

**Loudon County Budget Committee  
Meeting Minutes  
December 15, 2025**

**COMMITTEE MEMBERS:**

**Mayor Rollen “Buddy” Bradshaw, Chair  
Commissioner Henry Cullen, Vice Chair  
Commissioner Bill Satterfield  
Commissioner Van Shaver  
Commissioner Gary Whitfield  
Erin Rice, Budget Director**

All Budget Committee members were present.

The following items were considered:

*Mayor Bradshaw was, at the beginning of the budget meeting, in attendance at another meeting; therefore, Vice-Chair Commissioner Cullen presided until Chairman Mayor Bradshaw was present.*

***Consideration of approval of minutes of November 17, 2025 meeting:***

Commissioner Shaver made a motion to approve the minutes, seconded by Commissioner Whitfield; **PASSING UNANIMOUSLY** upon the vote.

At this time, Commissioner Whitfield requested to make an amendment to the agenda to add Philadelphia Fire Chief Bobby Shubbert for a request to appropriate funds from the FIRE Safety reserve. Commissioner Cullen indicated this item would be added to the agenda as 3a.

***Consideration of request for reimbursement of \$4,100 from FIRE Safety reserve to trim trees at Steven’s Lane Repeater Tower – Kelli Branam, EMA Director:***

Director Branam explained that US Cellular has indicated that the tree line would need to be trimmed to be in-line with the contract.

Commissioner Shaver made a motion to approve, seconded by Commissioner Satterfield; **PASSING UNANIMOUSLY** upon the vote.

***Consideration of request to transfer an employee from Codes Department to Maintenance Department:***

The Budget Committee indicated that this item would be tabled until the next meeting.

Commissioner Shaver indicated that although the above item needs to be tabled until the next meeting, there is an item that needs to be considered, which is related to this item. He continued that there would need to be a consideration of overlapping wages. Ms. Rice explained that Codes Director James Jenkins requested to move \$8,000 from 101-51750-399 (other contracted services) to 101-51750-103 (Inspectors) to cover overlapping wages. Ms. Rice continued that he requested to move forward by hiring a new inspector at the end of January to replace a current inspector leaving at the end of February.

Commissioner Shaver made a motion to approve the budget amendment to cover overlapping wages, seconded by Commissioner Whitfield; **PASSING UNANIMOUSLY** upon the vote.

***Consideration of request to appropriate funds from the FIRE Safety reserve to purchase 800 MHz radios for Philadelphia Fire Department and Greenback Fire Department – Chief Bobby Shubert:***

At this time, Chief Bill Hart requested clarification on how the funds from the Fire Safety reserve could be requested. Commissioner Shaver indicated that these funds were reserved as a means of mutual aid for the fire departments to come and request to help alleviate a large expense. Chief Hart explained that the tankers are multiple years old and asked if the fire chief's were permitted to come in a 4 year cycle to ask to use the reserve money to purchase a tanker for each department. Commissioner Shaver guided for the chief's to get together a plan in this regard and bring it in during the budget cycle.

*At this time, Vice-Chair Commissioner Cullen yielded the chair to the Chairman Mayor Bradshaw, who thereafter presided over the meeting.*

At this time, Mayor Bradshaw recognized Chief Shubert to present his request.

Chief Shubert explained that he has a few quotes for the 800 MHz radios because his department and Greenback do not have these radios for emergency services. The quote from Motorola for 30 radios totals \$343,942 and the quote from Burrell Enterprises for 40 radios totals \$229,580. He continued that 15 radios would go to Greenback Fire, 15 to Philadelphia Fire, 5 to Loudon County Fire Rescue and 5 to Tellico Village Fire or use the last 5 for new members.

Commissioner Satterfield made a motion to approve the contribution to Philadelphia Fire for the amount on the quote from Burrell Enterprises (\$229,580), Commissioner Whitfield seconded the motion; **PASSING UNANIMOUSLY** upon the vote.

***Consideration of request to transfer \$8,800 from open wage position to contracted services to allow a third-party vendor to mail out assessment notices – Mike Campbell, Property Assessor:***

Mr. Campbell began explaining the State now allows a third-party vendor to print the assessment notices. There are 40,000 notices to mail at 22 cents each with this vendor. Mr. Campbell explained that he has the money available in a wage line due to an open position.

Commissioner Shaver made a motion to approve, seconded by Commissioner Cullen;

Mr. Campbell continued to explain that these notices will have more explanation regarding the assessment and the amount of change to the taxes.

**PASSING UNANIMOUSLY** upon the vote.

***Consideration of appropriating \$241,868.76 OPIOID Funds per Abatement Council approved uses (forwarded from previous meeting):***

Ms. Rice explained that the referenced amount of funds must be appropriated by February 1, 2026. The discussion continued with the amount of funds that were appropriated from the previous set of abatement funds. Also, that there is about \$700,000 available in the settlement funds. At this time, Commissioner Shaver indicated that he would like to appropriate \$100,000 to Beauty for Ashes and Commissioner Whitfield indicated that he would like to appropriate \$141,868.76 for the Sheriff's Department (Jail).

The discussion then shifted to the program that will be started in the Jail with these funds. Chief Hutchens indicated that they have attempted to get in with a Align 9 program; however, due to the stringent timing of the requirement to spend these funds, the Jail Department will just add a program similar to Align 9, which will include wages and overtime payments to employees. Chief Hutchens indicated that Sheriff Davis did verify with Sara McCall at the SMART Initiative to ensure that this proposed expense does qualify for the abatement funds.

Commissioner Shaver made a motion to approve \$100,000 to Beauty for Ashes and \$141,868.76 for the Sheriff's Department (Jail), seconded by Commissioner Whitfield; **PASSING UNANIMOUSLY** upon the vote.

***Consideration of approval for line adjustments and/or amendments in multiple funds:***

**A. County General Fund 101**

Amendments include:

- >pg. 29-30 – Property Assessor – This is to appropriate the amount needed for the copy machine lease approved by Commission Nov. 3, 2025
- >pg. 40-42 – Sheriff – line adjustment
- >pg. 49 – Health Dept. – line adjustments
- >pg. 50-51 – Animal Shelter – line adjustments
- >pg. 52-53 – Sr. Center – line adjustment to DDA (Dept. of Disability & Aging) grant

Overall, these amendments/line adjustments will reduce the fund balance by \$800.

*(These amendments did not include: \$4,100 for EMA from FIRE Safety reserve, \$8,000 transfer for overlapping wages in Codes, \$8,800 transfer for third party vendor mail out in Property Assessor, or \$229,580 from FIRE Safety reserve to Philadelphia Fire for 800Mhz radios; all of which were recommendations at this meeting. Therefore, after the recommendations of the budget committee for these items, the effect on the fund balance will be a decrease of \$234,480.)*

Commissioner Shaver made a motion to approve, seconded by Commissioner Cullen; **PASSING UNANIMOUSLY** upon the vote.

**B. Highway Fund 131**

All of the requested changes are line adjustments/amendments and will have no bearing on the fund balance.

Commissioner Shaver made a motion to approve, seconded by Commissioner Cullen; **PASSING UNANIMOUSLY** upon the vote.

***Recommendations from Capital Projects and/or Purchasing Committee:***

*Purchasing Director Kleinschmidt presented the following items to be considered for funding through Capital Projects:*

- \$13,568 - (2) Mini-split HVAC units for Judges Chamber & Jury room

Commissioner Shaver made a motion to approve, seconded by Commissioner Cullen; **PASSING UNANIMOUSLY** upon the vote.

- \$5,400 – Window clean, repair, & paint at the Annex (~40 windows)

Commissioner Whitfield made a motion to approve, seconded by Commissioner Shaver; **PASSING UNANIMOUSLY** upon the vote.

All business concluded, Commissioner Shaver made the motion to adjourn; seconded by Commissioner Cullen. The motion **PASSED UNANIMOUSLY** upon the vote. Thereupon, Mayor Bradshaw adjourned the meeting.



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Mayor Rollen "Buddy" Bradshaw  
Budget Committee Chair