

**Budget and Finance Meeting Agenda
For Thursday, January 2nd, 2024, at 4:30 pm**

Mtg Location: Coffee County Administrative Plaza, Committee Room 1

- 1) Open meeting
- 2) Take and record roll: committee members, other commissioners, guests
- 3) Approval of Agenda
- 4) Public Comments
- 5) Approval of November 2, 2023 Minutes
- 6) School Budget Amendments 141-2024-7 & 141-2024-8
- 7) General Fund Budget Amendment 101-2024-09
- 8) Mid-Year Budget Overview - Mayor Matheny
- 9) Employee Health Care Update – Mayor Matheny
- 10) Discussion of 2025 Budget Calendar
- 11) Transfer Bond Paying Agent from Wilmington Trust, Buffalo NY to Regions Bank, Nashville
- 12) Adjourn

Clarifications and/or Corrections to B & F Minutes of November 2, 2023

1. Regarding the part time grant writer, I noted that Tim Brown motioned that the hourly rate is \$20. Need clarification. Sam says it's \$25.
2. Recovery & Prevention Court, Budget Amendment #101-2024-05, restructured Drug Court. \$100,000 TN. Mental Health & Substance Abuse Grant and \$100,000 of the Opioid Settlement funds will be used to fund the programs which includes the operations of the Coffee County Anti-Drug Coalition. Both operations will be housed at the building that was previously used for the Drug Court offices.
3. A motion was made by Commissioner Hobbs and seconded by Commissioner Nettles to approve funding of \$250,000 from the Rural Capital Projects for equipment to be split evenly between the Rural Fire Departments and the Rescue Squad. Motion passed unanimously.
4. A motion was made by Commissioner Hobbs and seconded by Commission Stubblefield to approve \$3,500 for a Phase I Environmental Site Assessment for the donated land for the new Animal Shelter. Motion passed unanimously. Marianna noted that funds have already been approved for the shelter.

**Budget and Finance Committee Meeting
Minutes for November 2, 2023**

Members Present: Laura Nettles, Joey Hobbs, Dennis Hunt, Holly Jones, Tim Stubblefield, Tim Brown, Tina Reed.

* Members Absent: Lynn Sebourn, Missy DeFord, *Maya Matheny*

Others present include: Mike Bonner, Marianna Edinger, Dr. Charles Lawson

The meeting was called to order by Dennis Hunt.

A motion was made to approve the agenda. Joey Hobbs made a motion to add Volunteer Fire Department discussions; Tim Brown made a motion to clarify item # 6 to include the part-time grant writer position as 20 hours per work and up to \$25.00 per hour. Dennis made a motion to include as 9.b. a recommendation of \$3500.00 for a Phase I Environmental Site Assessment for the donated land to be used for the new animal shelter (the Fann property), which has been approved by Capital Outlay. Also approved by Capital Outlay, to be included as 9.c., is replacing the carpet in the Codes and Enforcement office at a rough estimate of \$6100.00. The motion was made by Tim Stubblefield and seconded by Laura Nettles to approve the amended agenda. All agreed unanimously.

Public comments: None

The minutes from the August 24, 2023, meeting were approved unanimously.

School Budget Amendments: Dr. Lawson explained the school budget amendments and answered any question that were posed by the group: #141-2024-3

#141-2024-4

#141-2024-5

#141-2024-6

All were approved unanimously.

Budget amendments: #171-2024-04: approved unanimously as written

#101-2024-06: Commissioner Hobbs made a motion in increase line #357 to \$15,000.00 and to increase line #401 to \$5000.00. Amended approval was unanimous.

Library grant requests: \$6,000.00 Nourishing Minds, and \$20,000.00 Libraries Transforming Communities, both approved unanimously.

The part-time grant writer was approved unanimously as amended; 20 hours per week, up to \$25.00 per hour.

Recovery & Prevention Court: Amendment #101-2024-05: Formerly ~~Anti-drug Coalition~~, this agency will ~~be using the same space at the CCAP building~~. All approved unanimously.

Ambulance/EMS funding request for Stryker Maintenance Agreement presented by Michael Bonner. Budget Amendment to be prepared for an annual maintenance agreement. All agreed unanimously.

The Committee agreed unanimously that a resolution is needed to send to the Legislative Committee for the \$2.00 fee proposed by Donna Toney.

Volunteer Fire Dept. funding: Commissioner Joey Hobbs referred to a 1995 resolution concerning funding for VFDs with a base pay of \$5,000.00 per building according to ISO ratings. He asked for clarification as to why they are receiving more money in recent budget years. Marianna explained that due to COVID additional funding was approved, then for the current budget year the Commission approved even more. Joey proposes a formula approved by HWR taking into consideration the ISO ratings be used to calculate the amount of money to be assigned. Using the formula Hillsboro and New Union would receive \$97,000.00 each per year; North Coffee would receive \$77,000.00; Summitville \$117,000.00; Hickerson Station \$112,000.00. Joey Hobbs made the motion to send this proposal to the Legislative Committee to amend the current resolution to be ready for the January 2024 Commission meeting. Tim Stubblefield seconded the motion. The motion was approved unanimously by all present members.

Joey made a motion to put back in the budget from Rural Capital Projects \$250,000.00 for Phase I Environmental Site Assessment. The ARP money will be the source of funding. Tim Stubblefield seconded; all approved unanimously.

Flooring for the Codes and Enforcement office: Tina Reed made a motion to approve up to \$8,000.00 from General Funds or Capital Projects. Tim Stubblefield seconded. Holly Jones abstained. Laura Nettles, Joey Hobbs, Dennis Hunt approved. Tim Brown voted "No", stating that other offices may have carpet replacement requests; also if money cannot be found to give pay raises to employees, he feels money should not be spent on carpet.

Dennis Hunt adjourned the meeting.

Submitted by Connie Goethe

COFFEE COUNTY, TENNESSEE
BUDGET AMENDMENT

#141-2024-7

Fund 141 General Purpose School Fund

For the Fiscal Year ended June 30, 2024

Account Number	Account Description	Amount
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Sources of funding (Increase in Revenues, Decrease in Appropriations)

REVENUES/RESTRICTED FUNDS/UNASSIGNED FUNDS

		<u>REVENUES</u>	
(1)	46515-SEPG	State Special Education Preschool Grant	\$28,022.75
Total			<u>\$28,022.75</u>

Uses of funding (Increase in Appropriations / Decrease in Revenue)

REVENUES/RESTRICTED FUNDS/UNASSIGNED FUNDS

		<u>REVENUES</u>	
		<u>APPROPRIATIONS</u>	
		71200	
(1)	429-SEPG	SPECIAL EDUCATION PROGRAM Instructional Supplies & Materials	\$10,000.00
(1)	499-SEPG	Other Supplies and Materials	\$10,000.00
		72220	
(1)	524-SEPG	SPECIAL EDUCATION PROGRAM In-Service/Staff Development	\$8,022.75
Total			<u>\$28,022.75</u>

Explanation:

(1) State Special Education Preschool Grant

Approved by School Board Date: __11/13/2023__



Approved by Budget & Finance Committee:

Approved by Coffee County Commission:

Total Fund Balance 07/01/2023	\$ 15,985,160
Assigned/Restricted Fund Balance 07/01/2023	\$ 6,364,419
Total Unassigned Fund Balance 07/01/2023	\$ 9,620,741
Less Budget Amendments:	
141-2024-2 (CCHS Fire Alarm)	\$ 572,947
Revised Estimated Unassigned Fund Balance at June 30, 2024	\$ 9,047,794.44

Fund 141 General Purpose School Fund

For the Fiscal Year ended June 30, 2024

Account Number	Account Description	Amount
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Sources of funding (Increase in Revenues, Decrease in Appropriations)

REVENUES/RESTRICTED FUNDS/UNASSIGNED FUNDS

REVENUES			
(1)	34555-SPARC	Restricted for Education-SPARC Grant	\$49,824.90
(1)	34555-CFG	Restricted for Education-Community Fund Grant	\$9,362.49
(1)	34555-FAMILY	Restricted for Education-Families in Need	\$77,487.29
(1)	34555-WMART	Restricted for Education-Walmart Grant (FRC)	\$5,279.73
(1)	34755-CCVA	Assigned-Coffee County Virtual Academy	\$656.45
(1)	34755-CTE	Assigned - CTE Equipment	\$255,445.10
(1)	34755-KOSS	Assigned - Koss	\$4,368.67
(1)	34755-MAINT	Assigned - Maintenance	\$193,524.68
(1)	34755-TECH	Assigned-Technology	\$76,200.00
(1)	34755-CAP	Assigned-Capital Outlay	\$150,000.00
Total			<u>\$822,149.31</u>

Uses of funding (Increase in Appropriations / Decrease in Revenue)

REVENUES/RESTRICTED FUNDS/UNASSIGNED FUNDS

APPROPRIATIONS			
71100 REGULAR INSTRUCTION			
(1)	499-KOSS-111	Other Supplies and Materials	\$4,368.67
71300 VOCATIONAL EDUCATION PROGRAM			
(1)	730-SPARC	Vocational Instruction Equipment	\$49,824.90
(1)	730	Vocational Instruction Equipment	\$255,445.10
72250 TECHNOLOGY			
(1)	350-TECH-022	Internet Connectivity	\$1,200.00
(1)	499-TECH-022	Other Supplies and Materials	\$5,000.00
(1)	471-TECH-022	Software	\$70,000.00
72310 BOARD OF EDUCATION			
(1)	599-CCVA-219	Other Charges	\$656.45
72620 MAINTENANCE OF PLANT			
(1)	335	Maintenance and Repair - Buildings	\$193,524.68
73300 COMMUNITY SERVICES			
(1)	499-CFG-022	Other Supplies and Materials	\$9,362.49
(1)	599-FAMILY	Other Charges	\$77,487.29
(1)	599-WMART-022	Other Charges	\$5,279.73
76100 CAPITAL OUTLAY			
(1)	799	Other Capital Outlay	\$150,000.00
Total			<u>\$822,149.31</u>

Explanation:

(1) Restricted Funds for Use in General Budget

Approved by School Board Date: __11/13/2023__



Approved by Budget & Finance Committee:

Approved by Coffee County Commission:

Total Fund Balance 07/01/2023	\$ 15,985,160
Assigned/Restricted Fund Balance 07/01/2023	\$ 6,364,419
Less Budget Amendments:	
141-2024-8	\$ 822,149
Revised Assigned/Restricted Fund Balance at June 30, 2024	\$ 5,542,270
Total Unassigned Fund Balance 07/01/2023	\$ 9,620,741
Less Budget Amendments:	
141-2024-2 (CCHS Fire Alarm)	\$ 572,947
Revised Estimated Unassigned Fund Balance at June 30, 2024	\$ 9,047,794.44

RESOLUTION

WHEREAS, the Bonds described below have been issued by Coffee County, Tennessee and are currently outstanding:

\$4,015,000 Rural School Refunding Bonds, Series 2018A dated 7/3/2018

\$9,510,000 Rural School Bonds, Series 2018B dated 7/3/2018

\$15,445,000 Rural School Refunding Bonds, Series 2019 dated 6/27/2019

\$16,725,000 Rural School Refunding Bonds, Series 2020 dated 6/3/2020

WHEREAS, Wilmington Trust Company (“Wilmington”) is the depository, registrar, paying agent, and transfer and authentication agent with respect to the Bonds;

WHEREAS, the Coffee County, Tennessee (“County”) has determined that it is desirable and in the County’s best interest to appoint a successor depository, registrar, paying agent, escrow agent and transfer and authenticating agent for the Bonds.

NOW THEREFORE, BE IT RESOLVED, BY COFFEE COUNTY, TENNESSEE as follows:

1. The County hereby appoints Regions Bank as successor registrar, depository, paying agent, transfer and authenticating agent with respect to the Bonds. The appointment shall be effective on a date mutually agreed upon by the County, Prior Agent and Regions Bank, but shall be no later than May 1, 2024.
2. The County hereby authorizes and designates the County’s Director of Accounts and Budgets to take any and all actions that may be required in order to give effect to the intent of this resolution, and in connection therewith, to perform in the name of the County such actions and to execute, deliver, seal, attest and accept such documents and certificates to carry out fully the appointment authorized pursuant to this resolution.

I, the undersigned County Clerk of the County hereby certify as follows:

1. that this page constitutes a true, correct and complete copy of a resolution duly adopted by said County on _____, 2024, pertaining to the matters therein set out, as the same appears in the records of the County; and

WITNESS my signature, as said Secretary, under the seal of said County, this ____ day of _____, 2024.

Judd Matheny, County Mayor
Coffee County, Tennessee

Attest: _____
Teresa McFadden, Coffee County Clerk

INSTRUMENT OF RESIGNATION, APPOINTMENT AND ACCEPTANCE, dated as of January 3, 2024 (this “*Instrument*”), among the COFFEE COUNTY, TENNESSEE (the “*County*”), WILMINGTON TRUST, a national banking association duly organized and existing under the laws of the United States, (the “*Resigning Agent*”), and REGIONS BANK, an Alabama banking corporation, (the “*Successor Agent*”).

RECITALS

There are presently outstanding \$1,845,000 in aggregate principal amount of the County’s Rural School Refunding Bonds, Series 2018A, \$7,875,000 in aggregate principal amount of the County’s Rural School Bonds, Series 2018B, \$13,890,000 in aggregate principal amount of the County’s Rural School Refunding Bonds, Series 2019, \$15,925,000 in aggregate principal amount of the County’s Rural School Refunding Bonds, Series 2020 (collectively the “*Bonds*”) under respective resolutions dated April 10, 2018, May 8, 2018, June 11, 2019 and April 14, 2020 (collectively the “*Resolutions*”).

The Resigning Agent wishes to resign as Paying Agent, Transfer Agent, Registrar and any other capacity named under the Resolutions; the County wishes to appoint the Successor Agent to succeed the Resigning Agent as Paying Agent, Transfer Agent, Registrar and any in any other capacity for which the Resigning Agent was named under the Resolutions; and the Successor Agent wishes to accept appointment in these capacities under the Resolutions.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein, the receipt and sufficiency of which are hereby acknowledged, the County, the Resigning Agent and the Successor Agent agree as follows:

ARTICLE ONE THE RESIGNING AGENT

Section 101. The Resigning Agent has notified the County that the Resigning Agent is resigning as Agent under the Resolutions.

Section 102. The Resigning Agent hereby represents and warrants to the Successor Agent and the County that:

(a) No covenant or condition contained in the Resolutions has been waived by the Resigning Agent.

(b) There is no action, suit or proceeding pending or, to the best of the knowledge of the responsible officers of the Resigning Agent assigned to its corporate trust department, threatened against the Resigning Agent before any court or governmental authority arising out of any action or omission by the Resigning Agent as Paying Agent, Transfer Agent and Registrar under the Resolutions.

(c) This Instrument has been duly authorized, executed and delivered on behalf of the Resigning Agent.

(d) The aggregate principal amount of the Bonds currently outstanding is as stated above.

(e) Interest on the Bonds has been paid.

Section 103. The Resigning Agent hereby resigns as Paying Agent, Transfer Agent and Registrar and in any other capacity named under the Resolutions.

ARTICLE TWO THE COUNTY

Section 201. The County hereby certifies that the County is, and the officer of the County who has executed this Instrument is, duly authorized to: (a) accept the Resigning Agent's resignation as Paying Agent, Transfer Agent and Registrar and any other capacity named under the Resolutions; (b) appoint the Successor Agent as Paying Agent, Transfer Agent and Registrar and any other capacity for which the Resigning Agent was named under the Resolutions; and (c) execute and deliver such agreements and other instruments as may be necessary or desirable to effectuate the succession of the Successor Agent as Paying Agent, Transfer Agent and Registrar and any other applicable capacity under the Resolutions.

Section 202. Pursuant to the Resolutions, the County hereby appoints the Successor Agent as Paying Agent, Transfer Agent and Registrar under the Resolutions and confirms to the Successor Agent all the rights, powers and trusts of the Resigning Agent under the Resolutions and with respect to all securities and monies held or to be held under the Resolutions, with like effect as if the Successor Agent was originally named as Paying Agent, Transfer Agent and Registrar under the Resolutions.

Section 203. The County hereby represents and warrants to the Successor Agent and the Resigning Agent that:

(a) The Resolutions and any other bond documents have not been amended or modified and are in full force and effect.

(b) The Bonds are validly issued securities of the County.

(b) The County is a duly constituted and validly existing public organization of the State of Tennessee.

(d) There is no action, suit or proceeding pending or, to the best of the County's knowledge, threatened against the County before any court or any governmental authority arising out of any action or omission by the County under the Resolutions and/or bond documents.

(e) This Instrument has been duly authorized, executed and delivered on behalf of the County and constitutes its legal, valid and binding obligation.

(f) All conditions precedent relating to the appointment of the Successor Agent as Successor Agent under the Resolutions have been complied with by the County.

Section 204. The County hereby appoints the Successor Agent as Paying Agent, Transfer Agent and Registrar and in any other capacity for which the Resigning Agent was named under the Resolutions.

ARTICLE THREE THE SUCCESSOR AGENT

Section 301. The Successor Agent hereby represents and warrants to the Resigning Agent and the County that:

(a) The Successor Agent is qualified and eligible under the provisions of the Resolutions to act as Paying Agent, Transfer Agent and Registrar under the Resolutions.

(b) This Instrument has been duly authorized, executed and delivered on behalf of the Successor Agent.

Section 302. Pursuant to the Resolutions, the Successor Agent hereby accepts its appointment as Paying Agent, Transfer Agent and Registrar under the Resolutions and shall hereby be vested with all the rights, powers and trusts of the Resigning Agent under the Resolutions and with respect to all securities and monies held or to be held under the Resolutions, with like effect as if the Successor Agent was originally named as Paying Agent, Transfer Agent and Registrar under the Resolutions.

Section 303. The Successor Agent hereby accepts its appointment as Paying Agent, Transfer Agent and Registrar and any other capacity for which the Resigning Agent was named under the Resolutions.

ARTICLE FOUR MISCELLANEOUS

Section 401. Except as otherwise expressly provided or unless the context otherwise requires, all capitalized terms used herein which are defined in the Resolutions shall have the meanings assigned to them in the Resolutions.

Section 402. This Instrument and the resignation, appointment and acceptance affected hereby shall be effective as of the close of business on May 1, 2024, upon the execution and delivery hereof by each of the parties hereto.

Section 403. Notwithstanding the resignation of the Resigning Agent effected hereby, the parties hereto hereby agree that (i) the Resigning Agent shall be entitled to payment

and reimbursement for its fees and expenses under the Resolutions in connection with its prior work under the Resolutions, and (ii) the County shall remain obligated under the Resolutions and/or bond documents to compensate, reimburse and, to the extent permitted by law, indemnify the Resigning Agent in connection with its prior work under the Resolutions.

The parties hereto also acknowledge and reaffirm that (i) the Successor Agent shall be entitled to payment and reimbursement for its fees and expenses under the Resolutions and (ii) the County shall be obligated to the Successor Agent under the Resolutions and/or bond documents to compensate, reimburse and indemnify the Successor Agent.

Section 404. This Instrument shall be governed by and construed in accordance with the laws of the jurisdiction which govern the Resolutions and its construction.

Section 405. This Instrument may be executed in any number of counterparts each of which shall be an original, but such counterparts shall together constitute but one and the same instrument.

Section 406. All notices, whether faxed or mailed, will be deemed received when sent pursuant to the following instructions:

TO THE RESIGNING AGENT:

Ms. Jemima Opoku
Wilmington Trust
1100 North Market Street
Wilmington, DE 19890-0001
Tel: (716) 842-5439

TO THE SUCCESSOR AGENT:

Ms. Elizabeth Lance
Assistant Vice President
Regions Bank Corporate Trust
150 4th Avenue North, Suite 1500
Nashville, TN 37219
Tel: (615) 770-4362

TO THE COUNTY:

Ms. Marianna Edinger
Director of Accounts and Budgets
Coffee County Tennessee
1327 McArthur Street, Suite 5
Manchester, Tennessee 37355
Tel: (931) 723-5100

IN WITNESS WHEREOF, the parties hereto have caused this Instrument of Resignation, Appointment and Acceptance to be duly executed as of the day and year first above written.

Coffee County, Tennessee

By: _____
Judd Matheny, Coffee County Mayor

Attested by: _____
As Coffee County Clerk

Wilmington Trust as Resigning Agent

By: _____
Name: _____
Title: _____

Regions Bank, as Successor Agent

By: _____
Name: Elizabeth Lance
Title: Assistant Vice President