



BUDGET COMMITTEE

June 8, 2020

6:00 P.M.

PRESENT: Willie Campbell, Patty Woodby, Mark Tester, Isaiah Grindstaff, Ross Garland, Gary Bailey for Travis Hill, Aaron Frazier and Kelly Collins

ABSENT: Travis Hill

CALL TO ORDER: Ross Garland, Chairman

ROLL CALL: Quorum Present

APPROVAL OF AGENDA: Financial Director, Brad Burke, asked that two (2) amendments be added to the agenda, 11A and 13A. Motion was made by Aaron Frazier, seconded by Isaiah Grindstaff to approve the agenda with the amendments. By voice roll call vote, motion carried.

APPROVAL OF MINUTES: Motion was made by Willie Campbell, seconded by Aaron Frazier to approve the minutes of the May 11, 2020, meeting with a correction noted on page 1 changing the name of Aaron Grindstaff to Aaron Frazier. By voice roll call vote, motion carried. Motion was made by Aaron Frazier, seconded by Patty Woodby to approve the minutes of the May 14, 2020, voting meeting. By voice roll call vote, motion carried.

PUBLIC COMMENTS: Roy Livingston commented he hoped there was no tax increase this year especially with people already hurting from the failing economy.

OLD BUSINESS: Captain Smith from the Sheriff's Department informed the committee there were several doors at the old Courthouse that were not compatible with Homeland Security because of the make of the doors. He stated he had let two (2) bids and heard back from one in the amount of \$23,485. He asked the committee to approve this amount and if the second bid was less, they would go with that. Motion was made by Aaron Frazier, seconded by Mark Tester to approve the Sheriff's Department request up to the amount of \$23,485. By a roll call vote of all ayes, motion carried.

NEW BUSINESS: At this time four (4) companies made presentations in response to the County's request for Financial Advisory services concerning the refinancing of the county's debt. These companies included PFM respresented by Lauren Lowe, Stephens, Inc. represtended by Ashely McAnulty, Cumberland Securities represented by Chris Bessler and Raymond James represented by Rick Dulaney and Elizabeth Zuelke. The committee discussed the possible options presented, no action was taken. The booklets presented by the above companies outlining their proposals is on file in the Clerk's Office.

Director of Planning, Chris Schuettler, presented his budget for the next fiscal year to the committee. After much discussion and several suggested changes, such as \$10,000 put in line item 169 for part-time employees, taking \$2,896.19 from line items 141 and the elimination of one (1) full-time employee. Motion was made by Isaiah Grindstaff, seconded by Aaron Frazier to refer the Planning Budget back to the Planning and Zoning Board, noting the changes, for their consideration. By a roll call vote of all ayes, motion carried.

Director of Planning, Chris Schuettler, requested the committee approve \$2,793.89 representing

a vacation/comp time payout due to Melvin McKay upon his termination as a county employee. Motion was made by Gary Bailey, seconded Aaron Frazier to approve the request with the funds being taken from line item #169 in the planning budget.. By a roll call vote of all ayes, motion carried.

A request was made for the installation of glass barriers in the Circuit Court Clerk's office for security/privacy. Commissioner Woodby stated \$1,300 was for the door and 2,200 was for the counter. She said a grant was in place that was to reimburse some of these costs. Motion was made by Kelly Collins, seconded by Aaron Frazier to approve their request. By a roll call vote of all ayes, motion carried.

Gary Smith, representing the EMA, requesting they be allowed to carry over any unspent funds in their budget to help with costs related to the new EOC, an amount of approximately \$9,600. He stated the funds would be used for chairs, desks, computers, etc. Motion was made by Aaron Frazier, seconded by Isaiah Grindstaff to approve their request. By a roll call vote of all ayes, motion carried. He further stated that with a resurgence of the COVID 19 virus expected, the county needed to stockpile PPE equipment such as masks, shields, gowns, etc. in order to be prepared for the future.

Finance Director, Brad Burke, presented an audit finding from the State auditors which stated the outgoing Register of Deeds and County Mayor were overpaid for the two months they served during the 2018-2019 fiscal year. These amounts were \$4,367 for the former Mayor and \$3,554 for the former Register of Deeds. As the former officials did not reimburse the County, the County Commission voted to forgive the excess amounts paid to them and additional payments in these amounts were made to the current Mayor and Register of Deeds. The auditors stated pursuant to TCA8-24-102 it was necessary for the county to make additional payments to the Trustee, County Clerk, Circuit Court Clerk, Clerk and Master and Property Assessor in the amount of \$4,357.06, the Sheriff in the amount of \$4,792.77, the Administrator of Elections in the amount of \$3,921.35 and the Road Superintendent in the amount of \$4,792.77 to be in compliance with this code. The total amount totaled \$35, 292.17. The auditor's recommendation was county officials should be paid in accordance with the state statute. Motion was made by Isaiah Grindstaff, seconded by Mark Tester to refer the payment to the officials to the full commission. By a roll call vote of 7 ayes and 1 nay by Kelly Collins, motion carried.

As a matter of information only, Financial Director Brad Burke presented a listing of the Appropriation of Unassigned Fund Balance for Fiscal Year Ending June 30, 2020, as of June 8, 2020. Copy attached to minutes.

BUDGET AMENDMENTS: Motion was made by Aaron Frazier, seconded by Kelly Collins to approve General Fund #101, Budget Amendment #11, items #1 thru #23 in the amount of \$169,691.26. By a roll call vote of all ayes, motion carried.

Motion was made by Isaiah Grindstaff, seconded by Mark Tester to approve Solid Waste /Sanitation Fund #116, Budget Amendment #10, Items #1 thru #5 in the amount of \$78,349.68

By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Gary Bailey, to approve Drug Control Fund #122, Budget Amendment #6, Item #1 in the amount of \$1,418.14. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Mark Tester, to approve Highway/Public Works Fund #131, Budget Amendment #11, Items #1 thru #4 in the amount of \$37,069.91. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Patty Woodby to approve General Purpose School Fund #141, Budget Amendment #12, Items #1 thru #19 in the amount of \$1,042,891.83. By a roll call vote of all ayes, motion carried.

Motion was made by Isaiah Grindstaff, seconded by Aaron Frazier to approve General Purpose School Fund #141, Budget Amendment #13, Items #1 thru #14 in the amount of \$120,912.04. By a roll call vote of all ayes, motion carried.

Motion was made by Kelly Collins, seconded by Aaron Frazier to approve General Fund #101, Budget Amendment #11A, Items #1 thru #7 in the amount of \$186,555.05. By a roll call vote of 5 ayes, 2 nays by Mark Tester and Gary Bailey and 1 abstaining vote from Isaiah Grindstaff, motion carried.

Motion was made by Patty Woodby, seconded by Isaiah Grindstaff to approve General Purpose School Fund #141, Budget Amendment #13A, Items #1 thru #4 in the amount of \$11,422.50. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Isaiah Grindstaff to approve the May 2020, donations to the Animal Shelter in the amount of \$651.18. By a roll call vote of all ayes, motion carried.

On motion by Aaron Frazier, seconded by Patty Woodby and by a voice roll call vote, the meeting adjourned.

Respectfully submitted,

Approved for entry:

Suzi Wallace

Ross Garland, Chairman

Carter County, Tennessee					
General Fund					
Appropriation of Unassigned Fund Balance					
Fiscal Year Ending June 30, 2020					
As of June 8, 2020					
Date	Budget Amendment #	Item #	Amount	Description	
8/19/19	1	6	1,000.00	To appropriate funds for insurance deductible portion of damage to the jail.	
9/16/19	2	15	2,570.00	To appropriate matching funds for the Tourism (Wayfinding) Grant approved in 2017-18.	
10/21/19	3	3	3,185.00	To appropriate funds for installation of partitions in trustee's office.	
10/21/19	3	6	5,477.40	To appropriate funds for costs associated with the current contract (began 1.1.2019) with ETSU for forensic services. The amount per the original budget was based on the contract which began October 1, 2018.	
10/21/19	3	7	1,600.00	To appropriate funds to pay for two property appraisals related to the search for a new location for the Recycling Center.	
10/21/19	3	15	8,921.37	To appropriate funds to pay 2018-19 payroll shortages to the current County Mayor and Register. Corresponding overpayments during 2018-19 to the former Mayor and Register were forgiven by County Commission on September 16, 2019.	
11/18/19	4	13	24,705.84	To appropriate funds for the purchase of a leased vehicle per the MOU with the School Department for SROs.	
12/16/19	5	6	4,776.00	To appropriate funds for a Skyward application (PrvTime).	
12/16/19	5	9	1,721.76	To appropriate funds for six months of health insurance premiums for a current employee of the Trustee's Office who is enrolling in the County's plan effective 1.1.2020	
12/16/19	5	17	1,000.00	To appropriate funds for repairs to County Coroner's vehicle.	
12/16/19	5	18	9,145.29	To appropriate funds for increase in Sheriff's Department and Animal Shelter workers' compensation insurance per WC audit.	
12/16/19	5	23	1,200.00	To appropriate funds for an additional one-year subscription to Roll Call Pro.	
2/18/20	7	7	4,243.53	To reimburse an employee of the Finance Department who paid a portion (10%) of their medical insurance premiums from 2014 through September 2019, even though they should not have been required to	
3/17/20	8	14	(20,849.00)	Increase in fees paid by Highway, Schools, and Food Service to Finance Department.	
3/17/20	8	16	5,719.43	To appropriate funds to pay down excess balances of comp-time in the Finance Department and EMA.	
3/17/20	8	17	2,451.80	To appropriate funds to pay Budget Committee members for five additional meetings/hearings during the budget process.	
5/18/20	9	2	292.01	To appropriate unassigned fund balance for difference between required salary for Animal Shelter Director and amount per original budget.	
5/18/20	9	4	5,038.48	To appropriate unassigned fund balance for an additional participant in the medical insurance benefit program and incorrect contributions to HSAs - Register of Deeds Office.	

5/18/20	9	7	3,852.66		To appropriate unassigned fund balance for under-estimation of medical insurance premiums.
5/18/20	9	8	5,326.35		To appropriate unassigned fund balance for retiree medical insurance premiums for employees retiring during 2019-20, as a result of lowering the eligibility age for county provided insurance.
5/18/20	9	9	2,633.25		To appropriate unassigned fund balance for HSA contributions for new employees of the Sheriff's Department.
5/18/20	9	11	40,000.00		To appropriate unassigned fund balance for additional medical insurance premiums for increased participation (60 employees in April 2019 vs 75 employees in April 2020) in the Sheriff's Department.
5/18/20	9	25	624.68		To appropriate unassigned fund balance for Coroner's monthly phone bills.
5/18/20	9	26	7,000.00		To appropriate unassigned fund balance for county portion of Agriculture Extension Office salaries and benefits.
5/18/20	9	27	2,800.00		To appropriate unassigned fund balance for additional pauper burials.
5/18/20	9	29	1,200.00		To appropriate unassigned fund balance for additional costs for treating Frazier Fir tree at the Folsom House.
5/18/20	10	3	157.76		To appropriate unassigned fund balance for a refund of 2016 property tax and interest and penalty to an individual who purchased non-existent property at the delinquent property tax sale.
Total per amendments			157.76	125,793.61	
Motions					
9/16/19			31,364.81		salary and benefits for new purchasing clerk
10/21/19			380,000.00		building for new recycling center
10/21/19			50,000.00		equipment and other expenses for new recycling center
10/21/19			500.00		To treat Frazier Fir at Folsom House
11/18/19			6,395.00		Roll Call Pro
12/16/19			7,500.00		purchase of computers for county commissioners (expenditure account #51100-709).
12/16/19			7,613.00		replace an HVAC unit (account #55590-316) at the Assistance and Resource Ministry facility.
1/21/20			71,248.25		To appropriate funds for county bonuses
1/21/20			32,000.00		coroner vehicle
2/18/20			15,790.61		Transfer funds to Fund 116 and 131 for bonuses paid from those funds
2/18/20			3,764.55		additional funds for coroner vehicle
2/18/20			1,615.85		salary increase for veteran's service officer
2/18/20			2,000.00		additional meetings resulting from dividing four committees into two
3/17/20			10,000.00		To appropriate funds to purchase sprayers (COVID-19)
5/18/20			5,000.00		Appropriate funds to purchase disinfectants, chemicals, and paper products for the courthouse
Total per motions			624,792.07		
Total allocated from unassigned fund balance			760,585.68		