

---

---

## BUDGET COMMITTEE MINUTES

### DECEMBER 4, 2025

---

---

#### Members Present:

Shain Vowell, Commissioner-Chairman  
Denise Palmer, Commissioner-Vice-Chair  
Anthony Allen, Commissioner  
Bob Smallridge, Commissioner  
Sabra Beauchamp, Commissioner  
Shelly Vandagriff, Commissioner  
Chad McNabb, Commissioner

#### Members Absent:

Jerry White, Commissioner

#### Meeting Facilitator:

Robby Holbrook, Finance Director

Committee Chair Shain Vowell called the meeting to order.

#### 1. Appearance of Citizens (None)

#### 2. Approval of Agenda

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

#### 3. Purchasing Contracts with Legal Review (None)

#### 4. Purchasing Contracts Pending Legal Review

- A. Comcast, Norris Library, Contract #26-0073 – Two-year contract for \$290.52 per month. This contract will be cancelled once services provided by recently executed County contract are operating.
- B. University Health System, EMS, Contract #26-0077 – Two-year clinical experiences contract for AEMT students.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Anthony Allen**, to approve Items 4A&B pending legal approval. *Motion Passed.*

## 5. Capital Asset Surplus Request

Description	Department	Condition	Starting Bid
2009 Ford Crown Victoria	Fleet Services	Operable	\$300

Motion by **Commissioner Bob Smallridge**, seconded by **Commissioner Anthony Allen**, to approve the sale of Capital Assets. *Motion passed*

## 6. Sale of Capital Surplus Items – Informational Only

Description	Department	Condition	Starting Bid	Winning Bid
2008 Nissan Quest	Senior Center	Operable	\$200	\$1750
2017 Ford Explorer	Sheriff	Needs Repair	\$500	\$2200
2017 Ford Explorer	Sheriff	Needs Repair	\$500	\$3375

## 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 Robert Holbrook, Finance, that the following **TRANSFER** in Fund 171 be approved.

### Increase Expenditure Code:

171-91110-799	General Administration Projects – Other Capital Outlay	\$25,000.00
---------------	--	-------------

### Decrease Expenditure Code:

171-91150-799-NLATS	Other Capital Outlay	\$25,000.00
---------------------	----------------------	-------------

Justification: Transferring funds to the appropriate capital code to align expenditures with the intended and necessary use.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Bob Smallridge**, and passed to approve the transfer request.

## APPROPRIATIONS REQUIRING FULL COMMISSION APPROVAL

**THE 2<sup>nd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Marcus Bullock, Fiscal Services, that the following **APPROPRIATION** in Fund 141 be approved.

Increase Revenue Code:

141-46790-ISM	Other Vocational	\$119,174.08
---------------	------------------	--------------

Increase Expenditure Code:

141-76100-706-ISM	Capital Projects – Building Construction	\$119,174.08
-------------------	--	--------------

Justification: To appropriate carry over funds from the state Innovative School Models grant for the completion of the CTE building at Clinton High School.

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 3<sup>rd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Kim Towe, the Special Education Department, that the following **APPROPRIATION** in Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$60,000.00
-----------	-------------------------	-------------

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

Increase Expenditure Codes:

141-72220-189-SEFFS	Other Salaries & Wages	51,594.00
141-72220-201-SEFFS	Social Security	3,720.00
141-72220-204-SEFFS	State Retirement	3,816.00
141-72220-212-SEFFS	Employer Medicare	870.00
		<u>\$60,000.00</u>

Justification: To appropriate funds for semester stipends for PCM-trained Classified Staff, stipends for Sped department chairs, instructional coaches, and stipends for related service providers.

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 4<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Marcus Bullock, Fiscal Services, that the following **APPROPRIATION** in Fund 177 be approved.

Increase Expenditure Code:

177-76100-706-CLAES	Regular Capital Outlay – Building Construction – Claxton Elem School	\$1,000,000.00
---------------------	---	----------------

Decrease Reserve Code:

177-34585	Restricted for Capital Projects	\$1,000,000.00
-----------	---------------------------------	----------------

*Justification:* Appropriation of funds towards the completion of Claxton Elementary School.

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 5<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 Fund 131 be approved.

Increase Expenditure Code:

131-62000-402	Asphalt Roads	\$400,000.00
---------------	---------------	--------------

Decrease Reserve Code:

131-34550	Restricted for Highway	\$400,000.00
-----------	------------------------	--------------

*Justification:* Asphalt AC roads.

Motion by **Commissioner Shelly Vandagriff**, seconded by **Commissioner Chad McNabb**, and passed to refer 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 Stephanie Wells, Tourism, that the following **APPROPRIATION** in Fund 128 be approved.

Increase Expenditure Code:

128-58110-799-TGELB	Tourism – Other Capital Outlay – Lost Bottom Park	\$188.90
---------------------	---	----------

Decrease Reserve Code:

128-34635-SDAG	Committed for Tourism – State Direct Appropriation Grant	\$188.90
----------------	--	----------

*Justification:* Unspent funds of \$188.90 remain available from the State Direct Appropriation Grant from FY 20-21 that may be used for signage at Lost Bottom Park.

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 7<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-43383	County Clerk – Additional Fees Tilting and Registration	\$30,000.00
-----------	---	-------------

Increase Expenditure Code:

101-52500-709	Data Processing Equipment	\$30,000.00
---------------	---------------------------	-------------

Justification: Purchasing new computers to meet Windows 11 hardware requirements for security, speed, and reliability.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Chad McNabb**, 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 Mayor Frank, Archives and Records, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51910-719	Archives Equipment	\$23,097.14
---------------	--------------------	-------------

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$23,097.14
-----------	-------------------------	-------------

**(Amendment will be from 101-34510-ARCHV Restricted for Archives, and a JE will replenish the reserve for 39000)**

Justification: Shelving for archives space that will hold 945 boxes. Amendment is based on a quote for TAB steel shelving, supports, reinforcements, delivery, and installation. Unless this quote is on a state contract, we will need to obtain additional quotes.

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 9<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Frank, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-54310-105	Fire Prevention & Control - Director	35,000.00
101-54310-201	Fire Prevention & Control – Social Security	2,170.00
101-54310-204	Fire Prevention & Control – Retirement	2,100.00
101-54310-210	Fire Prevention & Control – Unemployment	21.00
101-54310-212	Fire Prevention & Control – Medicare	<u>508.00</u>
		\$39,799.00

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$39,799.00
-----------	-------------------------	-------------

**(Amendment will be from 101-34790-48991 Assigned for Other Purposes – Opioid Past Remediation, and a JE will replenish the reserve for 39000)**

Justification: In October, the County Commission approved moving forward with funding for a Fire Marshal, with funds to come from the damages portion of the opioid funding as relating to first response. This amendment is to place funds into the proper expenditure codes. Payroll worksheet attached to show breakdown.

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 10<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Robert Holbrook, Finance, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51900-599	Other General Administration – Other Charges	\$250,000.00
---------------	--	--------------

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$250,000.00
-----------	-------------------------	--------------

Justification: This budget amendment requests an additional \$250,000 to cover our TN Risk Management Trust (TRNMT) insurance premium. I did a full audit this fiscal year, but did not capture the premium increase in the budget development process, and our current allocation is insufficient to meet the invoice amount. TRNMT premiums are based on updated exposure data, claims history, and statewide rate adjustments. The most recent renewal reflected an increase driven by these factors.

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Sabra Beauchamp**, 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 Robert Holbrook, Finance, that the following **APPROPRIATION** in Fund 151 be approved.

Increase Expenditure Codes:

151-82210-603-ANMLS	General Government – Interest on Bonds – Animal Shelter	253,500.00
151-82210-606-ANMLS	General Government – Other Debt Issuance Charges – Animal Shelter	<u>46,500.00</u>
		\$300,000.00

Decrease Reserve Code:

151-34680	Restricted for Debt Service	\$300,000.00
-----------	-----------------------------	--------------

*Justification:* This budget amendment is needed to properly record and expense the interest and other issuance-related costs associated with the animal shelter bond. When the bond was issued, the county incurred several required charges – such as initial interest, underwriting fees, financial advisory fees, and other closing costs. These expenses are standard for any debt issuance and must be recorded in the appropriate expenditure codes within the Debt Service Fund.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Sabra Beauchamp**, 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 Robert Holbrook, Finance, that the following **APPROPRIATION** in Fund 171 be approved.

Increase Expenditure Code:

171-91110-799	General Administration Projects – Other Capital Outlay	\$50,000.00
---------------	--	-------------

Decrease Reserve Code:

171-34585	Restricted for Capital Project	\$50,000.00
-----------	--------------------------------	-------------

*Justification:* A purchase order from the prior fiscal year was closed in error, causing the associated funds to lapse and roll into the fund balance.

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 13<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Robert Holbrook, Finance, that the following **APPROPRIATION** in Fund 101 be approved.

Increase Expenditure Code:

101-53100-310	Circuit Clerk – Contracts with Public Agencies	\$12,000.00
---------------	--	-------------

Decrease Reserve Code:

101-39000	Unassigned	\$12,000.00
-----------	------------	-------------

*Justification:* Budget Committee approved funding for an addendum to the existing Catalis contract combining with VINE that provides victims communication capabilities. Approved under Section B of budget agenda.

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

#### **SECTION A, District Attorney General Litigation Tax**

The District Attorney General Litigation Tax Resolution was presented.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Chad McNabb**, to approve. *Motion Passed.*

#### **SECTION B, Catalis Contract Addition.**

Finance Director, Robby Holbrook, presented the Catalis Contract Addendum, Contract #25-0120 A-1. Circuit Court Clerk, Rex Lynch, explained the need for Vine integration. This request is to approve the addendum of the contract and funding for the one-time service fees of \$12,000 only. The increase to the annual subscription will be absorbed into the Circuit Court Clerk's budget.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Shelly Vandagriff**, to approve pending legal approval. *Motion Passed*

#### **SECTION C, CDBG Grant opportunity**

Mayor, Terry Frank, presented a Community Development Block Grant opportunity. If awarded the grant could help fund an EMS station in Rocky Top. This would not interfere with the prioritization of future Oak Ridge and Claxton stations.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Shelly Vandagriff**, to authorize a CDBG application for the purpose of constructing an EMS station in Rocky Top. *Motion Passed.*

#### **SECTION D, Park Road**

Finance Director, Robby Holbrook, presented the Conservation Board Minutes concerning Park Road.

Motion by **Commissioner Sabra Beauchamp**, seconded by **Commissioner Denise Palmer**, asking in good faith if the Road Superintendent, Gary Long, will repair the road with his budget and bring the cost estimate back to inform the Budget Committee next meeting. *Motion Passed.*

#### **SECTION E, Sheriff Salary Comparison**

Sheriff, Russell Barker, presented the salary comparison of other Sheriff's departments and requested a 15% raise for the entire department.

Motion by Commissioner Chad McNabb, seconded by Commissioner Shelly Vandagriff, to hold a workshop exploring Sheriff department raises.



Motion Amended by Commissioner Denise Palmer, seconded by Commissioner Anthony Allen, to change the scope of the workshop to all public safety departments provided by Anderson County. *Amendment passed.* Voting “No” Commissioner Shane Vowell. *Motion as amended passed.*

**SECTION F, Unfinished Business** None

**SECTION G, New Business** None

Meeting Adjourned.

---

**Robby Holbrook, Finance Director**