

BUDGET COMMITTEE

June 14, 2021

6:00 P.M.

PRESENT:	Willie Campbell, Julie Guinn, Charles VonCannon, Isaiah Grindstaff for Austin Jaynes, Ross Garland, Travis Hill, Aaron Frazier and Robin McKamey
ABSENT:	Austin Jaynes
CALL TO ORDER:	Ross Garland-Vice Chairman
ROLL CALL:	Quorum Present

As it was FLAG DAY, Ross Garland requested the committee to stand for the Pledge of Allegiance and prayer by Willie Campbell.

AGENDA: Vice Chairman Garland requested the Clerk & Master's funding request be removed from the agenda and a Landfill issue added. Motion was made by Aaron Frazier, seconded by Isaiah Grindstaff to approve the agenda with the changes. By a voice roll call vote, motion carried.

MINUTES: Motion was made by Travis Hill, seconded by Robin McKamey to approve the minutes of the May 10, 2021, meeting. By a voice roll call vote, motion carried. Motion was made by Willie Campbell, seconded by Robin McKamey, to approve the minutes of the May 27, 2021, meeting with the correction of Travis Hill's vote on the Rescue Squad request being changed from Nay to Aye. By a roll call vote of 6 ayes and 2 abstaining votes by Isaiah Grindstaff and Aaron Frazier, motion carried.

PUBLIC COMMENTS: Chris Little addressed the committee at this time. He apologized for statements he had made previously concerning the Chamber of Commerce and said he was seeing good change and Joy McCray was doing a good job. He commented on adding campgrounds to the Hotel/Motel tax list and mentioned several activities/events he felt would bring people to Carter county. He informed the committee the Hwy 400 project was moving along once it had been determined no "bats" were under the bridge. He stated Congress was looking at a grant for infrastructure and in his opinion if we don't ask, we don't get. He also stated the Forestry Service was looking to expand the parking area at the Blue Hole.

Jim Winchester addressed the committee stating the new radio communication project at the jail was an extremely complex computer based and driven system. He suggested if the County needed to hire a Communication's Officer they would need to have a salary enough to hire someone with serious engineering training. Regarding the Animal Shelter budget, he stated in his opinion the economic basis he had seen in Carter County was not sufficient to support a 501-c-3 operation and it would be impossible to have a shelter relying upon donations for its operation.

OLD BUSINESS: The Highway Department's request for two (2) new dump trucks in the amount of \$132,136.52 was put off until the the Governor's grant came through. Supt. Colbaugh said once the stipulations for use of the grant were determined the vehicles could possibly be paid from that grant.

Captain Smith again discussed the Carter County Sheriffs Office Recruiting and Retention Plan FY 21-22 that was brought up at the last meeting. He stated with so many employers offering sign on bonuses/incentives they really needed help in drawing in applicants. He stated the figures presented were only estimates based on the unencumbered revenue at the time the plan was being put together. He said since then a number of budget amendments were put together by Director Burke and until all of them were adjusted and the payroll for this fiscal year had been paid out, they were not able to determine an exact figure to base the plan on. When asked by Commissioner VonCannon how short on

staffing the Sheriff's Department was and if Constables could be used, he stated they were approximately twenty-five (25) officers short and Constables could not be used as correction officers.

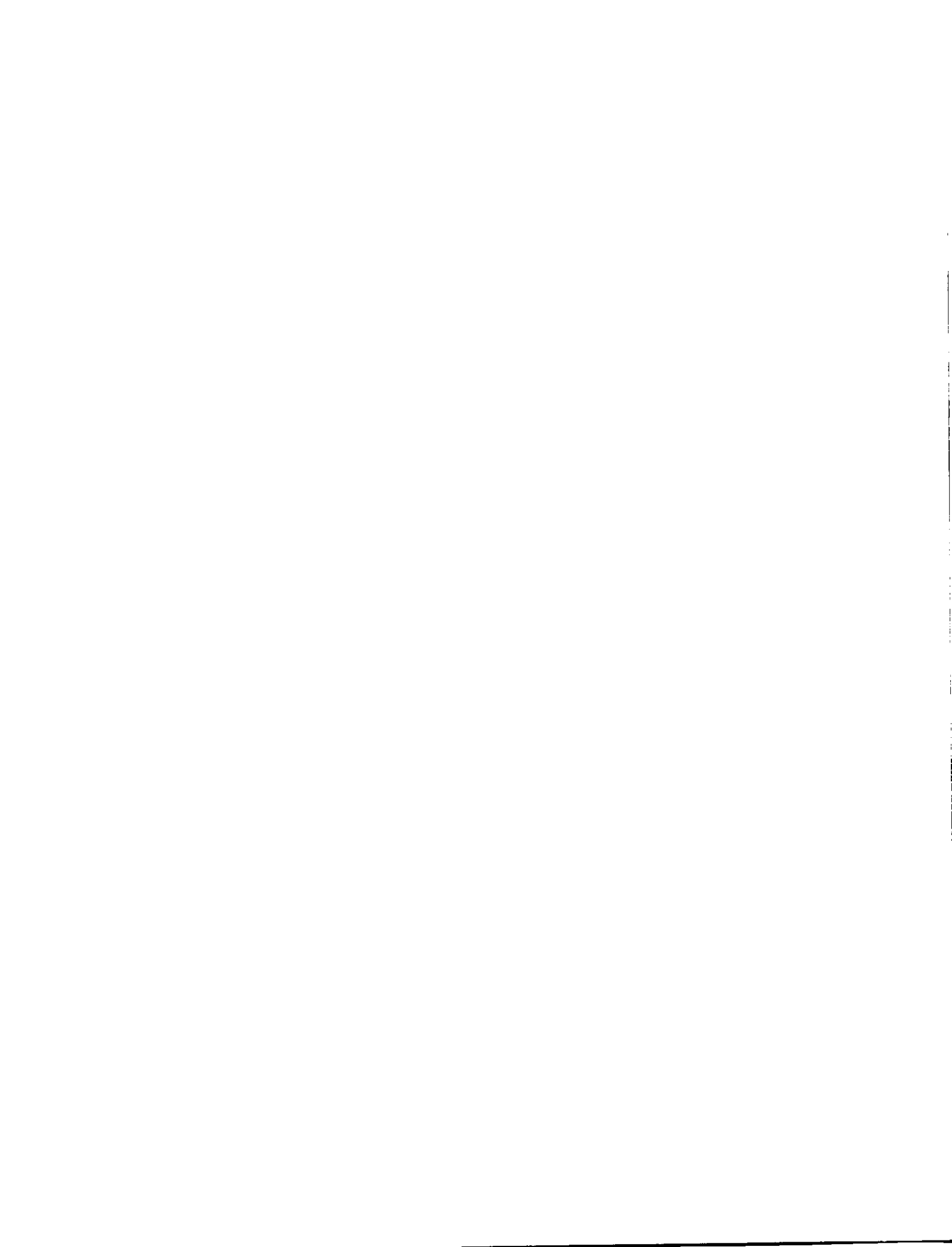
At the last meeting Elizabeth Banks, ARM board member, had made a request for the county to help in purchasing an outdoor cooler. She presented three (3) quotes and was asked by the committee to obtain one (1) more estimate from KPS whose local office is in Piney Flats. At this time Tim Ross, ARM board member presented the additional estimate. He explained once a week a large box truck picked up perishable items at Sam's Club and that WalMart was a large donation provider. He said they served 700-800 families per month during the COVID. Mayor Woodby asked Mr. Ross if he would provide the County with a letter stating why the additional cooler was needed noting the increase of food distribution during the COVID. She stated they may qualify and be able to use a Federal fund for their purchase.

NEW BUSINESS: Mayor Woodby informed the committee that two (2) employees of the Circuit Clerk, Johnny Blankenship, had completed the Certified County Finance Officer and received certification from the State. She stated she was requesting, on behalf of Mr. Blankenship, these employees receive incentive pay for taking this course and receiving certification on their own time. There was much discussion on the pros/cons and Director Burke stated the precedence was set when the Planning Department compensated an employee in the amount of \$2,500 for receiving certification applying to his job duty. It was discussed that the Office Holders should determine what certifications were beneficial to their employees and if completed, submit a request to the Budget Committee for compensation. Motion was made by Travis Hill, seconded by Aaron Frazier to match the \$2,500 given to the Planning Department's employee for these two (2) Circuit Clerk employees. By a roll call vote of 7 ayes and 1 nay by Charles VonCannon, motion carried.

Mayor Woodby stated the Communication Officer Job Description and a base salary range for this individual had been submitted and was in their packet. She said this person was most valuable and needed to be in place at the start of the project to oversee the contractor from the beginning. Captain Smith stated this position combined both a technician and a manager. He said they had to have technical knowledge of the radio system and be able to oversee the program as we move forward. He said the project had not yet been approved but giant steps were being made towards the conclusion. He said the RFP was supposed to be in on June 24, 2021, and once received and approved they would come back to the Budget Committee for the funding mechanism to get the program in place. Mayor Woodby asked that the committee set aside funds to hire a Communications Officer so when the RFP comes back the funds would already be set aside. Motion was made by Julie Guinn, seconded by Travis Hill that \$80,000 be set aside for the officer so if the RFP was approved he would be in place from the beginning of the project. By a roll call vote of all ayes, motion carried.

Captain Smith made a request for the Sheriff's Department for three (3) vehicular repeater frequencies in the amount of \$1,620. He stated these would allow you to have communications in places where you could not. Motion was made by Travis Hill, seconded by Aaron Frazier to approve this request. By a roll call vote of all ayes, motion carried.

Commissioner Randal Jenkins made a request to recognize and appropriate American Rescue Act (ARP) funds for the cost of Open Meeting/Roll Call software and presented a quote from Open Meeting Technologies LLC in the amount of \$16,286. As this was presented as a budget amendment it was voted on later in the meeting.



As Hotel/Motel tax was created by a Private Act and specifically earmarked for tourism, Chamber Director Joy McCray gave an overview of the Chamber's marketing campaign and reasons for the increase in this year's budget. The committee's desire was to find steps the County could take to increase the Hotel/Motel tax in the County. Ross Garland stated he had information from the County Attorney on this matter and would distribute it to the committee members for review.

Shannon Posada, Animal Shelter Director, informed the committee the Shelter Board had approved the purchasing of the vehicle a 2013 Ford Escape with 154,636 miles from the Highway Department for \$1,000 discussed at the last meeting. She presented the Shelter budget with a 4% salary increase and the adjustments for the vehicle and the \$38,000 for animal control as well as the TCRS adjustment by Brad Burke. After much discussion regarding the Shelter and their budget including contributions, 501-c-3, the contract with Reedy & Sykes, City funding, change in the law regarding spay/neutering, etc. motion was made by Charles VonCannon, seconded by Travis Hill to approve the Animal Shelter budget in the amount of \$492,603.88. By a roll call vote of 6 ayes and 2 nays by Willie Campbell and Robin McKamey, motion carried.

On behalf of the Landfill Committee, Gary Bailey requested \$35,000 to purchase of five (5) dumpsters. He informed the committee the bailer had come in and there was \$36,877.35 left in the General Fund and requested it be used for a \$50,000 plus tow motor. Since both of these requests would have to be bid out and have to be delayed, motion was made by Aaron Frazier, seconded by Robin McKamey to set aside \$35,000 in reserve for the purchase of the dumpsters in the Solid Waste fund. By a roll call vote of all ayes, motion carried.

Financial Director Burke gave a Finance Department Update and presented the Unassigned Fund Balance Report.

BUDGET AMENDMENT: Motion was made by Travis Hill, seconded by Robin McKamey to approve General Fund #101, Budget Amendment #12, Items #1 thru #39 in the amount of \$817357.07. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Isaiah Grindstaff to approve Solid Waste/Sanitation Fund #116, Budget Amendment #6, Items #1 thru #3 in the amount of \$25,045.48. By a roll call vote of all ayes, motion carried.

Motion was made by Isaiah Grindstaff, seconded by Robin McKamey to approve Health Department Fund #117, Budget Amendment #3, Item #1 in the amount of \$4,750.00. By a roll call vote of all ayes, motion carried.

Motion was made by Robin McKamey, seconded by Charles VonCannon to approve Drug Control Fund #122, Budget Amendment #5, Item #1 in the amount of \$80.00. By a roll call vote of all ayes, motion carried.

Motion was made by Robin McKamey, seconded by Isaiah Grindstaff to approve Sports and Recreation Fund #122, Budget Amendment #1, Items #1 thru #2 in the amount of \$2,084.11. By a roll call vote of all ayes, motion carried.



Motion was made by Robin McKamey, seconded by Isaiah Grindstaff to approve American Rescue Plan Act Fund #127, Budget Amendment #1, Item #1 in the amount of \$16,286. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Robin McKamey to approve Highway/Public Works Fund #131, Budget Amendment #6, Items #1 thru #6 in the amount of \$125,924.76. By a roll call of all ayes, motion carried.

Motion was made by Isaiah Grindstaff, seconded by Robin McKamey to approve General Purpose School Fund #141, Budget Amendment #10A, Items #1 thru #3 in the amount of \$538,872.63. By a roll call vote of all ayes, motion carried.

Motion was made by Travis Hill, seconded by Robin McKamey to approve General Purpose School Fund #141, Budget Amendment #10B, Items #1 thru #2 in the amount of \$106,461.31. By a roll call vote of all ayes, motion carried.

Motion was made by Robin McKamey, seconded by Travis Hill to approve General Purpose School Fund #141, Budget Amendment #11, Items #1 thru #13 and #15 thru #20 in the amount of \$370,671.75. By a roll call vote of all ayes, motion carried.

Motion was made by Robin McKamy, seconded by Isaiah Grindstaff to approve General Purpose School Fund #141, Budget Amendment #11-A, in the amount of \$7,007.54. By a roll call vote of all ayes, motion carried.

Motion was made by Travis Hill, seconded by Robin McKamey to approve School Federal Projects Fund #142, Budget Amendment #10A, Item #1 in the amount of \$1,273,170. By a roll call vote of all ayes, motion carried.

Motion was made by Robin McKamey seconded by Aaron Frazier to approve Central Cafeteria Fund #143, Budget Amendment #3, Items #1 thru #2 in the amount of \$67,097.66. By a roll call vote as follows, motion carried.

Motion was made by Robin McKamey, seconded by Charles VonCannon to approve Head Start Fund #145, Budget Amendment #6, Items #1 thru #2 in the amount of \$40,248. By a roll call vote as follows, motion carried.

Motion was made by Robin McKamey, seconded by Aaron Frazier to approve General Purpose School Fund #141, Budget Amendment #11B, Items #1 thru #2 in the amount of \$6,263. By a roll call vote of all ayes, motion carried.

Motion was made by Aaron Frazier, seconded by Isaiah Grindstaff to approve the donations to the Animal Shelter for the month of May 2021, in the amount of \$1,535. By a roll call vote of all ayes, motion carried.

On motion by Aaron Frazier, seconded by Robin McKamey and by voice roll call vote, the meeting was adjourned.

Respectfully submitted:

Approved for Entry:

Suzi Wallace

Ross Garland

COMMUNICATIONS OFFICER

JOB DESCRIPTION

JOB TITLE: Communications Officer
DEPARTMENT: Elizabethton/Carter County
REPORTS TO: Carter County Mayor

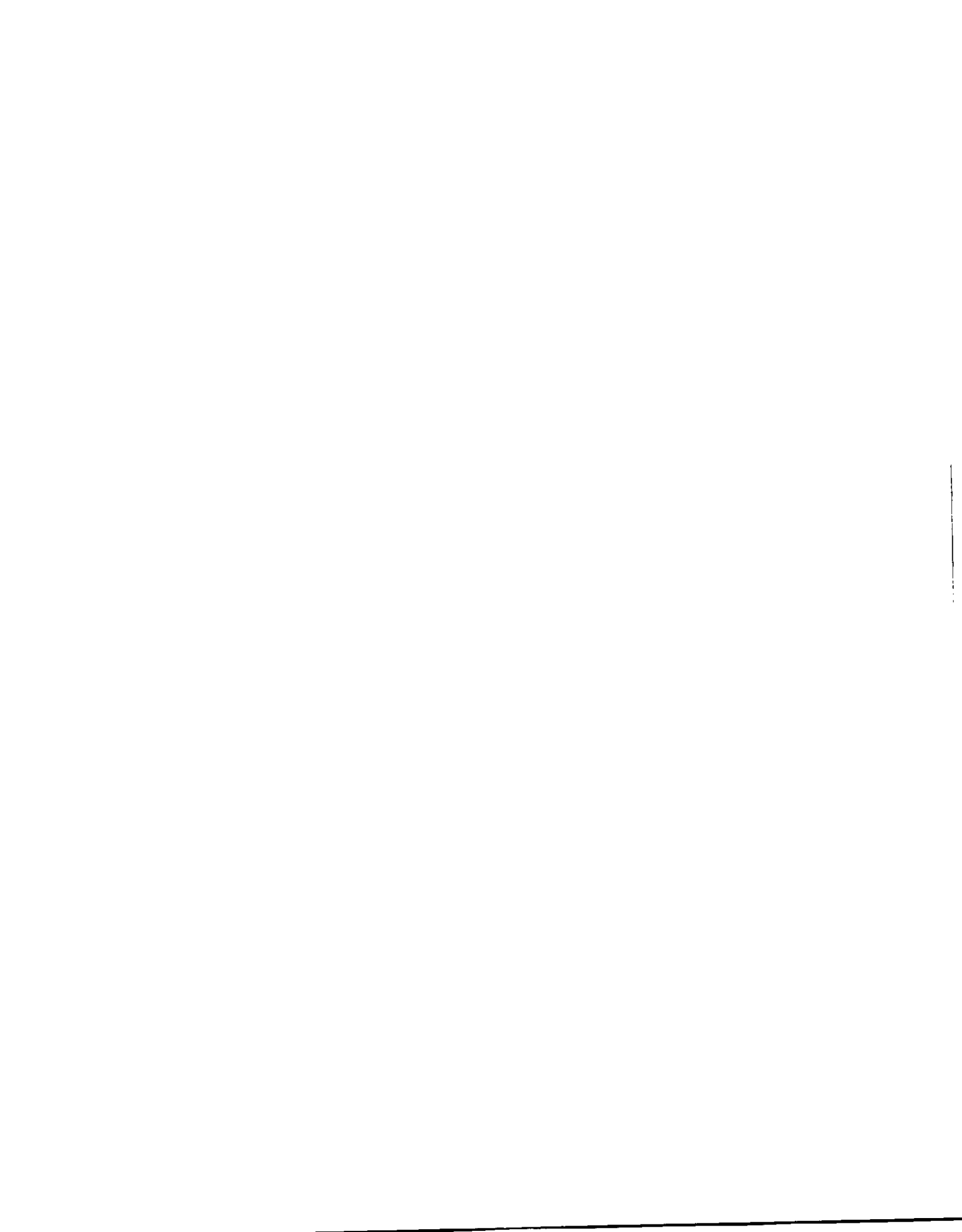
GENERAL STATEMENT OF DUTIES: Carter County is currently in the process of building a new county-wide radio communications system utilizing Digital Mobile Radio (DMR), Tier 3 Trunking Technology. The successful individual for this project will be required to oversee and ensure proper implementation of this program/system. He/she will be required to work with contractors, subcontractors, vendors and county officials. Performs technical and responsible administrative work analyzing radio and telemetry communications needs and supervising and assisting in the installation of communications/telecommunications equipment; repairing and maintaining radio communications equipment, telemetry equipment, mobile/portable antennas, and other electronic equipment as assigned; does related work as required. The duties of this position involve the planning and management of communications systems, repair, and maintenance; keeping records and inventory; preparing and administering budgets.

REPORTING STRUCTURE:

The position of Carter County Communications Officer will work under the direction of the Carter County Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Installs, maintains, and repairs communications equipment including mobile radios, consoles, pagers, repeaters, towers, mobile/portable antennas, telephones, and other equipment;
- Maintains and manages the communications system;
- Serves as a liaison between the County and City Departments. Serves as a liaison between local departments and vendors to insure that department needs are being provided by the vendor;
- Develops, implements, and performs a periodic and preventative maintenance plan for cleaning, servicing, synchronizing, and using electronic testing devices to trouble shoot defective equipment including voltmeters, spectrum analyzers, oscilloscope, and modulation monitors.
- Estimates time and material required for jobs, keeps records, and submits reports;
- Prepares bid specifications, obtains estimates as required, and prepares purchase requisitions in accordance with Carter County's adopted Financial Policies and Procedures;
- Orders accessories and spare parts for communications equipment, maintains adequate stock of replacement parts, maintains inventory, and maintains maintenance records for both preventative maintenance and repairs;



- Could be required to be available 24/7/365 in case of emergencies, and be available for daytime, evening, and/or weekend assignments, and travel to meetings and conferences with relation to communications systems;
- Coordinates the acquisition and installation of new radio frequencies as needed;
- Prepares and monitors an annual budget;
- Maintain all applicable FCC Licenses and renewals;
- Programs radios and other communications equipment;
- Provides technical assistance and training to departments utilizing communications equipment;
- Assigns and tracks all communications assets and equipment; prepares and maintains a database inventory of all equipment;
- Consults with department heads on equipment needs;
- Subject to being on call as needed;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of the principles and practices of radio communications and telecommunications.
- Thorough knowledge of principles and practices of the maintenance and repair of communications equipment.
- Thorough knowledge of preventative maintenance scheduling for communications equipment.
- Ability to test for and repair defects in communications equipment.
- Ability to keep records and make reports.
- Ability to establish and maintain an effective working relationship with Department Heads and other employees.
- Have the ability to manage the entire communications infrastructure and subscribers;
- Must be able to follow the Chain of Command within each Department as needed;
- Must be proficient in Microsoft Word and Excel, as well as the programming software for the equipment in use by the county;
- Must be able to troubleshoot and diagnose all types of communications equipment, and then determine the appropriate steps to take to return equipment to service;
- Must be extensively familiar with AC and DC Electrical Circuits;
- Must be able to trouble shoot Automotive Electrical problems as related to Communications Equipment;
- Must be able to properly install Communications Equipment and accessories in multiple types of automobiles;
- Must be able to work with and coordinate between multiple departments on single projects, and ensure communications abilities between groups;
- Must develop, build, and maintain a working relationship with local, state, and federal level communications personnel for interoperability;
- Must be able to work with vendors and technicians on the repair of specialized equipment;
- Must be able to read, understand, analyze, interpret, and apply technical data, manuals, schematics, and related specifications;



- Ability to complete forms, prepare reports, and draw schematics regarding work performed;
- Must be able to read and comprehend directives, training materials, and other documentation;
- Work requires knowledge of the principles and mechanics of two-way radios and associated public safety electronics equipment;
- Knowledge of industry standards, regulations, and safety procedures;

REQUIRED EDUCATION, EXPERIENCE, and TRAINING:

Graduation from a standard high school, supplemented by technical training in the repair and maintenance of radio equipment and communications repair experience, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Three years of education and/or experience in the radio telecommunication field which includes at least two years of experience installing and repairing two-way radios and related equipment.

Possess a valid Tennessee Driver's License, Class D and have the ability to be insured at standard vehicle liability rates.

Possession of FCC General Radio Telephone Operators License (GROL) or the PCIA or APCO Equivalent is preferred but not an absolute requirement.

ADA REQUIREMENTS:

Physical Requirements: Task involves frequent walking; standing; some lifting and carrying of objects of moderate (12-20 lbs) to heavy (up to 50 lbs) weight; operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Task may require working outside at times, including potential for exposure to adverse environmental conditions.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, and visual acuity, and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary information:

*Information obtained from the U.S. Bureau of Labor Statistics

Telecommunications Installers & Repairers (Technicians)

- Tennessee Average Salary: 60,100 - Range: \$36,830 - \$81,630
- Tri-Cities Average Salary: \$44,670 - Range: \$22,390 - \$65,180

Telecommunications General & Operations Managers

- Tennessee Average Salary: \$110,580 - Range: \$37,450 - \$141,310
- Tri-Cities Average Salary: \$108,720 - Range: \$41,250 - \$140,580

