
BUDGET COMMITTEE MINUTES

AUGUST 7, 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

No citizens appeared.

2. Approval of Agenda

Motion by **Commissioner Anthony Allen**, second by **Commissioner Bob Smallridge**, to approve the agenda as presented with inclusion of the Studio 4 Contract #26-0028 and the Senior Center Grant. *Motion Passed*

3. Purchasing Contracts with Legal Review

A. Knox County, Office of the Mayor, Contract #23-0010 – One-year extension to the Medical Examiner contract.

B. Norvex, Detention Facility, Contract #26-0014 – Five-year contract for Janitorial Supplies. Prices from competitive bid.

C. Ellison, Detention Facility, Contract #26-0015 – Five-year contract for Janitorial Supplies. Prices from competitive bid.

D. Euna Solutions, Finance Department, Contract #26-0017 – Three-year Grant Management Software. Implementation cost of \$21,250 and yearly subscription cost of \$34,500. Pricing from Sourcewell Cooperative contract.

The funding for Euna Solutions is reflected as “The 12th ITEM” below.

- E. My Government Online Software, Office of the Mayor, Contract #26-0024** – Two-year Permitting Software contract for \$260.42 per month.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Anthony Allen**, to approve **Items 3A through 3E**. *Motion Passed.*

4. Purchasing Contracts Pending Legal Review

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

- F. University of TN Medical Center Home Care Services, EMS, Contract #26-0018** – One-year transport agreement for Hospice patients.

- G. Mark Brown, EMS, Contract #26-0019** – Agreement to provide EMS employee tuition in the amount of \$895 for the Anderson County Community Paramedic Course with the conditions that the employee passes the course and does not terminate employment prior to the completion of the year after obtaining the Critical Care Paramedic State EMS license.

- H. Devin Burnett, EMS, Contract #26-0020** - Agreement to provide EMS employee tuition in the amount of \$895 for the Anderson County Community Paramedic Course with the conditions that the employee passes the course and does not terminate employment prior to the completion of the year after obtaining the Critical Care Paramedic State EMS license.

- I. Brian Rozmus, EMS, Contract #26-0021** - Agreement to provide EMS employee tuition in the amount of \$895 for the Anderson County Community Paramedic Course with the conditions that the employee passes the course and does not terminate employment prior to the completion of the year after obtaining the Critical Care Paramedic State EMS license.

- J. Scott Thomas, EMS, Contract #26-0022** - Agreement to provide EMS employee tuition in the amount of \$895 for the Anderson County Community Paramedic Course with the conditions that the employee passes the course and does not terminate employment prior to the completion of the year after obtaining the Critical Care Paramedic State EMS license.

- K. Scott Prosise, EMS, Contract #26-0023** - Agreement to provide EMS employee tuition in the amount of \$895 for the Anderson County Community Paramedic Course with the conditions that the employee passes the course and does not terminate employment prior to the completion of the year after obtaining the Critical Care Paramedic State EMS license.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Bob Smallridge**, to approve **items 4F through 4K**. *Motion passed.*

5. Capital Asset Surplus Request

Surplus request to put the following vehicles up for auction.

Description	Department	Condition	Starting Bid
2001 Dodge Durango	Sheriff	Totaled, scrap only	\$100
2017 Jeep Grand Cherokee	Sheriff	Inoperable	\$500
2016 Dodge Charger	Sheriff	Operable	\$500
2011 Ford Crown Victoria	Sheriff	Operable	\$500
2015 Dodge Charger	Sheriff	Operable	\$500

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

6. Contract Added to Agenda

L. Studio 4 Contract #26-0028 – Agreement with Studio 4 Design, for architectural design of an Emergency Operations Center for Anderson County.

Motion by **Commissioner Tyler Mayes**, seconded by **Commissioner Sabra Beauchamp**, to approve. *Motion Passed.*

**APPROPRIATIONS REQUIRING FULL COMMISSION
APPROVAL**

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Nathan Sweet, EMS, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Expenditure Codes:

101-39000	Unassigned Fund Balance	\$5,000.00
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Increase Expenditure Codes:

101-55130-338	Repairs and Maintenance Vehicles	\$5,000.00
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Justification: Funds needed to make repairs to ambulances. Have already seen an increase to ambulance repairs this fiscal year.

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 2ND 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.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$265,100.00
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Increase Expenditure Code:

141-71200-429-SEFFS	Instructional Supplies & Materials	\$40,000.00
141-71200-499-SEFFS	Other Supplies & Materials	10,000.00
141-72220-189-SEFFS	Other Salaries & Wages	35,000.00
141-72220-201-SEFFS	Social Security	2,200.00
141-72220-204-SEFFS	State Retirement	2,300.00
141-72220-212-SEFFS	Employer Medicare	600.00
141-72220-399-SEFFS	Other Contracted Services	80,000.00
141-72220-499-SEFFS	Other Supplies & Materials	20,000.00
141-72220-524-SEFFS	Staff Development	15,000.00
141-72220-790-SEFFS	Other Equipment	<u>60,000.00</u>
		\$265,100.00

(Amendment will be from 141-34555 Special Education Fees for Service and a JE will replenish the reserve for 39000)

Justification: To appropriate funds for Special Education Fees for Services

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 3rd 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:

141-46590	Other State Education Funds	\$1,245,163.20
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Decrease Expenditure Codes:

141-71100-188	Regular Instruction – Teacher Bonus	\$730,000.00
141-71100-201	Regular Instruction – Social Security	45,260.00

141-71100-204	Regular Instruction – Retirement	54,265.80
141-71100-212	Regular Instruction – Medicare	10,585.00
141-71200-188	Special Education – Teacher Bonus	190,000.00
141-71200-201	Special Education – Social Security	11,780.00
141-71200-204	Special Education – Retirement	14,386.80
141-71200-212	Special Education -Medicare	2,755.00
141-71300-188	Vocation Education – Teacher Bonus	74,000.00
141-71300-201	Vocation Education – Social Security	4,588.00
141-71300-204	Vocation Education – Retirement	5,432.60
141-71300-212	Vocation Education – Medicare	1,073.00
141-72130-188	Student Support – Teacher Bonus	46,000.00
141-72130-201	Student Support – Social Security	2,852.00
141-72130-204	Student Support – Retirement	3,494.00
141-72130-212	Student Support – Medicare	667.00
141-72210-188	Regular Instruction – Teacher Bonus	14,000.00
141-72210-201	Regular Instruction – Social Security	868.00
141-72210-204	Regular Instruction – Retirement	872.40
141-72210-212	Regular Instruction – Medicare	203.00
141-72220-188	Special Education – Teacher Bonus	8,000.00
141-72220-201	Special Education – Social Security	496.00
141-72220-204	Special Education – Retirement	590.80
141-72220-212	Special Education – Medicare	116.00
141-73300-188	Community Services – Teacher Bonus	10,000.00
141-73300-201	Community Services – Social Security	620.00
141-73300-204	Community Services – Retirement	641.60
141-73300-212	Community Services – Medicare	145.00
141-73400-188	Early Childhood Education – Teacher Bonus	10,000.00
141-73400-201	Early Childhood Education – Social Security	620.00
141-73400-204	Early Childhood Education – Retirement	706.20
141-73400-212	Early Childhood Education – Medicare	<u>145.00</u>
		\$1,245,163.20

Justification: Appropriation for the state funded teacher bonus per Chapter 7 of the Public Acts of 2025, 1st Extraordinary Session (PC 7).

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 4th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Katrina Oakley, Federal Programs – LEAPs, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-46590-LEAPS	Lottery for Education Afterschool Programs	\$325,000.00
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Increase Expenditure Codes:

141-71400-105	Program Director	\$14,820.00
141-71400-116	Teacher Salaries	108,000.00
141-71400-162	Clerical Personnel	9,750.00
141-71400-163	Classified	54,000.00
141-71400-189	Other Salaries & Wages – Site Coordinators	109,890.00
141-71400-201	Social Security	12,668.80
141-71400-204	Retirement	11,572.53
141-71400-212	Medicare	<u>4,298.67</u>
		\$325,000.00

Justification: 2025-2026 allocations for the LEAPs Grant (Lottery for Education Afterschool Programs) as approved by TN Dept of Ed. LEAPs provides afterschool programming at Briceville, Claxton, Dutch Valley, Grand Oaks, Norris, and Norwood Elementary.

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 5th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Highway Department, that the following **APPROPRIATION** in Fund 131 be approved.

Increase Expenditure Codes:

131-62000-402	Asphalt	\$350,000.00
131-62000-443	Road Signs	10,000.00
131-63100-336	Equipment Maintenance	<u>30,000.00</u>
		\$390,000.00

Decrease Reserve Code:

131-34550	Restricted for Highway	\$390,000.00
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Justification: To cover asphaltting Anderson County roads, materials to make county signs, and maintenance of highway equipment.

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 6th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Rex Lynch, Circuit Court, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$20,000.00
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Increase Expenditure Code:

101-53100-709	Data Processing	\$20,000.00
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(Amendment will be from 101-34520-6000 Data Processing Revenue and a JE will replenish the reserve for 39000)

Justification: To replace data processing equipment per request of the IT Department (i.e. servers and computers)

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 7th 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:

101-49700	Insurance Recovery	\$17,196.29
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Increase Expenditure Code:

101-55130-338	Repairs and Maintenance Vehicles	\$17,196.29
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Justification: Supervisor SUV was involved in a motor vehicle collision. The other driver was responsible. These are the funds to get the SUV repaired and back to operational condition.

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 8th ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Prince, Finance, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46190-FIG	Other General Government Grants – Food Insecurity Grant	\$192,000.00
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Increase Expenditure Codes:

101-58190-399-FIG	Other Econ. & Comm Develop – Other Contracted Services – Food Insecurity Grant	\$8,000.00
101-58190-499-FIG	Other Econ. & Comm Develop – Other Supplies & Materials – Food Insecurity Grant	2,500.00
101-58190-799-FIG	Other Econ. & Comm Develop – Other Capital Outlay – Food Insecurity Grant	<u>181,500.00</u>
		\$192,000.00

Justification: To move grant activities forward to current FY

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 9th ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Prince, Finance, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$3,524.00
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Increase Expenditure Code:

101-56300-718-TCAD1	Senior Citizens Assistance – Motor Vehicle Aging Programs	\$3,524.00
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Justification: To move grant activities forward to current FY. \$3,524 still available from grant funds, rolled into fund balance. Received \$45,000 in revenue on 2/18/25.

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 10th 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 Fund 122 be approved.

Decrease Reserve Code:

122-34525-1000	Drug – Unassigned Fund Balance	\$31,150.00
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Increase Expenditure Code:

122-54150-718	Motor Vehicle	\$31,150.00
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Justification: Insurance recovery funds receipted in last fiscal year. Fund will be used to purchase vehicle.

Motion by **Commissioner Tyler Mayes**, 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 Jamie Brooks, Law Director, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Increase Expenditure Code:

101-51400-133	County Attorney - Paraprofessional	\$3,200.00
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Decrease Expenditure Code:

101-51400-161	County Attorney - Secretary	\$3,200.00
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Justification: Secretary position was filled at a rate below budgeted amount. Morgan Jones has obtained additional certification from NALA, the Paralegal Association. We have redistributed the responsibilities of our former secretary between Cassandra and Morgan. Morgan's work assignments – preliminary contract reviews and drafting resolutions are additions – merit increase when added to her certification. Increase will equalize pay of staff. Office is still on pace to save county \$13,000 out of code 101-51400-161 after increase requested.

Motion by **Commissioner Bob Smallridge**, seconded by **Commissioner Jerry White**, 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 Robby Holbrook, Finance, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned	\$55,750.00
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Increase Expenditure Code:

101-52100-399-EUNA	Other Contracted Services	\$55,750.00
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Justification: Funding for grant management contract with Euna Solutions.

Motion by **Commissioner Tyler Mayes**, seconded by **Commissioner Denise Palmer**, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval. The motion carried, with Commissioner Jerry White voting “no”.

THE 13th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned	\$1,092,000.00
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Increase Expenditure Code:

101-54110-718	Sheriff's Department – Motor Vehicle	\$492,000.00
101-55130-718	Emergency Medical Services – Motor Vehicle	<u>600,000.00</u>
		\$1,092,000.00

Justification: Funding to purchase 9 Sheriff vehicles and 2 EMS ambulances for FY 25/26.

Motion by **Commissioner Tyler Mayes**, seconded by **Commissioner Sabra Beauchamp**, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval. The motion carried, with Commissioner Jerry White voting “no”.

SECTION A, Grant Application / Tourism

\$60,000 grant application for tourism marketing requiring a 50/50 match from the Tourism budget.

Motion by **Commissioner Tyler Mayes**, seconded by **Commissioner Sabra Beauchamp** to approve the tourism marketing grant application. *Motion Passed.*

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Tyler Mayes** to add the Tourism Enhancement Grant to the Agenda. *Motion Passed.*

\$100,000 grant application for tourism enhancement requiring a 30% match from the Tourism budget.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Anthony Allen** to approve the tourism enhancement grant application. *Motion Passed.*

SECTION B, Solar Signs at Carroll Hollow / Commission

Deferred until cost estimates are provided by Highway Superintendent, Gary Long.

SECTION C, Health Department Renovation Bids / Mayor Frank

Mayor Frank updated the Budget Committee on the Dental Clinic and Health Department renovations. The Dental Clinic is nearing completion so the Health Department renovations recently went out to bid. Those bids came back higher than anticipated. Recent cuts in Federal Funding has affected the funding source for the renovations. The State will try to replace the funds affected by the cuts. This will still leave \$500,000 in funding required to meet the lowest bid. Mayor Terry Frank requested a commitment of up to \$500,000 so the Health Department renovations can move forward if the additional funding comes from the State.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Shelly Vandagriff** to commit funding up to \$500,000 in order to move forward with the Health Department renovations if the additional funding comes from the State. *Motion Passed.*

SECTION D, Pre-trial Revenue / Mayor Frank

Deferred until next month

SECTION E, Detention Facility Work Release Program

Chief Jailer Zachary Allen presented the Detention Facility Work Release Program to the Committee.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Shelly Vandagriff** to approve the Detention Facility Work Release Program. *Motion Passed.*

SECTION F, Capital Outlay Requests / Robby Holbrook

Finance Director Robby Holbrook presented capital outlay requests for EMA, EMS, and Sheriff departments.

The vehicle capital outlay requests are reflected as “The 13th ITEM” above.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Anthony Allen** to approve EMS “Projects for Consideration” Capital Outlay items on page 57 of the agenda removing the Rocky Top Station roof, and the Station #1 HVAC unit from the 171 Fund. *Motion Passed.*

SECTION G, New Business

\$50,000 grant application for the Senior Center with no match to add sound dampening panels to the main room and purchase a better sound system.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Bob Smallridge** to approve the Senior Center grant application. *Motion Passed.*

SECTION H, Unfinished Business

No Unfinished Business.

Meeting Adjourned.

Robby Holbrook, Finance Director