Amendment will be from 101-34735-SHOR Assigned-Shoreline-Monsanto Settlement Funds and a JE will replenish the reserve for 39000)

Decrease Expenditure Code:

101-51240-399-SHOR Conservation-Other Contracted Services-Shoreline	\$41,500.00
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Justification: Funds available after Conservation contracted to have tree cut down on shoreline to help with stabilization of the shoreline. Assigning funds for future use of shoreline stabilization.

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 25th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance, that the following **APPROPRIATION** in Debt Service Fund 151 be approved.

Increase Expenditure Code:

151-82310-510	Debt Services-Trustee's Commission	\$10,000.00
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Decrease Reserve Code:

151-34580	Restricted For Debt Service	\$10,000.00
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Justification: Increase in Trustee's Commission due to increased revenue.

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 26th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Archives, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-51910-169	Preservation of Records-Part Time Help	\$4,000.00
101-51910-201	Social Security	275.00
101-51910-212	Medicare	75.00
101-51910-399	Other Contracted Services	<u>5,094.00</u>
		\$9,444.00

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$9,444.00
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(Amendment will be from 101-34510-ARCHV Restricted for General Government-Archives & Records and a JE will replenish the reserve for 39000)

Justification: Needed additional part time to cover Archives during period of leave, and to clean out vault. The requested funds for contracted services is for preservation of two books. The proposal will be presented to Records Committee for approval.

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.

THE 27th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, General Administration, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-58190-706-ARC	Other Economic & Comm Develop-Building Construction	\$857,840.00
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Increase Revenue Code:

101-47590-ARC	Other Federal through State-ARC Grant	\$857,840.00
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Justification: To allocate ARC Grant funds to the EMS Training Facility Construction Project. The Match portion of the project budget was authorized in August 2024.

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.

THE 28th 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:

101-56300-399	Other Contracted Services	\$2,133.94
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Decrease Revenue Code:

101-48610-SENR	Donations-Office on Aging	\$2,133.94
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Justification: This request is to help cover the cost of the annual alarm/fire monitoring system at the Senior Center (FY 24/25 total=\$4,227.56). Contract expense; contract expires 6/30/2026.

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.

THE 29th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Senior Center, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-47590-SCHWI	Other Fed Thru State-Senior Center Health & Wellness Initiative	\$27,779.00
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Increase Expenditure Codes:

101-56300-169-SCHWI	Part-Time Personnel-Senior Center Health & Wellness Initiative	\$15,359.00
101-56300-201-SCHWI	Social Security- Senior Center Health	242.00

101-56300-212-SCHWI	& Wellness Initiative Employer Medicare- Senior Center Health & Wellness Initiative	1,033.00
101-56300-499-SCHWI	Other Supplies & Materials- Senior Center Health & Wellness Initiative	11,111.00
101-56300-513-SCHWI	Workers Comp- Senior Center Health & Wellness Initiative	<u>34.00</u> \$27,779.00

Justification: To allocate Senior Center Health & Wellness Initiative Grant Funds.

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.

THE 30th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Senior Center, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-47590-SCEBH	Other Fed thru State-Senior Center Evidence Based Health	\$11,126.00
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Increase Expenditure Codes:

101-56300-169-SCEBH	Part-Time Personnel-Senior Center Evidence Based Health	\$6,152.00
101-56300-201-SCEBH	Social Security- Senior Center Evidence Based Health	414.00
101-56300-212-SCEBH	Employer Medicare-Senior Center Evidence Based Health	97.00
101-56300-499-SCEBH	Other Supplies & Materials-Senior Center Evidence Based Health	4,450.00
101-56300-513-SCEBH	Workers Comp- Senior Center Evidence Based Health	<u>13.00</u> \$11,126.00

Justification: To allocate Senior Center Evidence Based Health Grant Funds.

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.

THE 31st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Senior Center, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-47590-OAASS	Other Fed Thru State-Office on Aging Supportive Services	\$38,041.00
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Increase Expenditure Codes:

101-56300-169-OAASS	Part-Time Personnel-Office on Aging Supportive Services	\$21,033.00
101-56300-201-OAASS	Social Security-Office on Aging Supportive Services	1,415.00
101-56300-212-OAASS	Employer Medicare-Office on Aging Supportive Services	331.00
101-56300-499-OAASS	Other Supplies & Materials-Office on Aging Supportive Services	15,216.00
101-56300-513-OAASS	Workers Comp-Office on Aging Supportive Services	<u>46.00</u> \$38,041.00

Justification: To allocate Senior Center Office on Aging Supportive Services Grand Funds.

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.

THE 32nd 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	\$12,626.00
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Increase Expenditure Code:

101-54410-338	EMA Vehicle Maintenance & Repair	\$12,626.00
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Justification: Insurance recovery for Anderson County Sheriff's Office vehicle to be transferred to EMA.

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.

THE 33rd 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.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$3,000.00
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(Amendment will be from 101-34520-4000 Sexual Offender-Restricted Funds and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

101-54210-599-5700	Sexual Offender-Other Charges	\$3,000.00
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Justification: This is to pay the state collection fees.

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.

THE 34th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Steve Owens/Russell Barker, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46210	Law Enforcement Training Program	\$51,200.00
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Increase Expenditure Code:

101-54110-188	Sheriff's Department-Bonus/Retention Payments	\$51,200.00
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Justification: 2024 Salary Supplement from the Tennessee Peace Officers Standards Training (POST).

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.

THE 35th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Steve Owens/Russell Barker, Sheriff's Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-54490-187	Other Emergency Management Overtime Pay	\$65,834.00
101-54490-201	Social Security	2,000.00
101-54490-204	Retirement	6,500.00
101-54490-213	Medicare	<u>500.00</u>
		\$74,834.00

Increase Revenue Code:

101-48140-DISPT	Contracted Services-Dispatch Revenue	\$74,834.00
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Justification: This is to cover overtime and supplement pay for dispatchers. Benefits are added as well. Revenue from Cities should be over \$142,000, budget was only \$65,000.

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.

THE 36th 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	\$2,137.28
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Increase Expenditure Code:

101-54110-338	Vehicle Maintenance & Repair	\$2,137.28
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Justification: Insurance recovery for Anderson County Sheriff's Office Vehicle.

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.

THE 37th 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 **TRANSFER (Payroll)** in General Fund 101 be approved.

Decrease Expenditure Code:

101-54210-160	Jailers Pay	\$70,000.00
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Increase Expenditure Code:

101-54210-187	Jail Overtime Pay	\$70,000.00
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Justification: This transfer is to cover the overtime.

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 Shain Vowell abstained for cause.

THE 38th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Stephanie Wells, Tourism, that the following **TRANSFER (Payroll)** in Tourism Fund 128 be approved.

Decrease Expenditure Code:

128-58110-162	Clerical Personnel	\$1,404.00
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Increase Expenditure Code:

128-58110-207

Medical Insurance

\$1,404.00

Justification: Transferring funds to medical insurance to cover employee's elected benefits. Code 162 excess funds this current fiscal year due to vacancy in position for six months.

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

THE 39th ITEM, to be presented to the Anderson County Budget Committee, was a written request from AC Library Board, Clinton Public Library, that the following **TRANSFER (Payroll)** in Library Fund 115 be approved.

Decrease Expenditure Code:

115-56500-129-2000 Librarians-Clinton

\$2,500.00

Increase Expenditure Code:

115-56500-169-2000 Part-Time

\$2,500.00

Justification: This is a result of staffing need being different than expected this fiscal year. Full time employee out on extended leave and used more part-time.

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.

SECTION A, Grant Contract Pre-Applications (9) /John Prince

Finance Director Robby Holbrook presented nine (9) grant pre-applications for approval:

1. From the Tennessee Emergency Management Agency (TEMA) – \$25,425 with no matching costs, benefitting Anderson County Emergency Management Agency (ACEMA).
2. From TEMA – \$33,709.13 with 50% matching costs, benefitting ACEMA.
3. From TEMA – \$2,942,940 with \$980,980 in matching costs, benefitting ACEMA.
4. From the State of Tennessee – \$20,000 to \$60,000 with no matching costs, benefitting Anderson County and Emory Valley Dental Clinics.
5. From TEMA – \$21,000 with no matching costs, benefitting ACEMA.
6. From the Office of Criminal Justice Programs – \$200,000 with no matching costs, benefitting the Anderson County Family Justice Center.
7. From the Tennessee Department of Environment and Conservation (TDEC) – \$125,000 with 50% matching costs, benefitting Anderson County Solid Waste.
8. From the Tennessee Highway Safety Office (THSO) – \$19,006 with no matching costs, benefitting Anderson County EMS, EMA, and Animal Control.
9. From the Robert F. Lash Emergency Medicine Fund – \$2,536 with no matching costs, benefitting Anderson County EMS.

Motion by **Commissioner Tyler Mayes**, seconded by **Commissioner Shelly Vandagriff**, to approve the application requests. *Motion passed.*

SECTION B, AC EMS Station Concept Design/Mayor Frank

Mayor Terry Frank requested \$64,800.00 (from account 171-91110-799) in funding to proceed with the design, development, and construction documents for Anderson County EMS concept station design.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Tyler Mayes**, and passed with a recommendation to County Commission, to approve the request.

SECTION C, Microsoft Office 365 G3 with MFA/Brian Young

IT Director Brian Young presented a request for \$78,000.00 to be allocated in the FY26 budget for annual Microsoft Office licenses.

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Anthony Allen**, and passed with a recommendation to County Commission, to approve the request.

SECTION D, FY 25.26 Vacation Payout Policy/Commissioner Palmer

Finance Director Robby Holbrook presented the topic of revising the County's Vacation Payout Policy for discussion.

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Shelly Vandagriff**, to refer the item to the Human Resources Committee for review and policy input, in time for placement on the May Budget Committee agenda. *Motion passed.*

SECTION E, FY 25/26 Proposed Budgets/Robby Holbrook

Finance Director Robby Holbrook presented various FY25/26 budget and compensation scenarios for the committee's information and consideration. *No action taken.*

SECTION F, New Business

1. Scarborough 85 Project – Commissioner Denise Palmer presented a request that the Finance Department ask the Non-Profit Committee provide a progress report on the project in time for inclusion on the May Budget Committee meeting agenda.

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Anthony Allen**, approve the request. *Motion passed.*

2. Hotel/Motel Tax – Mayor Terry Frank presented an update and revenue projections on pending legislation regarding occupancy tax.

Motion by **Commissioner Tyler Mayes**, seconded by **Commissioner Shelly Vandagriff**, to request that Mayor Frank work with the Law Director to prepare a resolution for the April 21, 2025 Commission meeting repealing the County's existing 5% occupancy tax and, pursuant to T.C.A. § 67-4-1401 et seq., levying a

new 4% occupancy tax in the unincorporated areas of the County and a County occupancy tax applicable within all incorporated areas of the County. *Motion passed.*

3. Allocation of Revenue – Commissioner Tyler Mayes began the discussion of this issue as part of Section E, above. *No action taken.*

SECTION G, Unfinished Business

None.

Meeting Adjourned.

Robby Holbrook, Finance Director