

# KNOX COUNTY COMMISSION

**Special Meeting**

**Friday – October 2, 2020 – 9:00 A.M.**

The Special Meeting of the Knox County Commission was held on Friday, October 2, 2020, at 9:08 A.M., via a teleconference call.

**Commission members present were:** Dorothy G. Meriwether, Commissioner District #1 and Sharyn L. Pohlman, Commissioner District #3 and Richard L. Parent, Jr., Commissioner District #2.

**County staff present at the teleconference call included:** County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, Deputy Chief Patrick Polky, Finance Director Kathy Robinson, EMA Director Ray Sisk, Systems Administrator Mike Dean, Register of Deeds Madelene Cole, Communications Director Robert Coombs, Airport Manager Jeremy Shaw, Register Elaine Hallet, Prosecutorial Assistant/Investigator Shane Riley, Maintenance Manager James Hagan and District Attorney Natasha Irving.

## **Special Meeting – Agenda**

**Friday – October 2, 2020 – 9:00 A.M.**

- I. 9:00 Meeting Called To Order**
- II. 9:01 Discussion Item**
  - Review of the 2021 Knox County Budget Draft.
- III. Adjourn**

### **I. Meeting Called to Order**

Commissioner Pohlman called the Special Meeting of the Knox County Commission to order at 9:08 A.M.

### **Administrator Harts high points of 2021 Budget Review:**

- A draft of the Budget was sent on Wednesday to the Commissioners and Budget Committee.
- Budget that you have we are above a 5.47% increase, which is a little over \$450,000 over the 2020 Budget.
- Communications is at 0% increase.
- With the 2021 Budget there are still a lot of moving parts. Still working on the Jail HVAC which could see a change. There are some other items that we are waiting on. Janitorial/Maintenance went out to bid so those numbers could come down, again waiting on those to come in.
- We have not put any Surplus in the Undesignated Balance to offset the Budget yet.

### **II. 2021 Budget Review - Department Managers:**

- **District Attorney's Office:**
  - In the DA's Office we have been able to make many cuts in some lines. Have not been able to cut back 100% as they are essential.
  - Drug Analysis was cut by 33%.
  - We have made a cut in the Prosecutors Conference, Mileage and Technology bills.
  - Not having Trials right now and there was a period of time we did not have Court so that is a savings.
  - Revenue is low due to Deferred Dispositions. We waived a couple months of fees due to COVID-19, and are prosecuting fewer cases.
  - Increase is wages and insurance \$450.00 was budgeted for COVID-19 costs. The total costs have not been tabulated as of yet.
  - Printers had to be purchased for employees to work from home during COVID. We are hoping to get reimbursement thru EMA.

- **Deeds:**
  - Deeds Budget is compiled with the operating costs. It is necessary for recording land records.
  - Tried to minimize any expenses as far as office supplies.
  - Eliminated a few subscriptions.
  - The Net Budget is -35% in bottom line Revenue. We have significantly pared down the Deeds Budget.
  - Right now we are projecting Revenues to exceed expenditures by \$213,023. (Revenues can fluctuate up or down, it's hard to determine.)
  - Seeing a huge influx of home sales due to COVID, so we are averaging six (6) more Deeds per week.
  
- **Probate – Elaine Hallett:**
  - Budget stays about the same this year. We have taken out Printing cost as we are printing our own forms now.
  - Microfilming has been taken out as we are no longer using microfilm we are just scanning.
  - Telephone has gone up a bit
  - We had to get a bigger TV for the Courtroom. Talked to IT Dept. and Mike was going to try to get us a used TV.
  - Advertising is estimated to increase with the trend currently. It's a wash because we collect advertising fee.
  - There will be a \$300 repair for the typewriter as it is getting hard to find parts.
  - Revenue is down \$22,000 but that number tends to fluctuate, this will be monitored throughout the Budget process.  
Revenue – down 22K we monitor that through whole process and may fluctuate.
  - Passport Revenue has been down as well due to travel restrictions with COVID. The Probate Office stopped doing Passports in March and we are just now able to do them again. The turnaround time is 10/12 weeks, so we have only gotten one or two.
  
- **Finance – Kathy Robinson: pg 17**
  - MUNIS contract going up 3%. This has not increased in the last six (6) years as Kathy was able to negotiate this with them.
  - You will see that there is a Cares Act Revenue stream which will offset hours that the Finance Department spends for Airport.
  - The biggest expense is Sick Accumulated for Kathy and Barbie. They have to get paid for half of them over 120 days, so that has to be paid out, as they have reached that tenure.
  - Employees have the option once they hit 90 days on the books that they can request payment of half of that amount. If they do not request it then they lose it.
  
- **KRCC – Robert Coombs: pg 27-30**
  - Operating Budgets stayed as close to this year's Budget. Worked with Kathy on the numbers.
  - You will see some line numbers increase and some decreased.
  - Several Projects going on and we are ready to start the improvement on the Infrastructure System that was already budgeted for.
  - Looking at trying to replace the radio consoles at the Dispatch Center as they are outdated and will not be able to replace equipment as of 2023.
  
- **EMA – Ray Sisk: pg 16**
  - Main increase in budget was bumping GIS position from 30 hours to 36 hours.

- EMA will be getting some additional CARES Act money – so we will be able to cover 24 of the 30 hours for that position.
- We are expecting \$29,000 in a EMPG Grant
- Expecting some CARES Act money due to will be providing some direct support for the new server at the Airport.
- Capital – truck replacement is on hold for another year. Want to keep 10K in budget for that though. It will give us 30K in the bank once we are ready.
- Total expenses for COVID is about \$45,000, but not sure how much of that we will be getting back
  
- **IT – Mike Dean:**
  - Personnel services up a bit.
  - Contractual up about \$7,000 due to computer repairs and the Spillman program which we don't have control over. That is a must have program.
  - Commodities increased due to replacing two (2) desktop units.
  - Capital increased due to server replacement. That was delayed & will be in this Budget.
  - Need to purchase AV equipment for the Commission Hearing Room for meetings.
  - Cares act – time that we dedicate to airport
  - There is a 3% increase over last year's Budget.
  - Need to spend \$400 for ZOOM meeting capabilities which was added as a maybe purchase going forward. The breakdown is \$200/per license, so put in for two (2) licenses.
  
- **Maintenance – Jim Hagan:**
  - **Courthouse:**
    - Janitorial and Management services are up. There has not been an increase with this in quite a few years. Will award the new contracts on October 13<sup>th</sup> at the Regular Commission Meeting.
    - Contractual is up a little over \$60,000 and the reason for that is Janitorial/Maintenance Services.
    - Commodities are the same as the current year.
    - Capital is the same as we have the HVAC lease payment and the Building Envelope payment.
    - Revenue is up due to costs that we invoice the State for.
    - The Courthouse now uses LP Gas and we are able to lock in a price per year. This has been cheaper than using oil.
    - We are projecting hours that are spent helping out the Airport thus the reimbursement from the CARES Act.
  
- **Maintenance– Jim Hagan**
  - **Public Safety:**
    - Contractual increased by \$12,000. The main reason for the increase is Siemens contract (*heating repairs/maintenance.*)
    - Cleaning we estimated an increase but that is an estimate. Most likely after the bids are back it will be adjusted lower.
    - Heating fuel (propane) there was a small increase due to need fuel for the generator.
    - Overall, the Budget is down \$102,000 because of the major project with drainage and flooring.
  
- **Knox County Regional Airport – Jeremy Shaw:**
  - The Budget has increased but will be reimbursed by CARES Act.

- A lot of things coming up – Solar Project where three will be land issues – it will all be reimbursed but that’s the reason for the higher number right now.
  - Training for the Airport Employees will be important (*does not include Airport Security*).
  - Need to get airport security deputies up on what their role is by attending class which cost \$1700 per person
  - Requested an increase in Advertising which will help promote the Airport. This increase went from \$250 to \$2500.
  - Ground maintenance and building repair is needed. To complete what is needed will need \$800,000. The Terminal building is aging and we have to replace plumbing & fixtures etc.
  - Asked for landscaping funds – need to make the Airport appealing.
  - Heating cost is trending lower. This is due to a repair that was made in December of last year.
  - Lost a bit of Revenue due to one of largest Jets was sold that frequented the Airport. That was an income of \$72,000.
  - Electricity we have seen a 13% decrease. This is based on what Hangar owners use. Hangar owners used less than what was used in prior years.
- **Sheriff’s Department/Patrol – Chief Patrick Polky:**
    - On Page 20-21 the largest increase is Personnel. This is up 10% due to we are behind the market and need to hire additional Deputies. At some point we will be increasing pay, but Negotiations have not been finalized yet.
    - Contractual is at a 2% increase. This increase is due to telephones and pagers, and we are currently looking to change vendors.
    - The Commodities line has a negative percentage there.
    - There is a deputy that has been deployed for a year. We still have to pay his retirement and hold his job, but do not pay him. We did keep his salary in the Budget so we can hire someone as a temporary replacement while he is gone.
    - 10% increase for Personnel – Wages are up 9% due in part there is an extra pay period in 2021.
- **Corrections – Chief Patrick Polky:**
    - The Jail facility needs some updating and especially HVAC. We are in need of some other items such as lighting, paving the parking lot/road.
    - This year we are going to try to consolidate the HVAC plan into a single year versus trying to break it out over several years.
    - The \$350,000 anticipated Revenue will more than offset the \$302,747 maintenance on the HVAC system. It will not help the overall replacement.
    - There is a \$650,000 expense for Air Handling Units, but that is a worst case number. This number could come down if Siemens could crunch the numbers more.

**Airport Security – Chief Patick Polky:**

- The increase is mainly due to the two (2) new positions and some equipment. Last year was first year had separated out.
- Asked for a little more training at the Airport. That is biggest increase. These classes are very important for employees to take.
- The Net Budget increase is zero (0%) and that has to do with the CARES Act.
- This new position is funded 100% by CARES Act. Throughout this whole process you will see zero in the line.
- \$15,000 is an anticipated increase in overtime. This is due to the summertime flights were not forecast properly, and it was underestimated last year. This year we have made the corrected adjustments. Summer is much busier than the winter months.

**III. Adjourn**

- *A motion was made by Commissioner Meriwether to adjourn the meeting. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

The meeting adjourned at 11:43 A.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on November 10, 2020.**