

**Coffee County Commission**  
**Budget and Finance Committee Meeting**  
**Minutes for Jan 26th, 2023**

Members Present: Lynn Sebourn, Joey Hobbs, Laura Nettles, Tina Reed, Dennis Hunt, & Missy DeFord, Tim Stubblefield, Tim Brown, and Holly Jones

Members Absent: Dennis Hunt

Chairman Sebourn called the meeting to order at 5:00 pm and welcomed new committee member Commissioner Holly Jones.

Chairman Sebourn gave an update on a business item from the previous meeting as a point of information. In the previous meeting, the committee approved giving the Budget and Finance director signature authority on the county banking accounts. However, after further consideration, the mayor's office has decided not to exercise this authority.

The first item of business was approval of the agenda. Motion was made by Commissioner Stubblefield and seconded by Commissioner Reed. Approval was unanimous.

The second item of business was the approval of the minutes from the December meeting of the Budget and Finance Committee. Motion for approval was made by Commissioner Nettles and seconded by Commissioner Stubblefield. Approval was unanimous.

The third order of business was the presentation of an Interstate Industrial Park Improvement Plan by Coffee County Industrial Board Executive Director Stephen Crook. Mr. Crook presented an overview of planned improvements in the Interstate Industrial Park. The IDB has developed a phased project plan and discussed details of Phase I. Initial cost estimate of Phase I is \$1,205,000. Expenses will be funded out of the Industrial Park Improvements Fund, which is funded by an assessment paid by tenants of the park. A budget amendment funding Phase I is expected to be presented at the next budget and finance meeting.

The 4th order of business was a request for security improvements at the Coffee County Justice Center. Circuit Court Judge William Lockhart presented an overview of needed security improvements with a request for funding immediate needs. Judge Lockhart also discussed the need for a new justice center in light of projected growth in the county.

The 5<sup>th</sup> order of business was a request by the Director of the Manchester Library, Polly Vaughn, to approve application for several library grants: the Peggy Barber Tribute Grant, \$2,500, the Dollar General Foundation Grant, \$2,500, and the Libraries Transform Communities Engagement Grant, \$2,000. Motion for approval was made by

Commissioner Hobbs and seconded by Commissioner Stubblefield. Motion carried unanimously.

The 6th order of business was consideration of the following budget amendments brought by Ms. Edinger:

- #116-2023-12 – Correction for 3 individuals in rural solid waste to receive the all employee bonus passed last month.
- #118-2023-13 – amendments to the ambulance service fund allocating various additional revenues received.
- #122-2023-14 – allocation of additional revenues into the drug fund and a court ordered refund.
- #131-2023-15 – receipt of additional disaster relief funds into the highway fund
- #101-2023-16 – various midyear adjustments to the general fund. A \$50,000 allocation was included to address security upgrades to the Justice Center as discussed in the request from Judge Lockhart in item 4 above.

A motion was made by Commissioner DeFord to approve amendments #116-2023-12, #118-2023-13, #122-2023-14, #131-2023-15, and #101-2023-16. The motion was seconded by Commissioner Reed and was approved unanimously.

Coffee County School Budget Amendment #141-2023-3 to approve expenditures from a grant received for vocational education equipment and improvements was also presented by Ms. Edinger. A motion to approve was made by Commissioner Hobbs and seconded by Commissioner Nettles. The motion was approved unanimously.

The 7<sup>th</sup> order of business was consideration of matching funds for a CDBG Public Health & Safety Grant. This grant is for equipment for the new health department building. The grant was approved at the March 8, 2022, meeting of the Coffee County Commission, however, the funding source for the match of \$98,519 had not been determined. Ms. Edinger proposed funding from the capital projects fund. Commissioner Hobbs moved to approve payment of the matching fund requirement from the capital projects fund and it was seconded by Tim Stubblefield. The motion carried unanimously.

Chairman Sebourm asked Ms. Edinger to provide a brief update on the budget schedule for next years budget. She reported that budget requests forms will be distributed soon to all departments.

There being no other business, the meeting was adjourned.

1. Welcome Commissioner Holly Jones
2. Approval of Agenda
3. Approval of Minutes from December meeting.
4. Coffee County Industrial Board, Stephen Crook, Interstate Industrial Park Improvement Plan.
5. Circuit Court Judge William Lockhart, short term funding for improvements at the Justice Center & consideration of the request to construct a new Justice Center.
6. Three grant requests from Polly Vaughn, Director, at the Manchester Library, Peggy Barber Tribute Grant, \$2,500, Dollar General Foundation Grant, \$2,500 and Libraries Transform Communities Engagement Grant, \$2,000.
7. Budget Amendments: #116-2023-12, #118-2023-13, #122-2023-14, #131-2023-15, #101-2023-16 and #141-2023-3 (school budget).
8. CDBG Public Health & Safety Grant which was approved at the March 8, 2022 meeting of the Coffee County Commission, however, the funding source for the match of \$98,519 has not been determined.
9. Review of Budget Calendar / Process
10. Other Items for Discussion
11. Adjourn