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**BUDGET COMMITTEE MINUTES**  
**FEBRUARY 5, 2026**

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Members Present:

Shain Vowell, Commissioner-Chairman  
Denise Palmer, Commissioner-Vice-Chair  
Chad McNabb, Commissioner  
Bob Smallridge, Commissioner  
Anthony Allen, Commissioner  
Jerry White, Commissioner

Members Absent:

Shelly Vandagriff, Commissioner  
Sabra Beauchamp, 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 Anthony Allen**, seconded by **Commissioner Denise Palmer**, to move the Unfinished Business section prior to the Consent Agenda. Add 3 new Budget Amendments, and a Resolution #26-02-1250 to the New Business section. *Motion Passed.*

**3. Purchasing Contracts with Legal Review**

**Canon, Juvenile Court, Contracts #26-0089 & 26-0090** – Two five-year copier rental agreements. Cost is \$13.88/month and per copy fees (\$0.0219 per copy).

**State and Local Tax Advisors, Property Assessor, Contract #26-0092** – State Mandated Audit Program for FY 2027.

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Chad McNabb**, to approve the purchasing contracts with legal review as a group. *Motion Passed.*

**4. Purchasing Contracts Pending Legal Review**

**Skilled Services, Health Department, Contract #26-0058A1** – Amendment to add additional construction to the Health Department renovations projects in the amount of \$150,000 as provided by a grant increase.

**State of Tennessee Department of Health, Health department, Contract #23-0088A2** – Amends the Health Department Capital Investment Grant to increase amount from \$349,000 to \$849,000.

**NuCycle, County Clerk, Contract #26-0095** – Five-year copier rental agreement. Cost is \$66.41/month and per copy fees (0.025 per copy if over allotted monthly 1,500 copies).

**TDEC, Office of the Mayor, Contract #26-0097** – Four-year grant in the amount of \$327,450 for Lost Bottom Park and to establish the budget for the grant.

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Anthony Allen**, to approve Items 4A-D as a group, pending legal approval. *Motion Passed.*

**5. Capital Asset Surplus Request**

Description	Department	Condition	Starting Bid
2017 Ford Explorer	Sheriff	Operable	\$500
2017 Ford Explorer	Sheriff	Operable	\$500
2014 Ford Explorer	Sheriff	Operable	\$500

**6. Capital Assets Sold – Informational Only**

Description	Department	Condition	Starting Bid	Winning Bid
2006 Dodge Durango	Sheriff	Totaled, scrap only	\$100	\$1,650.00
2009 Crown Victoria	Sheriff	Operable	\$500	\$3,325.00

## **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 Kenny Sharp/Russell Barker, Sheriff's Department, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-54110-338	Vehicle Maintenance	\$6,000.00
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Decrease Expenditure Code:

101-54110-425	Gasoline	\$6,000.00
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*Justification:* This transfer is needed to pay for vehicle maintenance on ACSO vehicles.

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

**THE 2<sup>nd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from John Alley, Property Assessor, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-52300-348	Postal Charges	\$800.00
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Decrease Expenditure Code:

101-52300-344	Maintenance Agreements	\$800.00
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*Justification:* Personal Property accounts have increased, so more postage is needed.

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

**THE 3<sup>rd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Marcus Bullock, Fiscal Services, that the following **TRANSFER** in Fund 141 be approved.

Increase Expenditure Code:

141-72210-524	Regular Instruction – Staff Development	\$5,000.00
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Decrease Expenditure Code:

141-71100-449	Regular Instruction - Textbooks	\$5,000.00
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*Justification:* Fund for staff training and development.

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

**THE 17<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Tracy Spitzer, Juvenile Court, that the following **TRANSFER** in General Fund 101 be approved.

Decrease Expenditure Code:

101-53500-425	Gasoline	\$50.00
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Increase Expenditure Code:

101-53500-349	Printing, Stationary, & Forms	\$50.00
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*Justification:* We had to order new business cards due to the email changes that occurred and had to order more envelopes with printed return addresses.

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

**THE 18<sup>th</sup> 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.

Increase Expenditure Codes:

101-54210-355	Travel/Transportation	6,210.00
101-54210-335	Building Maintenance	<u>10,000.00</u>
		\$16,210.00

Decrease Expenditure Codes:

101-54210-524	Staff Development	2,000.00
101-54210-309	Contracts with Government Agencies	2,210.00
101-54210-312	Contracts with Private Agencies	2,000.00
101-54210-415	Electricity	<u>10,000.00</u>
		\$16,210.00

*Justification:* These transfers are needed to cover travel/transportation costs and building maintenance at ACDF.

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

## **APPROPRIATIONS REQUIRING FULL COMMISSION APPROVAL**

**ITEM 3A**, to be presented to the Anderson County Budget Committee, was a written request from Joe Mead, EMA, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Increase Expenditure Codes:

101-54410-307-0100	Cell Phone/Pager	500.00
101-54410-169	Part Time	<u>3,000.00</u>
		\$3,500.00

Decrease Expenditure Codes:

101-54410-708	Communications Equipment	2,000.00
101-54410-719	Office Equipment	<u>1,500.00</u>
		\$3,500.00

*Justification:* Upgrade cell phone equipment for better service in the field. Part-time: to have funds available until the end of the FY.

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Chad McNabb**, 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 141 be approved.

Increase Revenue Code:

141-44990	Other Local Revenue	\$3,000.00
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Increase Expenditure Code:

141-71100-599	Regular Instruction – Other Charges	\$3,000.00
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*Justification:* Grant funds received at the district level from Battelle will be allocated and disbursed to individual schools in accordance with the specific Battelle award letters.

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 5<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Raeann Owens, School Nutrition, that the following **TRANSFER (Payroll)** in Fund 143 be approved.

Increase Expenditure Codes:

143-73100-336	Food Service – Repair and Maintenance	27,845.00
143-73100-119	Food Service – Accountants/Bookkeepers	1,000.00
143-73100-204	Food Service – State Retirement	2,375.00
143-73100-307-0100	Food Service – Communication – Cellular/Pager Service	1,000.00
143-73100-510	Food Service – Trustee’s Commission	<u>900.00</u>
		\$33,120.00

Decrease Expenditure Codes:

143-73100-207	Food Service – Medical Insurance	20,320.00
143-73100-306	Food Service – Bank Charges	1,800.00
143-73100-307	Food Service – Communication	2,000.00
143-73100-435	Food Service – Office Supplies	4,000.00
143-73100-709	Food Service – Data Processing Equipment	<u>5,000.00</u>
		\$33,120.00

*Justification:* Increase based on the projected needs for the remainder of the school year. Decrease based on the projected needs for the remainder of the school year.

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

Increase Revenue Code:

101-47590-SPNMG	Other Federal thru State – Special Needs Matching Grant	\$150,000.00
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Increase Expenditure Code:

101-55110-707-SPNMG	Local Health Center – Building Improvements – Special Needs Grant	\$150,000.00
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*Justification:* On the health department renovations, we added three alternatives to the construction project: Sidewalk replacement, drive-thru canopy at entrance, and conference room finish upgrade. We did not have funding for those alternatives. The State of TN has provided Anderson County with additional funds of \$150,000 to accomplish those alternates. (All totaled, this will be \$849,000 from the State of Tennessee improvements to our health department).

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 Zach Allen/ Russell Barker, Sheriff’s Department, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-43170-DFWRP	Work Release Charges for Board – Detention Facility	\$15,000.00
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Work Release Program

Increase Expenditure Codes:

101-54210-399-DFWRP Contracts Private Agencies	10,000.00
101-54210-499-DFWRP Other Supplies	<u>5,000.00</u>
	\$15,000.00

*Justification:* This appropriation is to pay for GPS monitoring and misc. supplies for work release inmates.

Motion by **Commissioner Anthony Allen**, 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 Nathan Sweet, Emergency Medical Services, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46980-TRMT2	TNRMT Grant	\$2,151.00
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Increase Expenditure Code:

101-55130-790	Other Equipment – TNRMT 2	\$2,151.00
-TRMT2		

*Justification:* Received a safety grant from Tennessee Risk Management Trust for the purchase of a training manikin to use in our in-house Injury Prevention System Program.

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

Increase Expenditures Codes:

131-61000-435	Office Supplies	1,000.00
131-62000-351	Rental	5,000.00
131-62000-399	Other Contracted Services	25,000.00
131-63100-418	Machinery & Equipment	100,000.00
131-63100-433	Lubricants	<u>10,000.00</u>
		\$141,000.00

Decrease Reserve Code:

131-34550	Restricted for Hwy	\$141,000.00
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Justification: Funds moved to the codes listed above to purchase oil, parts, supplies, and rent equipment.

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

Increase Revenue Codes:

131-49700	Insurance Recovery Guardrail State Farm	5,350.00
131-49700	Insurance Recovery Guardrail Progressive	<u>1,887.50</u>
		\$7,237.50

Increase Expenditure Code:

131-62000-399	Other Contracted Services/ Guardrail Replacement	\$7,237.50
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Justification: ACHD contacts insurance companies when Guardrail is struck and destroyed. These two are Loverly Bluff and Savage Garden. Insurance money is used to repair or replace destroyed rail, instead of taxpayers' money. If ACHD sees any damage while they are driving in the county, we call and ask for an accident report from the Sheriff's Office. Once we receive a copy of said report, ACHD files on the insurance of the person who destroyed the rail. We could collect more if we had Sheriff reports on all guardrail accidents.

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

Decrease Reserve Codes:

101-39000	Unassigned	\$1,300.00
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**(Amendment will be from 101-34520-7000 Restricted – C&M Data Processing, and a JE will replenish the reserve for 39000)**

Increase Expenditure Code:

101-53400-399	Chancery Court – Other Contracted Services	\$1,300.00
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Justification: Additional Funds are required for costs related to updating the Chancery Court docket display.

Motion by **Commissioner Bob Smallridge**, seconded by **Commissioner Chad McNabb**, 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/Grants, that the following **APPROPRIATION** in Fund 116 be approved.

Increase Expenditure Code:

116-55739-429	Other Waste Collections – Instructional Supplies	\$10,500.00
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Decrease Reserve Code:

116-34530	Restricted – Solid Waste	\$10,500.00
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*Justification:* Grant requires \$15,630 for litter prevention education.

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 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 General Fund 101 be approved.

Increase Expenditure Code:

101-54410-706-EOC	Emergency Operations Center Grant	\$5,100.00
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Increase Revenue Code:

101-47590-EOC	Other Fed thru State – EOC FEMA GRANT	\$5,100.00
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*Justification:* Additional revenue to pay for subsurface exploration for the construction of the EOC building.

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 14<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 Codes:

101-54310-307	Fire Prevention & Control - Communication	500.00
101-54310-333	Fire Prevention & Control – Licenses	300.00
101-54310-425	Fire Prevention & Control – Gasoline	300.00
101-54310-524	Fire Prevention & Control – Staff Development	500.00

101-54310-451	Fire Prevention & Control – Uniforms	700.00
101-54310-499	Fire Prevention & Control – Other Supplies & Materials	<u>700.00</u>
		\$3,000.00

Decrease Reserve Code:

101-39000	Unassigned	\$3,000.00
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*Justification:* A communications code is being established for use with the Fire Marshal to support effective emergency coordination. The request is to make funds available for the Fire Marshal for software and database licensing, gasoline, required training, uniforms, and other supplies and materials for operating the Fire Marshal position.

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 15<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 Reserve Code:

101-39000	Unassigned	\$255,068.00
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**(Amendment will be from 101-34785 Assigned for Capital Projects, and a JE will replenish the reserve for 39000)**

Decrease Reserve Code:

101-39000	Unassigned	\$255,068.00
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*Justification:* In December 2021, Commission approved a motion to annually dedicate 20% of the General Fund rollover at the fiscal year end. This policy was updated in November of this year to increase the dedication to 30%. For the current fiscal year, the General Fund rollover totaled \$850,228. Applying the updated 30% dedication results in the allocation of \$255,068.

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 16<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 141 be approved.

Increase Expenditure Code:

141-71100-722	Regular Instruction – Instruction Equipment	\$200,000.00
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Decrease Reserve Code:

141-39000                      Unassigned    \$200,000.00

**(Amendment will be from 141-34690 Committed for Other Purposes, and a JE will replenish the reserve for 39000)**

*Justification:* Funds are requested to provide support for the 1:1 Chromebook initiative. The technology products market has become increasingly volatile, making timely purchasing critical. Securing devices, while market conditions are favorable, it is essential to obtain the most competitive pricing and ensure cost-effective use of district resources.

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 19<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:

101-52600-709-ITIP      IT - Data Processing Equipment – IT Infrastructure                      \$59,192.00

Decrease Reserve Code:

101-39000                      Unassigned    \$59,192.00

**(Amendment will be from 101-34785 Assigned for Capital Projects, and a JE will replenish the reserve for 39000)**

*Justification:* The Budget Committee approved funding to replace firewall infrastructure equipment that had reached the end of life, with some components approximately 12 years old.

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

**SECTION A, Grant Application/Family Justice Center**

Three-year grant application for the FJC.

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Chad McNabb**, to approve. *Motion Passed.*

**SECTION B, Firewall Infrastructure/IT**

Request by Brian Young, IT Director, for funding to replace firewall hardware that is 12 years old. Reflected as “The 19<sup>th</sup> Item” above.

Motion by **Commissioner Jerry White**, seconded by **Commissioner Anthony Allen**, to approve. *Motion Passed*

### **SECTION C, Unfinished Business/Sheriff Department Salaries**

Motion by **Commissioner Anthony Allen**, seconded by **Commissioner Chad McNabb**, to send the Sheriff's request without approval to full commission for discussion.

Chairman Vowell passed the gavel to Vice Chairwoman Palmer.

Motion to amend by **Commissioner Shain Vowell**, seconded by **Commissioner Anthony Allen**, to approve the Sheriff's request of 15% raises funded out of the Unassigned Fund Balance.

*Amended Motion Failed.* Voting "No" Commissioner's Denise Palmer and Bob Smallridge.

*Original Motion Failed.* Voting "No" Commissioner's Denise Palmer and Bob Smallridge.

### **SECTION D, New Business**

NB1 Reflected as "The 16<sup>th</sup> Item" above.

NB2 Reflected as "The 17<sup>th</sup> Item" above.

NB3 Reflected as "The 18<sup>th</sup> Item" above.

NB4 Funding for Resolution 26-02-1250 in the amount of \$204,819 in matching funds for the 2026 Community Development Block Grant.

Motion by **Commissioner Denise Palmer**, seconded by **Commissioner Bob Smallridge**, to approve. *Motion Passed*

Meeting Adjourned.

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**Robby Holbrook, Finance Director**