

**CARTER COUNTY
BUDGET COMMITTEE**

October 8, 2018

6:00 p.m.

PRESENT: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins

ABSENT: None

CALL TO ORDER: Ross Garland, Vice Chairman of previous Budget Committee

ROLL CALL: Quorum Present

- **ADOPT AGENDA**

Acting Chairman Ross Garland requested the Committee adopt the agenda for the meeting. Agenda adopted by unanimous voice vote.

- **ELECTION OF OFFICERS**

Acting Chairman Ross Garland opened the floor for nominations to the position of Committee Chair. Ray Lyons nominated Ross Garland for Chairman. No other nominations were presented, Committee unanimously approved Ross Garland to serve as Chairman by acclamation.

Chairman Ross Garland opened the floor for nominations to the position of Committee Vice Chair. Ronnie Trivett nominated Isaiah Grindstaff for Vice Chairman. No other nominations were presented, Committee unanimously approved Isaiah Grindstaff to serve as Vice Chairman by acclamation.

Chairman Ross Garland opened the floor for nominations to the position of Committee Secretary. Kelly Collins nominated Patty Woodby for Secretary. No other nominations were presented, Committee unanimously approved Patty Woodby to serve as Secretary by acclamation.

- **APPROVAL OF MINUTES**

Chairman Garland asked the committee for a motion regarding approval of the minutes from the prior meeting on August 13, 2018. Ronnie Trivett made a motion to approve the minutes which was seconded by Isaiah Grindstaff. Committee unanimously approved acceptance of the minutes by a voice vote.

- **PUBLIC COMMENTS**

Suzanne Prince requested the county's website be updated with minutes from the committee meetings and commission meetings. She said no minutes have been added to the website for an extended period of time. Abby Frye, administrative assistant to County Mayor Rusty Barnett, informed the committee she could not speak to why minutes from meetings prior to Sept. 1, 2018, were not uploaded to the website but since the administration change on Sept. 1 she has received no minutes from the Clerk's Office to post on the website.

Roy Livingston – Mr. Livingston asked Finance Director Brad Burke if the county’s budget for FY2018-19 had been approved by the state and Mr. Burke stated it had been. Mr. Livingston then asked if the proposed one-time bonus for county employees on the agenda for the Budget Committee had been included in the county’s budget. Mr. Burke stated it was not part of the previously approved budget and would require a budget amendment to be approved. Mr. Livingston then questioned whether or not members of the committee who are county employees could legally vote on the employee bonuses. County Attorney Josh Hardin explained commissioners who are county employees must abstain for cause on any vote which would benefit either themselves or their spouse financially such as bonuses, raises, or benefits. County Attorney Josh Hardin further explained Commissioners who abstain for cause are not counted against the quorum for voting on a matter in which they abstain and stated if the four county employees who serve on the committee abstain for cause then only a majority of the remaining four members would be needed to approve the matter. Specifically dealing with the proposed one-time bonus on the agenda for the committee, Hardin said Commissioner Kelly Collins would not be required to abstain for cause unless the bonus also included teachers in the county school system, which the proposal did not.

No further public comments were made.

- OLD BUSINESS

UNCLAIMED FUNDS – Ronnie Trivett made a motion since the unclaimed funds had now been received back by the county from the state that the Committee restore the \$61,765 in funding previously removed from the Highway Department budget, the \$20,000 previously removed from the EMA budget, and the \$600 inadvertently cut from funding to the Elizabethton Senior Center. Finance Director Brad Burke stated there was not enough available funds from the unclaimed moneys to fully restore the previously cut funds. Ronnie Trivett then stated to divide the available funds and restore what funding could be restored. The motion was then seconded by Willie Campbell. Isaiah Grindstaff stated that the Commission previously cut those funds with the promise to restore the money when the county obtained the unclaimed funds from the state and the Commission should make good on its word even if it means taking money from the Fund Balance to restore the cut funds fully. Ronnie Trivett amended his motion to fully reinstate the funding fully by using the unclaimed funds and then covering the remaining money from the fund balance. Willie Campbell accepted the amendment to the original motion and again provided a second. County Attorney Josh Hardin advised Willie Campbell should avoid providing the second for the motion due to him being an employee of the Highway Department. Willie Campbell withdrew his second. Isaiah Grindstaff provided the new second for the motion. Chairman Ross Garland called for a roll call vote on the motion. Those voting in favor were: Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. Willie Campbell abstained for cause.

- NEW BUSINESS

ETSU FORENSIC CENTER CONTRACT – Carter County Mayor Rusty Barnett presented the contract for approval by the Budget Committee. The Contract was previously approved by the Health & Welfare Committee, which then forwarded it to Budget Committee. County Attorney Josh Hardin and Mayor Barnett discussed the contract and some of the changes made from the previous contract, including a \$1,800 per case fee if the county exceeds the contractually allowed 67 cases. Ray Lyons made a motion

to approve the contract which was seconded by Ronnie Trivett. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion and no members abstained.

SOLID WASTE GRANT – Landfill Committee Chairwoman presented a funding request to the Budget Committee for \$20,000 in matching funds for a solid waste grant through the Tennessee Department of Environment and Conservation. The maximum funding from the state would be \$100,000 with the county required to match 20 percent. The grant funding would be used for upgrades to the landfill's Roan Mountain Convenience Center to construct a permanent shelter and restroom facility for landfill employees as well as improvements to the entrance and exit for convenience center customers. The proposal was previously approved by the Landfill Committee. Kelly Collins made a motion to allocate \$20,000 in matching funds for the grant from the fund balance which was seconded by Isaiah Grindstaff. Those voting in favor were: Willie Campbell, Patty Woodby, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. Those voting against the motion were: Ronnie Trivett. No members abstained.

BONUS FOR COUNTY EMPLOYEES – Proposed by Travis Hill at a rate of \$250 for full time employees and \$150 for part time employees. Travis Hill requested the one-time Christmas bonus be provided to county employees prior to "Black Friday" if possible. Finance Director Brad Burke stated the cost of providing the one-time bonus to county employees would be \$82,012.71. Ronnie Trivett stated he did not believe it was a good time to consider a bonus for employees as the county had to pay more for employee insurance this year and the Commission had already approved a one percent raise for county employees. Isaiah Grindstaff corrected that employees did not receive a percentage raise but the commission approved providing 1 cent of the tax rate to fund raises which he said equaled \$164 per year as a raise. Ray Lyons stated the county needs to begin looking at long-term solutions for employee salaries. He stated the county needs to get employee salaries to the level they need to be at but must know where the money is coming from. Travis Hill made a motion to approve the one-time bonus for employees with funding coming from the Fund Balance and send it to the full Commission for approval which was seconded by Ray Lyons. Prior to the vote, Willie Campbell, Isaiah Grindstaff, and Patty Woodby announced they would be abstaining from the vote for cause. The abstentions brought the number of voting members to five, with a majority of three or more needed to approve the motion. Those voting in favor were: Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. Those voting against the motion were: Ronnie Trivett. No members abstained.

REQUEST FROM SHERIFF DEXTER LUNCEFORD – Sheriff Dexter Lunceford spoke to the committee regarding a measure previously approved by the committee and full Commission regarding the use of excess funds generated from the boarding of state and federal prisoners in the Carter County Detention Center. Sheriff Lunceford stated the county requires the Sheriff's Department and Detention Center to generate at least \$900,000 annually through the boarding of prisoners as part of his budgetary requirements. The committee and Commission previously approved allowing Sheriff Lunceford to retain funds in excess of the \$900,000 to use for the purchasing of equipment and payment of salaries. Sheriff Lunceford said he recently attempted to access some of those excess funds from the reserve account but was not able to due to the wording with which the original motion had been made. Sheriff Lunceford requested the committee reapprove the measure with the appropriate wording to allow him to expend the excess funds from the reserve account. Any expenditure from the reserve account would require approval by the committee and full Commission prior to funds being expended. Deputy Finance

Director Michael Kennedy stated originally the committee had been told that after a set period of time the excess funds generated through inmate boarding would be used to pay down debt owed on the Carter County Detention Center. Sheriff Lunceford said he felt the funds should not be restricted in that way because having access to the excess reserve will allow him to purchase needed equipment and pay for other items which the department needs without having to come before the Commission with additional funding requests. Ronnie Trivett made a motion to allow the Finance Department to make the monthly allotment available to the Sheriff's Office and make it retroactive to when the agreement was first approved. Travis Hill provided the second for the motion. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. Isaiah Grindstaff abstained for cause due to being a Sheriff's Office employee. Sheriff Lunceford also requested the committee vote to change the threshold from \$900,000 annually to \$75,000 monthly so funds could be used as they become available. Ronnie Trivett made a motion to establish a reserve/restricted fund balance account from revenue in excess of \$75,000 monthly from boarding federal and state inmates to be used by the Sheriff's Office with funds only being used as they are received by the county and with the County Commission having the ability to choose to utilize the restricted funds in emergency situations for purposes other than those described in the motion. Willie Campbell provided the second for the motion. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. Isaiah Grindstaff abstained for cause due to being a Sheriff's Office employee.

BUDGET AMENDMENT REQUEST FROM THE SHERIFF'S OFFICE - Capt. Tom Smith presented the committee with a request to move \$8,000 from the Jail Training Line Item to the Patrol Travel Line Item to pay for lodging expenses and the per diem for officers attending training. Capt. Smith explained the jail does not have a travel line item in their budget and the funds would be used to pay for travel expenses for both patrol officers and jail officers. Ronnie Trivett made a motion to approve the budget amendment to transfer the funds which was seconded by Willie Campbell. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. Isaiah Grindstaff abstained for cause due to being a Sheriff's Office employee.

PARKS AND RECREATION BOARD REQUEST – Ken Gough, chairman of the Parks and Recreation Board, presented a funding request to the committee regarding the proposed project to create a park on property owned by the county adjacent to the old Gap Creek Road. The Parks and Recreation Board is requesting \$25,000 for planning, design, and engineering work to get the park project started. The Parks and Recreation Board hopes to work on the park project in partnership with the City of Elizabethton's Parks and Recreation Department. Ken Gough stated there has been no commitment yet from the City with regards to funding the other half of the estimated costs for planning, design, and engineering work but having the money already approved by the county would put them in a "strong negotiation position" to move the project forward. Ken Gough informed the committee the estimated cost for full development of the park is \$450,000. Ken Gough and Planning Director Chris Schuettler informed the committee they will be pursuing grant opportunities to help with funding the cost of the full project. Chris Schuettler said the project already has a \$10,000 donation commitment from one donor and other potential donors have expressed interest in contributing to the project once an agreement between the city and county is in place. Kelly Collins made a motion to allocate \$25,000 from the fund balance to the

Parks and Recreation Board Budget for planning, design, and engineering work for the project. Isaiah Grindstaff provided the second for the motion. Those voting in favor were: Willie Campbell, Patty Woodby, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. Those voting against the motion were: Ronnie Trivett. No members abstained.

BUDGET AMENDMENTS – Finance Director Brad Burke presented several budget amendment requests to the committee.

- General Fund 101 – a total of 13 items
 - #1 – To reallocate salaries for the Trustee’s Office to correct line items within the budget – move \$1,568.63 from line 52400-161 for Secretaries to line 52400-106 for Deputy.
 - #2 – To allocate funds received by Assessor for vehicle sold to the Planning Department - \$2,000
 - #3 – To allocate funds received by Sheriff’s Department for towing bills - \$400
 - #4 - To allocate funds received by Sheriff’s Department for confiscated driver’s license - \$50
 - #5 – To allocate a refund received by the jail - \$22.50
 - #6 – To allocate restitution payment for vandalism to the jail to the maintenance and repairs – buildings line item- \$251.40
 - #7 – To allocate insurance payment received for repairs to vehicle #33 at Sheriff’s Department to maintenance and repairs - vehicles - \$2,229.66
 - #8 – To allocate settlement received for a seized vehicle to maintenance and repairs – vehicles line item - \$1,950
 - # 9 – To recognized funds received from the federal government Department of Justice for accrued overtime to the deputies salary line item in the Sheriff’s Department - \$529.80
 - #10 – To allocate \$5,100 from the inmate telephone funds to the appropriate line items for travel by the Sheriff to TSA (\$3,000) and purchase items for items for drone (\$2,100).
 - #11 – To allocate reimbursements from the federal government for prisoner transports (\$23,968.48) to the appropriate line items for salaries (\$20,000) and for repairs and maintenance of federal inmate transport vehicle (\$3,968.48).
 - #12 – To recognize refund to the Circuit Court Clerk’s budget from the State of Tennessee for prior year travel expenses related to CCFO training (\$521.45).
 - #13 – To allocate funds for Commissioners Patty Woodby and Layla Ward for enrollment fees associated with the County Officials Certificate Training Program - \$600 from unassigned fund balance to the Dues and Memberships line item in the Commission budget.
- TOTAL AMENDMENTS - \$39,181.92 with \$5,700 coming from Fund Balance.

Ronnie Trivett made a motion to approve the budget amendments which was seconded by Travis Hill. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. No members abstained.

- Solid Waste/Sanitation Fund 116 – a total of 1 item
 - #1 – To reallocate funds within the solid waste budget to pay a truck driver for the trash hauling truck - \$26,299.45. No funds coming from Fund Balance.
- Travis Hill made a motion to approve the transfer of funds within the budget which was seconded by Isaiah Grindstaff. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. No members abstained.

- Drug Control Fund 122 – a total of 2 items
 - #1 – To recognize donations for the K-9 program - \$1,272.59
 - #2 – To recognize a cash seizure that was returned to the defendant - \$771.00
 Total of \$2,043.59. No funds coming from the Fund Balance.
 Ray Lyons made a motion to approve the budget amendment which was seconded by Willie Campbell. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. No members abstained.
- General Purpose School Fund 141 – Amendment 1 – a total of 3 items
 - #1 – To allocate funds for substitute nurses - \$5,500.00 from unassigned Fund Balance.
 - #2 – To allocate funds for a bonus for paraprofessionals (\$250 for full-time employees and \$150 for part-time employees) - \$106,412.63 coming from unassigned fund balance.
 - #3 – To allocate funds for background checks required for 440 current school department employees - \$14,366.00 coming from unassigned fund balance.
 Isaiah Grindstaff made a motion to approve the budget amendment which was seconded by Patty Woodby. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. No members abstained.
- General Purpose School Fund 141 – Amendment 2 – a total of 2 items
 - #1 – To allocate local portion of funds for Family Resource Center - \$5,865.00 coming from unassigned Fund Balance
 - #2 – To allocate funds from a safety grant received from TNRMT in 2017-18 - \$5,246.00
 Travis Hill made a motion to approve the budget amendment which was seconded by Kelly Collins. Those voting in favor were: Willie Campbell, Patty Woodby, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. Those voting against the motion were: Ronnie Trivett. No members abstained.
- Central Cafeteria Fund 143 – a total of 1 item
 - #1 – To allocate funds for a bonus for paraprofessionals in the food service program (\$250 for full-time employees and \$150 for part-time employees) - \$19,120.05 coming from Cafeteria Fund unassigned fund balance.
 Ronnie Trivett made a motion to approve the budget amendment which was seconded by Patty Woodby. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. No members abstained.
- DONATIONS –
 - July 2018 Donations**
 - \$231.35 donated to Animal Shelter
 - Total Donations for July 2018: \$231.35.
 - Isaiah Grindstaff made a motion to accept July 2018 donations which was seconded by Travis Hill. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. No members abstained.
 - August 2018 Donations**
 - \$1,305.00 donated to Animal Shelter

\$1,112.94 donated to Drug Fund

Total Donations for August 2018: \$2,417.94

Isaiah Grindstaff made a motion to accept August 2018 donations which was seconded by Kelly Collins. Those voting in favor were: Willie Campbell, Patty Woodby, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. Those voting against the motion were: Ronnie Trivett. No members abstained.

September 2018 Donations

\$245.00 donated to the Animal Shelter

\$159.65 donated to Drug Fund

Total Donations for September 2018: \$404.65

Isaiah Grindstaff made a motion to accept September 2018 donations which was seconded by Willie Campbell. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. No members abstained.

Non-Cash Donations

Walmart non-cash donations for the month of August 2018 for Animal Shelter approximately \$1,749.83.

Walmart non-cash donations for the month of September 2018 for Animal Shelter approximately \$1,233.31.

Travis Hill made a motion to accept the non-cash donation to the Animal Shelter for the months of August and September 2018 which was seconded by Isaiah Grindstaff. Those voting in favor were: Willie Campbell, Patty Woodby, Ronnie Trivett, Isaiah Grindstaff, Ross Garland, Travis Hill, Ray Lyons, and Kelly Collins. No members voted against the motion. No members abstained.

No further business was presented to the committee. The meeting was adjourned by unanimous voice vote at 8:11 p.m.

Respectfully submitted,

Abby Frye

Approved for entry: _____

Budget Committee Chairman Ross Garland