

Budget Committee Meeting Minutes  
6-26-2025  
Election Commission Conference Room

**Members Present:** Chairwoman Debbie Bradshaw Hart, Dob Johnson, Mayor David Quick, James Cobb, Kim Peckenpaugh, Terry McCreight

**Others present:** Adm. Assistant Beverly Ellington, Sheriff Jeff Box, Erica Hogeland, Accounts Director Cari Jones, Finance Director Amy Perkins, Vanessa Cain, Paul Perkins, Stephanie Vestal, County Clerk Diane Moore, Chief Mike Boals, Jeff Burns, Trustee Nancy Broadstone, Cindy Rose, Marty Balthrop

Chairwoman Debbie Bradshaw-Hart called the meeting to order and entertained a motion to approve the minutes from the June 9 meeting. Commissioner Cobb made a motion to approve. Commissioners Johnson seconded. Motion passed.

Chairwoman Bradshaw-Hart welcomed Director Vanessa Cain with McIver's Grant Public Library to give the presentation. Her presentation included numbers for the library, return on investment, and FY 24-25 allocations, and budget highlights. In addition to the previous year, McIver's Grant is requesting a 1-time donation of \$20,000 and an increase in allocation of funds of \$3,500. No action taken.

Chairwoman Bradshaw-Hart welcomed Director Brittany Pearson from Hamilton Parks Library in Trimble. Miss Pearson gave a presentation of the services that Hamilton Parks provides to the Trimble Community and how much more vital the library is now to the community since the closure of Trimble School. Hamilton Parks Library had requested a 20% increase in funding for the library which equals \$2,750. No action taken.

The next guest to give a presentation is Dyer County Rescue Squad Captain Marty Balthrop. Mr. Balthrop began by handing out a flyer advertising the upcoming 4th of July Firework Celebration put on by the Dyer County Rescue Squad for all of Dyer County. He then went on to explain some of the many services that the Rescue Squad provides for the county. Those services included water rescues, storm operations, assisting the County Highway Department in clearing roads, land operations, assisting the DCSO. Dyersburg Police Department, and THP. Members are AED trained, CPR certified and trained, and their success rate is very high. The rescue squad is a non-profit organization whose funds come from mostly fundraisers and some coming from small grants. The rescue squad is requesting an increase in funds from the County of \$7,500 for a total of \$10,320. The main ask for the increase is to help the insurance coverage. No action taken.

The next budget review was County Buildings 51800. Mayor Quick presented his upcoming projects including replacing 4 HVAC units located at the Health Department, Ag Ext Office, General Sessions, and one at the courthouse for a total of \$29,640. Federal funding was pulled

for a remodel/upgrade at the Health Department. Some of those funds were able to be released back to the Health Dept. The next item discussed was the outside brick facing at General Sessions for a total of \$16,218. In discussion, Commissioner Peckenpaugh expressed his concerns with the figures provided due to renovations performed in the past costing over budget of what was estimated. Mayor Quick addressed major maintenance on other buildings that has been performed including the Election Commissions that was put ahead first. The Commodity Building awning will be completed in July. The insurance money for that project has been earmarked already and is in Fund balance and will be pulled back out. The Tennessee Homeless Solution Building has some structural integrity with the roof. Mayor Quick noted the beams were spreading apart and the estimate to repair that would be \$32,500. Swimming pools collect water from the leaks. Mayor Quick's wish is to scab on to the beams and bolt to the walls. He stated that a structural engineer has looked at it and the cost would be phenomenal. Commissioner Peckenpaugh asked if selling the building was an option. Commissioner McCreight suggested having an engineer to do an assessment. The total request for County Buildings is \$203,358. Commissioner McCreight entertained the motion that we bid out the HVAC units to get a more accurate replacement cost. In further discussion, Mayor Quick raised concerns about getting estimates back in a timely manner. Finance Director Perkins noted that the amount could be estimated now and added into the budget later. Commissioner Johnson seconded. Motion Passed.

Commissioner Johnson made a motion to get a bid for a Personal Engineer to look at Tennessee Homeless Solutions. Commissioner Kim Peckenpaugh seconded. Motion passed.

Commissioner Johnson made a motion to get 3 updated estimates for the work on the face of general sessions and send to the building committee. Commissioner Peckenpaugh seconded. Motion passed.

The County Building fund amount established for the 2025-26 Budget year will be \$132,310.48. Once the requests for estimates on the TN homeless Solutions, HVAC, and General Sessions has been received, the Budget Committee will revisit the request and move forward.

Finance Director Perkins noted the highlighted contingency amounts remaining from the Courthouse renovations.

Under Other General Administration 51900 -Commissioner Peckenpaugh made the motion to rejoin NaCO. Commissioner McCreight seconded. Motion passed. The total cost of membership is \$750. FD Amy Perkins will add the line item.

Community Support - Carl Perkins has requested \$2,500.

Chairwoman Bradshaw Hart pointed out that the County contributed \$100,000 to the Fair to the Gin. No new request.

Commissioner Johnson noted that in last year's budget, the committee voted in the 2024-25 Budget year to do a \$3,500 increase for 5 years to the McIver's Grant Public Library. Finance Director Perkins confirmed. Newbern received 42,000 and Trimble received \$1,250.

Mayor Quick gave an update on the Dixie Youth Ballfield lights, noting Cottrell Electric has been paid for the original work quoted. Insurance has been filed on the damaged lights from the storm.

The YMCA is no longer in operation. Commissioner McCreight made a motion to move 56900-316.12 to Future City and 56900-316.15 to Bruce Community Center. Commissioner Cobb seconded. Motion passed.

WRAP requested an increase of \$2,500 for a total of \$5,000. There was no representative present.

West TN Speech and Hearing requested an increase of 1,388. Finance Director Perkins noted it was common practice for them to send a letter for the increase each year.

A new request from the TN Department of Forestry in the amount of \$2,000.00 was added, also common practice to send a letter.

Chairwoman Bradshaw Hart asked the committee if they wanted to increase the numbers as they went over the numbers. Commissioner Johnson suggested leaving the numbers as is until the committee knew what the final dollar amount was to work off of.

55120 – Animal Control – no change

55180 – Children Special Services – no change

56500 – Libraries \$1,250 increase to Trimble.

56700 – Parks and Fair Boards – no change

56900 – Other Social, Cultural, and Recreation

415 - Electricity (10,000)

452 - Utilities (5,000)

Variance (15,000)

55900 - Other Public health & Welfare (Opioid Program) - Rolling balance from June 30 to the new budget year. Commissioner Johnson noted that it was voted on at the CLB

57700 - Flood Control - \$2,000 increase request due to increase in cost- cost varies based on the area that is sprayed.

58120 - Industrial Development - No variance. Commissioner Johnson mentioned additional 7 acres for sale located beside the Community Complex (6.7 Acres for \$300,000). Johnson suggested that the committee consider purchasing the property. The property is listed with Tennessee Realty.

Chairwoman Bradshaw-Hart recognized Highway Dept Director Jeff Jones. Mr. Jones wanted to update the committee on his revised Budget. The 250,000 designated for the bridge on Harness Rd was moved and therefore changed his final Funding Balance. He also noted that the ending fund balance includes the 1.1 million dollars designated for Bungee Rd. No other variances.

52100 - Accounting & Budgeting Office (revised budget)

105 - Supervisor/Directors(s)	\$17,228
119 - Accountants/Bookkeepers	\$50,000
201 - Social Security	\$4,620
211 - Local Retirement	\$1,615
212 - Employer Medicare Liability	\$930
399 - Other contracted Services	\$1,524
Variance	\$75,917

In discussion, Chairwoman Bradshaw-Hart presented the increase in the budget line item for Finance Director, proposed increase for Accounts Director and name change to reflect responsibilities - HR Director/Purchasing Manager.

Commissioner Johnson noted that a portion of the Account/Bookkeeper salary could be pulled from the Opioid funds.

Commissioner Johnson made a motion to approve the title change for HR Director/Purchasing Manager. When asked about the increase in pay, he responded that it would be subject to the final numbers. Commissioner Cobb seconded. Motion passed.

52400 - County Trustee's Office (revised)

101 - County Official/Adm. Officer	\$2,959
106 - Deputies	\$20,000
201 - Social Security	\$2,455
207 - Medical Insurance	\$9,015
211 - Local Retirement	\$1,500
212 - Employer Medicare Liability	\$520
355 - Travel	\$500
411 - Data Processing Supplies	\$200
Variance	\$37,149

(2 full time & 1 parttime, long-term, 2 part time)

\*Includes 3% raise for elected officials mandated by the state.

Email available for requested budget increase available.

56300 - Senior Tax Relief - Tax Relief \$4,5000

58900 - Miscellaneous - Trustees Commission \$0 No variance

53300 - General Session Court (Revised)

102 - Judges (Jason Hudson)	\$5,555 (Cost of living mandated by State)
162 - Social Security	\$515
211 - Local Retirement	\$660
212 - Employer Medicare	\$132
355 - Travel	\$400
432 - Library Books/Media	\$6,000

Finance Director Amy Perkins noted that the Law Books and Subscription Service have been paid from the Law Library Fund as discussed and voted on May 1st. Those fees will come in on the revenue and offset those costs.

53500 - Juvenile Court (Revised)

499 - Drug Screening/Testing/Other Related-Restricted	3,000
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Restricted account added to pay for drug testing/screening or any other related Expenditure. It will be collected into 42440 and paid from the Juvenile Budget. It currently has been receipted into Chancery standalone account with expenditures paid directly from tier checking account. Audit asked that this be changed. The receipts at this time will cover the expenditures.

54610 - County Coroner/Medical Examiner

312 - Contracts with private agencies	\$0
399 - Other Contracted Services	\$13,000
(Med Exam. Casey Bolden \$5,000, Medical Investigator, S. Sutton \$25,000)	
Variance	\$13,000

55110 - Local Health Center

328 - Janitorial Services	\$23,820
337 - Maintenance & repair	(\$1,000)
349 - Printing, Stationery, and Forms	(\$1,000)
435 - Office Supplies	(\$5,000)
499 - other supplies & materials	(\$900)
719 - Office Equipment	(\$1,500)

Health Director Scott Tims moved around in his budget to help absorb some of the \$23,820 increase for janitorial services, leaving an increase of \$14,420. Janitorial services were put out for competitive bids.

55520 - Aid to Dependent Children (Summer Feeding) (Revised)

163 - Educational Assistants -	\$30,000
169 - Part-Time Personnel -	\$9,000
335 - Maintenance & repair	\$2,500
415 - Electricity	(\$500)
422 - Food Supplies -	\$51,000
435 - office supplies	(\$1,000)
499 - Other Supplies/Materials	(\$1,000)

Variance \$90,000

Increase to provide a stipend to employees. Food supplies revised to reflect increase in costs. This cost is reimbursable.

**Office on Aging**

The Finance Director presented the request for the new 12 passenger van. It is too late to transfer money but after speaking to audit and receiving approval, 19,500 can be paid from 56900 and she has 10,00 in her account. It is an interdepartmental transfer and does not have to be approved through CLB, per the auditor. Commissioner McCreight made a motion to approve the transfer. Commissioner Cobb seconded. Motion passed

HVAC Funding - County Complex - Commissioner McCreight made a motion to approve payment of \$67,381. Commissioner Peckenpaugh seconded. Motion passed. This will be moved from the furniture contingency of \$88,375 in the 51800 accounts.

Audit Procedures - Finance Director Amy Perkins explained audit procedures. The auditor visits various times a year and uploads files. Those files include checks, budget amendments, Journal entries, payroll items, and audit files. Audit then sends samples and requests supporting documents such as invoices. These invoices are approved by the office holder and the office holder assigns the account numbers. Any purchase over \$25,000 has a bid process and the bid process is reviewed by audit. The auditor asks for CLB minutes to show that transfers were approved. There have been no major findings in 11 years as Finance Director. The office had 0 findings last year. It was brought to her attention that her name, values, integrity, and values had been questioned. This is considered slander and defamation of character and after 3 years, it is time for this to stop. If there are any concerns, please communicate and she will be as conservative as possible with the budget items. County Clerk Diane Moore explained her open call to Nashville asking about money being moved from her budget. The budget committee members all agreed that communication is very important.

Personnel Policy - Accounts Director Cari Jones gave an update. The current policy is dated 1997. Items that are being included to update the policy are table of contents, verbiage to update vacation/sick leave, comp, and FMLA language. They would like to implement an inclement weather policy. They would like to implement a social media policy, add a cyber

security training requirement, and add an employee well defined benefit section. There is a rough draft and they will have an employment lawyer to review it. It will then go through the Local Government Committee.

Commissioner Johnson asked if a section could be added that included pay based on position, education, longevity and encompass that with the efficiencies of the office.

In other discussion, if the certified tax rates come in, a public hearing could tentatively be set for August 1 and CLB on August 11.

Another budget meeting could tentatively be scheduled for the middle of July depending on when the certified tax rate came in.

Commissioner Johnson mentioned the email that commissioners received concerning being named in a lawsuit with the City of Trimble and how the county needed to proceed. He suggested communicating with the county attorney on how to proceed with this matter.

Chairwoman Bradshaw-Hart asked the committee to review the Open Meetings package provided that contained information about electronic voting.

Meeting adjourned.