

BUDGET COMMITTEE

December 6, 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, Chairman

ROLL CALL: Quorum Present

- Approval of Agenda: Motion was made by Travis Hill, seconded by Isaiah Grindstaff to approve the agenda with the addition of a proposal by Snap On Tools noted as item 8A. By voice roll call vote, motion carried.
- Approval of Minutes: Motion was made by Ronnie Trivett, seconded by Kelly Collins to approve the minutes of the November 13, 2018, budget meeting as presented. By voice roll call vote, motion carried.
- Public Comments: Roy Livingston questioned where the revenue from the Cloudland School, having now been paid off, was in the budget. Financial Director, Brad Burke, explained it was still a revenue/income and was put in Debt Service and would be used to offset future expenditures. Mr. Livingston felt these funds would be easier to keep track of if they were designated to a particular fund and not Debt Service. Chairman Garland stated he would look into the matter and report back to him.

- Old Business: None

- New Business: Chairman Garland stated the 2019-2020 Budget Calendar in the committee packets needed to be approved. He said any input on the upcoming budget process would be welcomed and stressed the importance of all department heads being present and prepared. Chief Deputy, James Parrish, stated the Sheriff's Department would love to see a serious study of county employee insurance. He said insurance had the biggest impact both on the committee/county as far as cost and employees as well as cost. Dr. Acuff stated the Rosetta insurance seminar would be February 20, 2019, at the Virginian in Bristol, Virginia. He urged the attendance of all concerned. Mayor Barnett said reaching out to the City and School System concerning their employee insurance had been discussed stating he felt the more participating in a plan, the more likelihood of lower premiums. Motion was made by Ronnie Trivett, seconded by Patty Woodby to approve the budget calendar as presented. By roll call vote as follows, motion carried. (Calendar attached)

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

- Budget Amendments: Answering any questions concerning any of the budget items, the following budget amendments were presented to the committee by Financial Director, Brad Burke. Motion was made by Ronnie Trivett, seconded by Kelly Collins to approve General Fund #101, Budget Amendment #6, Items #1 thru #9 as presented. By roll call vote as follows, motion carried. (Budget amendments attached)

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

Motion was made by Travis Hill, seconded by Isaiah Grindstaff, to approve Solid Waste/Sanitation Fund 116, Budget Amendment #2, Item #1 as presented. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

Motion was made by Isaiah Grindstaff, seconded by Travis Hill, to approve General Purpose School Fund 141, Budget Amendment #4, Items #1 thru #4 as presented. By roll vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	abstain

Motion was made by Ray Lyons, seconded by Isaiah Grindstaff, to approve Head Start Fund 145, Budget Amendment #1, Item #1 as presented. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

Donation Listing:

Motion was made by Travis Hill, seconded by Isaiah Grindstaff, to approve the donations to the Animal Shelter for the month of November 2018, in the amount of \$305.00 and in kind donations from Walmart in the amount of \$1,626.36. By roll call vote as follows, motion carried.

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	nay	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

At this time, Jon Hartman, Planning and Economic Development Director for the City of Elizabethton, addressed the committee regarding the possible expansion of Snap-On Tools onto the vacant lot of the Matheson property stating six (6) acres of the nine (9) acre tract was needed. He stated per earlier discussions with the company, there is a need for the city and county to assist financially for a geotechnical and phase 1 environmental survey and the surveying of the six (6) acres of land. He said the estimated cost for the the survey and plats, an amount of \$600, would no longer have to be considered in the proposal due to the fact Snap-On had already had this survey conducted. Motion was made by Ronnie Trivett, seconded by Travis Hill to approve the request from the City to enter into a 50/50 project for the

expansion of Snap-On Tools in an amount not to exceed \$6,500. Money to be taken from fund balance. By roll call vote as follows, motion carried. (Memo attached)

Willie Campbell	aye	Patty Woodby	aye
Ronnie Trivett	aye	Isaiah Grindstaff	aye
Ross Garland	aye	Travis Hill	aye
Ray Lyons	aye	Kelly Collins	aye

Ray Lyons expressed he was impressed when touring Snap-On Tools and felt a City/County venture was a step in the right direction.

Patty Woodby informed the committee she had toured the ARM facility and they provided for 700-900 families in our county each month. She said, as an outside they would be presenting the committee with a request for funds and recommended they be given careful consideration.

Mayor Barnett informed the committee the HVAC system above the Register's office had to be replaced and would be presented at the next meeting. Also, he stated the boiler was damaged and he would look into the county's boiler insurance for any funds that may be available for repairs.

Ronnie Trivett asked about the progress on the HVAC system at the Animal Shelter. Commissioner Culler stated they were waiting on a third bid to come in and the funds for the repairs had already been allocated. She also informed the committee the \$15,000 allocated for two (2) part-time employees at the Landfill at the last meeting would not be needed as there was money in his budget to cover this cost.

On motion by Isaiah Grindstaff, seconded by Travis Hill the meeting was adjourned.

Respectfully submitted,

Suzi Wallace

Approved for entry:

Ross Garland, Chairman

**Carter County Commission
2019-2020 Budget Calendar**

December 10, 2018: Regular Scheduled Meeting
Meeting for input on 18-19 budget request

January 14, 2019 Request outside agencies to submit within 2 weeks.

January 21, 2019 Request departments to submit within 2 weeks

February 4 through February 8, 2019 Compile requests and schedule presentations.

February 18, 2019 (week of) Draft budget proposal

February 25, 2019 (week of) Review draft budget with officials/department heads

March 12, 2019 Publish notice in newspaper for hearing dates

Budget Hearings: Presentations will not be limited to only funding requests that involve a change from prior years. This will be a time when all department heads and officeholders will be able to discuss budget concerns and daily operations with the Committee. It is our goal to have a consolidated budget to be presented to the Carter County Commission at the June meeting, and to obtain a vote on the budget during the July meeting.

April 1: Solid Waste and Outside Agencies Hearing

April 8: Regular Scheduled Meeting
Health Dept., General Fund, and Tax Relief Hearing

April 15: County Commission Meeting

April 29: Debt Service, Highway, and Education Hearing

May 2: Open Date for Potential Hearing/Meeting

May 6: Open Date for Potential Hearing/Meeting

May 13: Regular Scheduled Meeting
Open Date for Potential Hearing/Meeting

May 16: Budget Committee Approves Budget (voting meeting)

May 20: County Commission Meeting

May 28: Publish Proposed Budget in Newspaper with Public
Hearing Notice

June 10: Regular Scheduled Meeting
Conduct Public Hearing

June 17: Distribute proposed budget to commission

June 20: Publish not for profit funding in newspaper

July 15: Commission adopts new budget



CITY OF ELIZABETHTON
Planning and Economic Development Services
Memorandum

TO: Mayor Rusty Barnett, County Mayor
Chairman Ray Lyons, Commission Chair

CC: Daniel Estes, City Manager

FROM: Jon Hartman, Planning and Economic Development Director

DATE: December 6, 2018

SUBJECT: Due Diligence for Vacant Matheson Property

As you are aware, Snap-On Tools is considering an expansion onto the vacant lot of the Matheson property needing 6-acres of the 9-acre tract. Per some of our earlier discussions with the company, there is a need for the city and county to assist financially in this project. This includes some due diligence (a geotechnical and phase 1 environmental survey) and the surveying of the 6-acres to separate it from the 9-acres. The cost for the due diligence is \$12,236 (see attached proposal) and the estimated cost for the survey and plats are \$600 – bring the total to under \$12,900.

The survey and plats are, of course, needed in order to subdivide the 6-acres from the 9-acres and develop a legal description so that we (1) are discussing a very specific piece of property needed for the expansion, and (2) in order to secure an option of the property to lock in the price while we continue with the due diligence and finding sources of financing. The due diligence costs are also two-fold – (1) to help put the company at ease on the purchase of the property, and (2) to ensure that the property is clean and developable before the city and county commit additional funds towards this project.

We are respectfully asking the county to assist us by committing to pay for half of these expenses (not to exceed \$7,000 from the County). Should this project go through, we anticipate around 20 new jobs to be created, a large expansion of an existing industry, and, by their investment, a renewed commitment from the company to stay here in Elizabethton and Carter County.

We believe this is a great opportunity for Elizabethton and Carter County to gain additional manufacturing and base-export jobs at a very low cost, comparatively, and feel confident that this acquisition will lead to additional opportunities for Snap-On to expand locally for generations to come.

Please let me know if you have any additional questions or would like me to be present or prepare a presentation before any committees or the Commission.

Michael S. Agee
Steven A. Campbell
Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
David P. Wilson
James B. Voso
Randy L. Dodson
Chad M. Thomas



Edwin K. Mattern, Jr. (1949-1982)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (Retired)
Stewart W. Hubbell (Retired)
J. Wayne Craig (Retired)

December 5, 2018

Mr. Jon Hartman
Planning & Development Director
City of Elizabethton
136 S. Sycamore Street
Elizabethton TN 37643

Re: Due Diligence - Vacant Matheson Property
Comm. No. 7100-P

Dear Jon:

As we have discussed recently, it is our understanding that the City of Elizabethton would like to conduct due diligence services consisting of a *Phase I Environmental Site Assessment (ESA)* and a preliminary *Geotechnical Investigation* of a vacant tract of property identified as the Vacant Matheson Property located between Hwy. 19E and State Line Road in Elizabethton (see aerial photo).

We are prepared to provide an ASTM standard Phase I ESA review on this site and a report for a lump sum fee of \$3,696. We will also provide a preliminary Geotechnical Evaluation and report for the site for a lump sum fee of \$8,540. The total fee for these services is \$12,236. We propose to complete these tasks within 4 weeks after receiving your notice to proceed.

If acceptable, please sign the attached Agreement and return one copy to me as our Notice to Proceed. If you have any questions, please feel free to call.

Sincerely,
MATTERN & CRAIG

Calvin D. Clifton
Business Development Manager

CC: Randy Beckner

Attachment

Carter County
General Fund #101
Fiscal Year Ending June 30, 2019
Budget Amendment #6
December 17, 2018

Item #1	44170	Miscellaneous Refunds				
	54110-435	Office Supplies		0.00	20.00	Increase
				20.00	0.00	Increase
<i>To allocate funds received by sheriff's department for medical records</i>						
Item #2	49700	Insurance Recovery				
	54110-707	Jail - Building Improvements		0.00	42,788.18	Increase
				42,788.18	0.00	Increase
<i>To allocate insurance proceeds to repair damage to the jail caused by inmate vandalism.</i>						
Item #3	39000	Unassigned Fund Balance				
	55590-341	Pauper Burials		0.00	3,000.00	Decrease
				3,000.00	0.00	Increase
<i>To allocate additional funds necessary for pauper burials.</i>						
Item #4	44570	Contributions and Gifts				
	55120-799	Other Capital Outlay		0.00	229,000.00	Increase
				229,000.00	0.00	Increase
<i>To allocate contributions from the Delawder estate for construction of dog runs at the animal shelter.</i>						
Item #5	51800-531	Access Fees				
	51800-599	Other Charges		400.00	0.00	Increase
				0.00	400.00	Decrease
<i>To reallocate funds necessary to pay for county's .gov access</i>						
Item #6	51300-189	Other Salaries and Wages				
	51300-161	Secretary		0.00	25,900.00	Decrease
				25,900.00	0.00	Increase
<i>To reallocate funds within the mayor's budget</i>						
Item #7	39000	Unassigned Fund Balance				
	51300-540	Tax Relief		0.00	61,000.00	Decrease
				61,000.00	0.00	Increase
<i>To recognize budget for county tax relief for 2018-19.</i>						

Item #8	34510-001	Restricted for Automation (Register)					
	51600-709	Data Processing Equipment		0.00	202.90		Decrease
				202.90	0.00		Increase
<i>To allocate funds for purchase of equipment by Register's office</i>							
Item #9	51800-501	Boiler Insurance					
	51800-502	Building and Contents Insurance		5,313.56	0.00		Increase
	51800-513	Workers' Compensation Insurance		21,574.80	0.00		Increase
	54110-511	Vehicle and Equipment Insurance		0.00	35,429.57		Decrease
	54110-513	Workers' Compensation Insurance		0.00	122,513.98		Decrease
	54210-506	Liability Insurance		0.00	15,110.57		Decrease
	54210-513	Workers' Compensation Insurance		10,721.20	0.00		Increase
	55120-513	Workers' Compensation Insurance		0.00	11,193.52		Decrease
	58900-506	Liability Insurance		1,500.95	0.00		Increase
	58900-511	Vehicle and Equipment Insurance		130,936.33	0.00		Increase
	58900-513	Workers' Compensation Insurance		5,360.60	0.00		Increase
				8,840.20	0.00		Increase
<i>To reallocate budgeted amounts for insurance premiums to proper categories</i>							
				Total	546,558.72	546,558.72	
				From Fund Balance		64,202.90	
				From Unassigned Fund Balance		64,000.00	

Carter County
Solid Waste/Sanitation Fund 116
Fiscal Year Ending June 30, 2019
Budget Amendment #2
December 17, 2018

Item #1	49700	Insurance Recovery						
	55754-335	Maintenance & Repair - Buildings			0.00	15,398.80	Decrease	
					15,398.80	0.00	Increase	
<i>To allocate funds received for damage to the roof of the house at the landfill</i>								
					Total	15,398.80	15,398.80	
					From Fund Balance	0.00		

Carter County
General Purpose School Fund 141
Fiscal Year Ending June 30, 2019
Budget Amendment #4
December 17, 2018

Item #1	72310-301	Accounting Services	9,500.00	0.00	Increase
	89000-000	Unassigned Fund Balance	0.00	9,500.00	Decrease
<i>To allocate funds required for OPEB study (audit related)</i>					
Item #2	34755-780	Assigned for Energy Savings Project	0.00	61,900.00	Decrease
	76100-707	Building Improvements	61,900.00	0.00	Increase
<i>To allocate for a boiler replacement at Happy Valley High</i>					
Item #3	44530	Sale of Equipment	0.00	11,530.11	Increase
	71800-730-4001	Vocational Instruction Equipment	11,530.11	0.00	Increase
<i>To allocate funds received from sale of surplus vocational equipment</i>					
Item #4	47143	Special Education - Grants to States	0.00	120,725.16	Increase
	71200-163	Educational Assistants	23,000.00	0.00	Increase
	71200-206	Life Insurance	50.00	0.00	Increase
	71200-336	Maintenance and Repair - Equipment	400.00	0.00	Increase
	71200-429	Instructional Supplies and Materials	15,000.00	0.00	Increase
	71200-499	Other Supplies and Materials	10,000.00	0.00	Increase
	71200-725	Special Education Equipment	10,000.00	0.00	Increase
	72220-336	Maintenance and Repair - Equipment	1,400.00	0.00	Increase
	72220-355	Travel	19,875.16	0.00	Increase
	72220-399	Other Contracted Services	20,000.00	0.00	Increase
	72220-499	Other Supplies and Materials	5,000.00	0.00	Increase
	72220-524	In-service/Staff Development	10,000.00	0.00	Increase
	72220-790	Other Equipment	6,000.00	0.00	Increase
<i>To allocate funds received for high-cost special education students</i>					
	46511	Basic Education Program	0.00	260,665.77	
	71100-116-100	Teachers	222,981.84	0.00	
	71100-201-100	Social Security	13,824.87	0.00	
	71100-204-100	Pensions	20,625.82	0.00	
	71100-212-100	Medicare	3,233.24	0.00	
<i>To allocate funds received from state for salary equity payments</i>					
			Total	464,321.04	464,321.04
			From Fund Balance	71,400.00	
			From Unassigned Fund Balance	9,500.00	

