

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda

December 16, 2025

5:00 PM

The purpose(s) of the meeting shall be for the Commission to receive, consider, discuss, deliberate, and debate the matters listed herein below and such other public business as may lawfully be undertaken provided that no formal votes are to occur and no matters or issues will be formally decided upon at this meeting.

- I. **Monthly Financial Update (CFO Pickel)**
- II. **Belt-tightening Strategy Presentation (DAF Perry)**
- III. **Administration & Finance Departmental Update (DAF Perry)**
- IV. **Court Departmental Update (Court Clerk Donahue)**
- V. **Update on change to Vape laws (Det Hope & TABC rep)**
- VI. **Commission Retreat discussion - tentative date is February 24, 2026 (CM Granum)**
- VII. **On Consent Agenda - Accept a donation from Trust for Public Land (TPL) for \$10,000.00 to be used towards Godsey Ridge Trail Res No. 25-1864 (PRM Grabe)**
- VIII. **On Consent Agenda - Apply for the Arts Education Project Support Grant through the TN Art Commission for an amount up to \$25,000.00 Res No. 25-1865 (PRM Grabe)**
- IX. **Citizen Comments on Items on the Work Session Agenda**
5:45 Hard stop to allow citizen comments on items on this Work Session Agenda (CM Granum)
- X. **Any other business to discuss**
- XI. **Adjournment**

ADMINISTRATION AND FINANCE

First Half Fiscal Year 2025

ADMINISTRATION

-HUMAN RESOURCES, BENEFITS MANAGEMENT, RISK MANAGEMENT-

- Implemented the Consent Agenda
- Identified (potentially) updated Payroll and HR software and began procurement - will budget in FY27
- Began discussions for initial and annual Municipal Supervisor training with MTAS staff
- Initiated annual Ethics training via City Manager Granum and City Attorney Stulce - expected to begin in January 2026
- Processed 162 employment applications for 6 jobs (8 recruitments) in the City of Red Bank
- Had the Employee Benefits Fair on November 7 and then processed Open Enrollment Forms and submitted to the Broker by November 24 (that's just over 2 weeks)

FINANCE

- Successfully orchestrated rapid concurrence from the State of TN Board of Equalization for the CORRECTED Certified Tax Rate of \$1.0775 per \$100 of appraised value - once we figured out the process 😊
- Once the correct CTR was established, the Red Bank Commission adopted a tax rate of \$1.1306. This is the true tax rate that would have captured the revenue the intended revenue projected in the approved FY26 budget
- Supported CFO Pickel to complete her CMFO certification - passed all exams - awaiting formal concurrence from the State of TN Comptroller's Office
- Assistant CFP / Payroll Clerk Sledge will begin her CMFO classes in January
- Completed 1st quarter FY26 budget amendments

FINANCE

- 6 monthly financial updates to the Commission
- Moved Unemployment Tax filing with the TN Department of Labor and Workforce to an online portal
- Facilitated the FY25 audit - report forthcoming
- Implemented the fringe benefit tax on life insurance over \$50,000

TRANSACTIONS FROM JULY THROUGH OCTOBER 2025

<u>Transaction Type</u>	<u>Number of Transactions</u>	<u>Total Dollar Amount</u>
Receipts	509	\$298,484.42
Invoices Entered	1428	\$2,263,010.14
Checks Written	798	\$2,638,818.16
Payrolls Issued	1047	\$1,884,700.94
Deposits	32	\$289,588.93
Business License	30	\$870.00 New and Renewals
Bank Reconciliations	64	
Journal Entries	191	\$9,421,803.18
Grant Claims	2	\$36,625.17

S O C I A L M E D I A



P E R F O R M A N C E O V E R V I E W



Performance Overview

THE INSIGHT

The Insight offers an overview of how our community engages with the City of Red Bank online. From July through December 2025, our social media platforms saw significant growth driven by resident interest, local business spotlights, and city event updates. This report shares what resonated most with our audience and how we continue to build meaningful connections across Red Bank.

FACEBOOK

2.1

MILLION

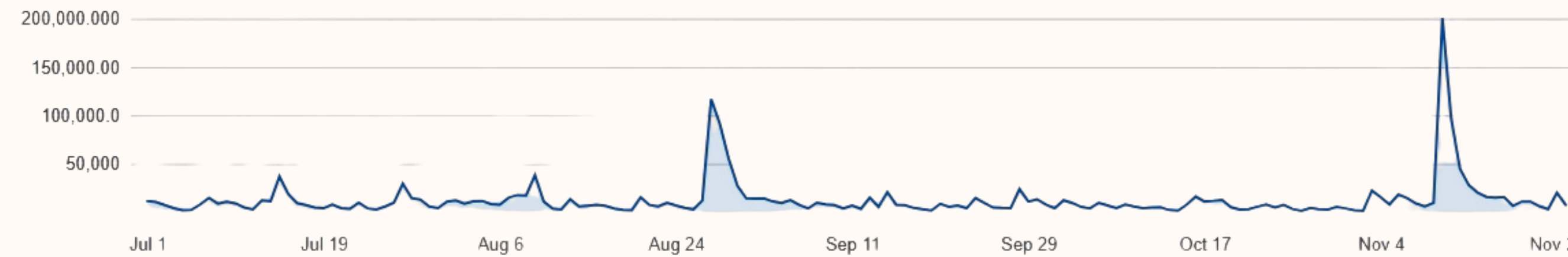
VIEWS FROM JULY - DECEMBER

54%

*INCREASE IN TOTAL VIEWS COMPARED TO THE
PREVIOUS 162 DAYS*

2,032,708 Views ⓘ

+54.0% from previous 162 days

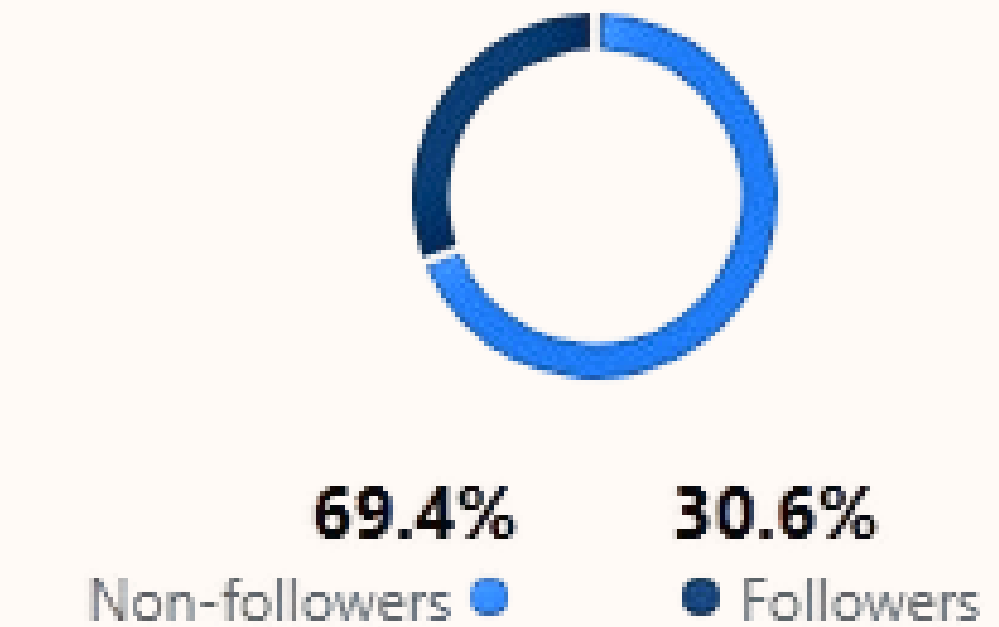


Viewership grew by 54%, demonstrating that our content reached substantially more people than in the prior reporting window. This reflects both higher engagement and increased community awareness of city updates

Page Views By Content Type

FACEBOOK

Views are displayed as a percentage-based breakdown of the type of content (e.g. link, story, reel).



Almost 82% of our total reach comes from photo-based content.

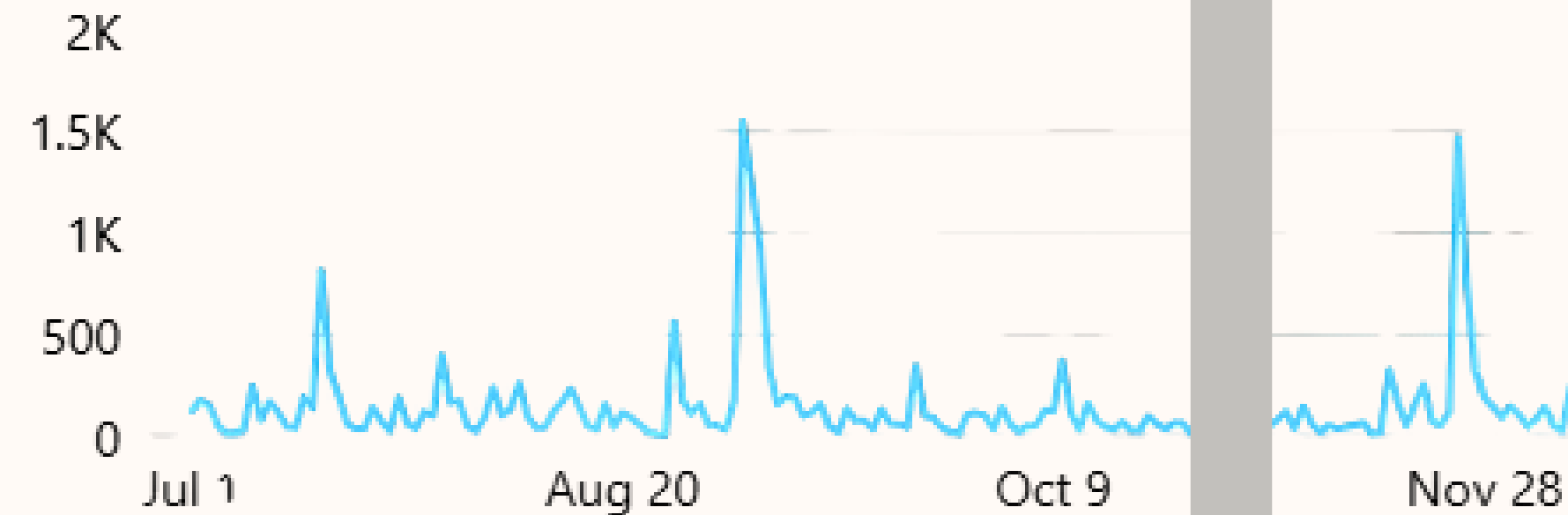
Nearly 70% of our total viewers were non-followers. This indicates that our content is being widely shared and discovered, extending the city’s communication reach far beyond residents who already follow the page

23,287

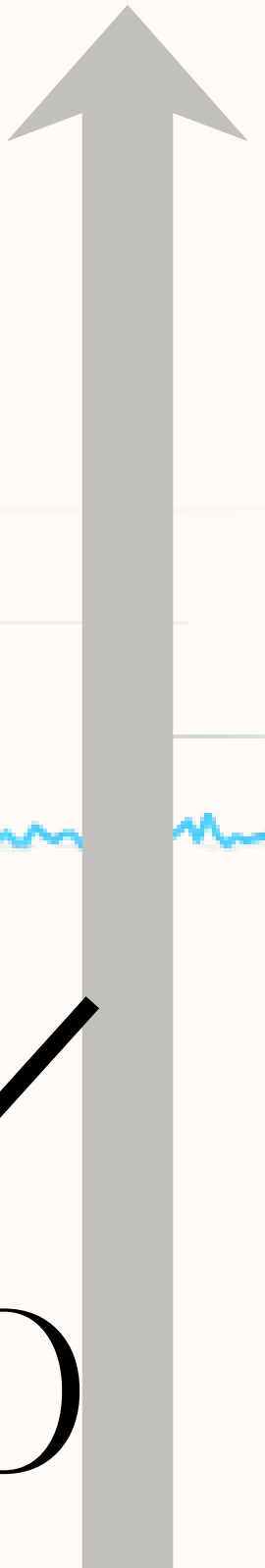
CONTENT INTERACTIONS

23,287 is the number of reactions, saves, comments, shares, and replies on content. Content includes formats such as posts, stories and more.

23.3K ↑ 9%

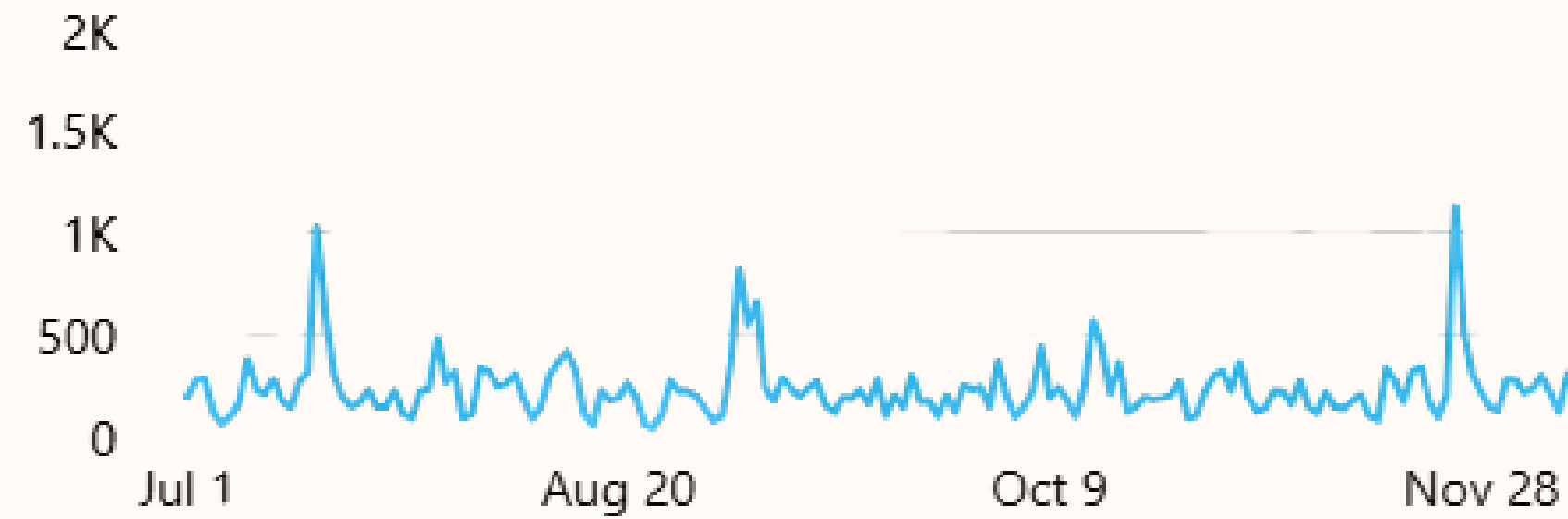


9%



37,300
VISITS

37.3K ↑ 8.5%



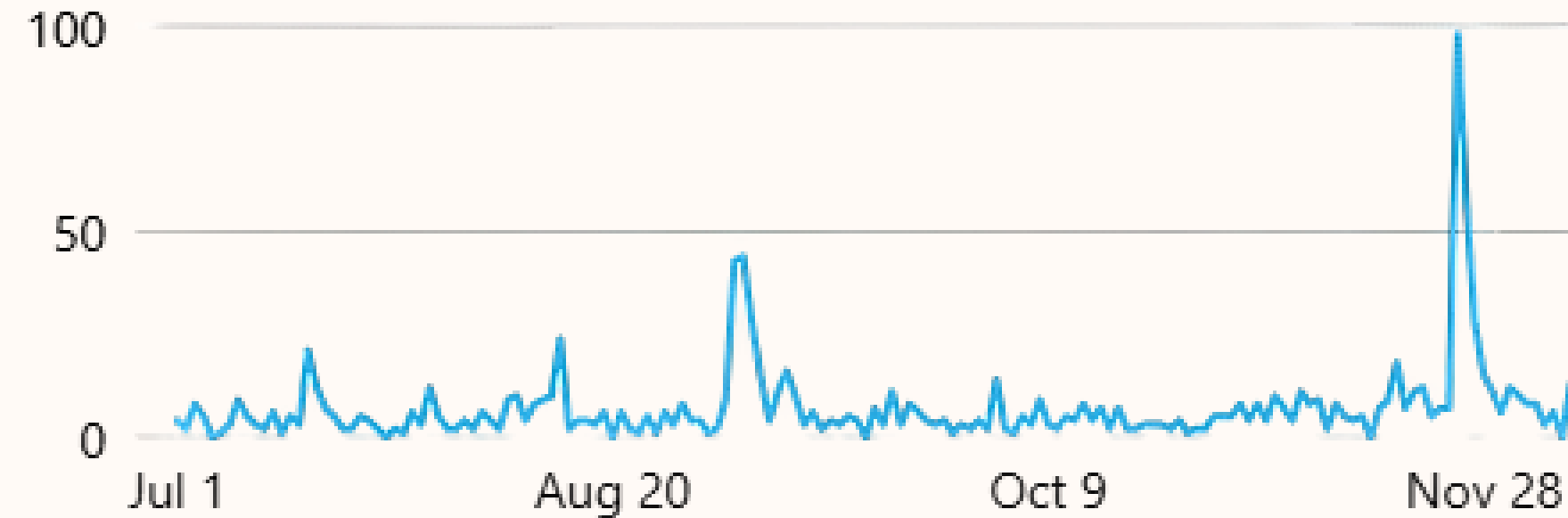
The number of times the City of Red Bank Facebook page was visited from July to December 2025.

8.5% ↑

1,100
INCREASE IN FOLLOWERS

The number of times accounts followed the City of Red Bank Facebook page from July to December 2025.

1.1K ↑ 17.9%



17.5% ↑

INSTAGRAM

306,400

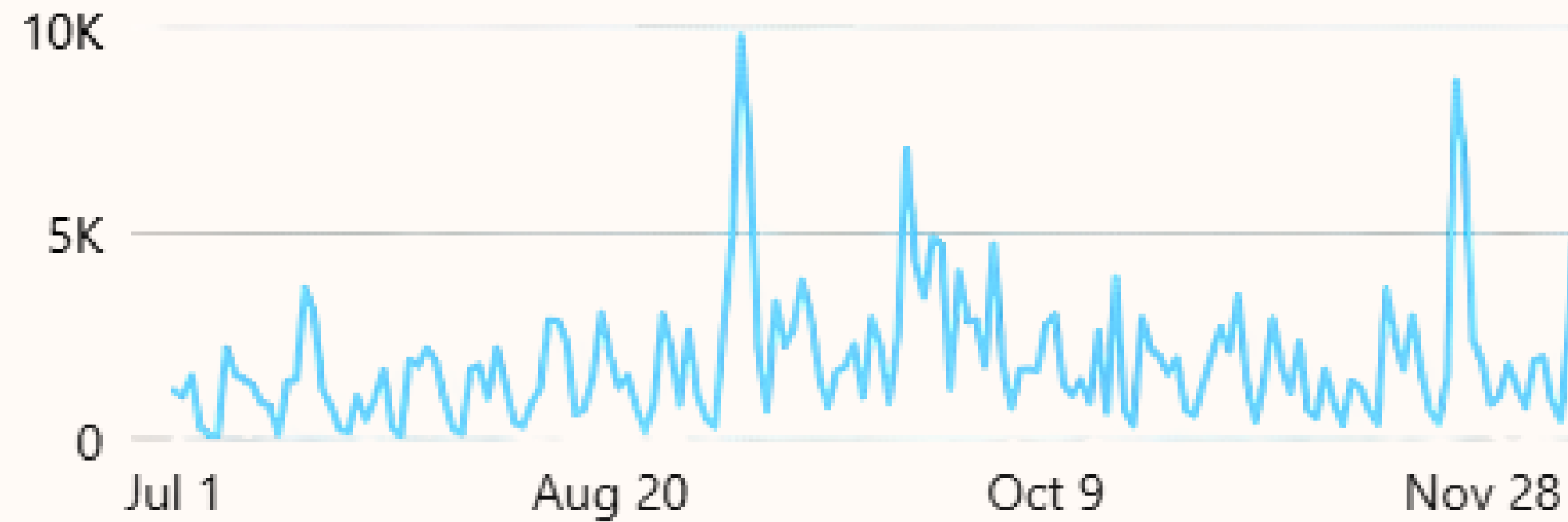
VIEWS FROM JULY - DECEMBER

INSTAGRAM

511.3%

INCREASE IN TOTAL VIEWS COMPARED TO THE
PREVIOUS 162 DAYS

306.4K ↑ 511.3%

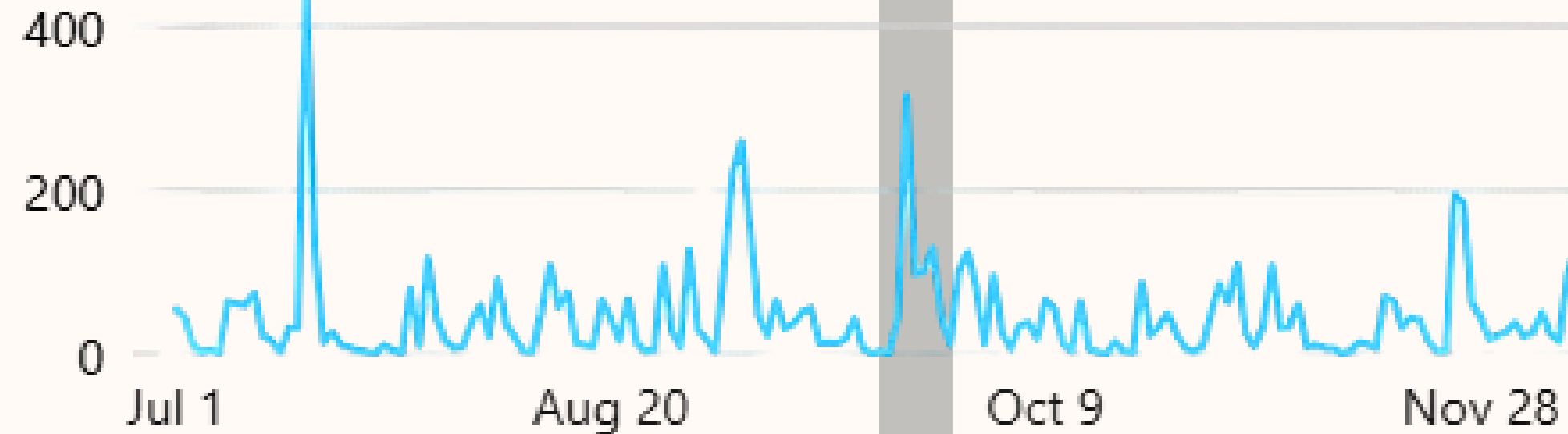


Viewership grew by 511.3%, marking significant growth in
audience attention

7.6K

CONTENT INTERACTIONS

7.6K ↑ 438.6%



A 438.6% increase in interactions from July through December highlights Instagram as one of our fastest-growing engagement platforms. This demonstrates the effectiveness of visual storytelling, business spotlights, and event coverage.

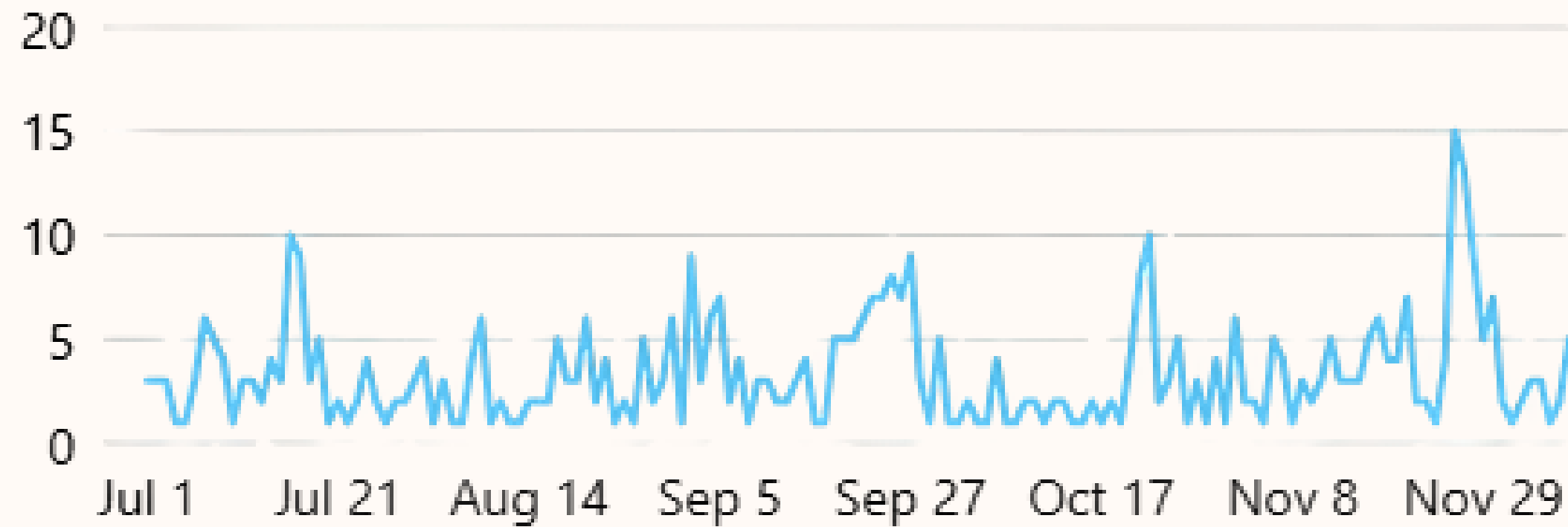
438.6%

INSTAGRAM

503 ↑ 47.5%

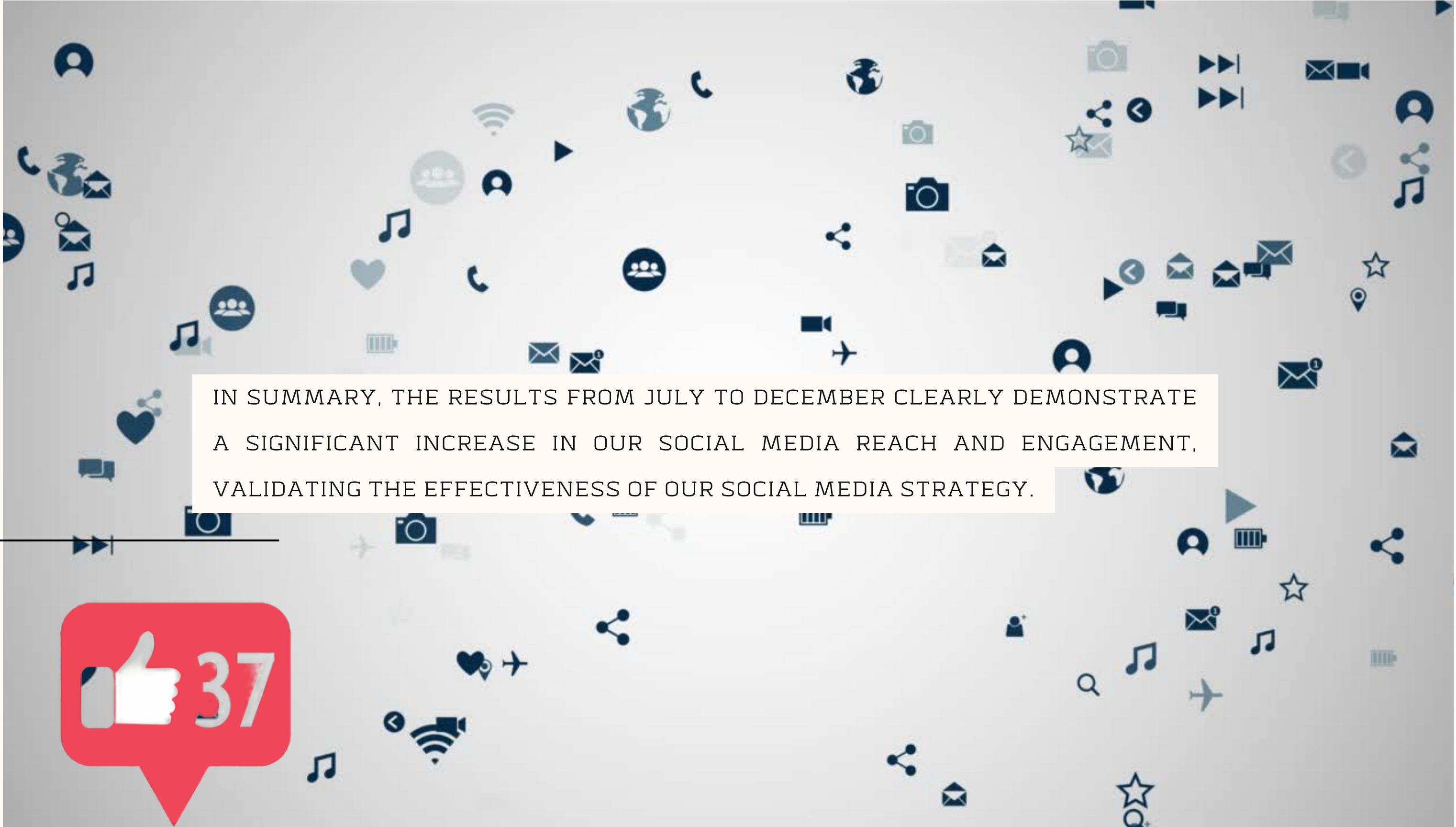
503

INCREASE IN FOLLOWERS



Our follower count rose by 503 during this period — showing that more residents and community members are choosing to stay connected with city updates.

47.5%



IN SUMMARY, THE RESULTS FROM JULY TO DECEMBER CLEARLY DEMONSTRATE A SIGNIFICANT INCREASE IN OUR SOCIAL MEDIA REACH AND ENGAGEMENT, VALIDATING THE EFFECTIVENESS OF OUR SOCIAL MEDIA STRATEGY.

City of Red Bank Court



Budget and Goals Update
FY25/26

MEET OUR STAFF



JUDGE
HONORABLE JOHNNY HOUSTON JR



INTERIM JUDGE
HONORABLE BRYAN HOSS



COURT CLERK
ALICIA DONAHUE



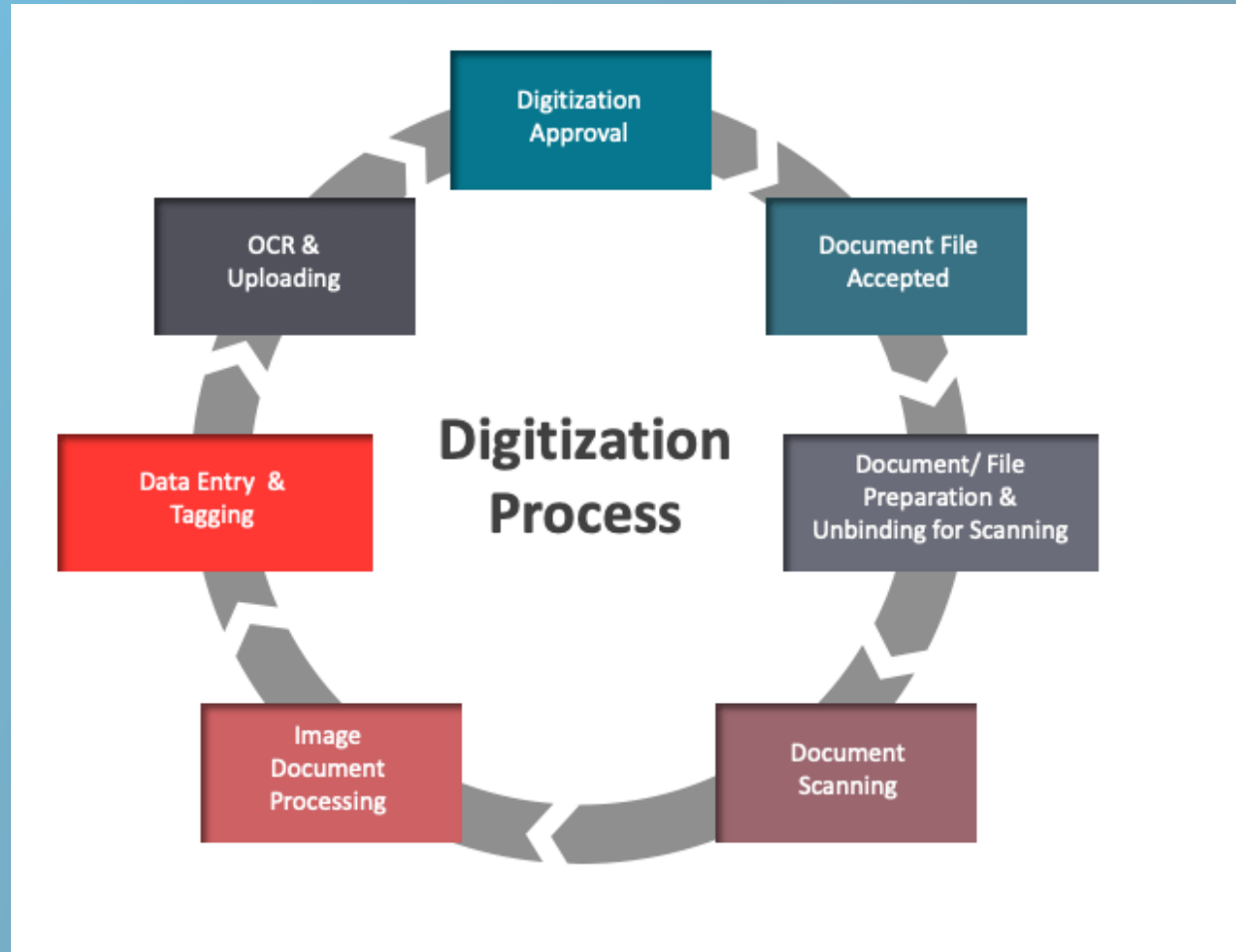
SPECIAL ASSISTANT
CHRISTIAN BYRD

Oath of Office



GOAL: DIGITIZATION

We began this project in February of 2023. It has been a long process, but one that will be worth it when it is complete. The records are currently being scanned and are about 55% finished. I had training last week on the DocuWare system that will hold our records. This will enable us to retrieve those records moving forward.



GOAL: NETWORKING



- STRENGTHEN CONNECTIONS
- GET NEW IDEAS
- EXCHANGE BEST PRACTICE KNOWLEDGE
- ADVICE AND SUPPORT
- BUILD CONFIDENCE
- GAIN A DIFFERENT PERSPECTIVE
- DEVELOP LOST-LASTING RELATIONSHIPS

GOAL: FINES AND COSTS

- NEW FEE SCHEDULE HAS BEEN IMPLEMENTED
- PAYMENT PLANS ARE AVAILABLE TO ANYONE UNABLE TO PAY IN FULL ON THE COURT DATE
- WE COLLECT A FEE THAT IS DISTRIBUTED TO THE FAMILY JUSTICE CENTER



BUDGET

Template Name: LGC Stmt of Exp & Enc by
Created by: LGC
City of Red Bank
Statement of Expenditures and Encumbrances
November 2025
User: Alicia Donahue
Date/Time: 12/9/2025 11:31 AM
 Page 1 of 2

Fund : **110**

Monthly Comparative: 41.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41200	Judicial							
111			(107,326.00)	(107,326.00)	44,584.62	(62,741.38)	41.54%	4,628.80
	Regular Employee Salaries		0.00		0.00			0.00
112			(750.00)	(750.00)	174.78	(575.22)	23.30%	88.26
	Permanent Employee Overtime		0.00		0.00			0.00
114			(34,142.00)	(34,142.00)	14,342.65	(19,799.35)	42.01%	2,871.64
	Salaries-Part Time		0.00		0.00			0.00
132			(1,578.00)	(1,578.00)	707.30	(870.70)	44.82%	0.00
	Longevity Bonus Pay		0.00		0.00			0.00
134			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
	Christmas Bonus		0.00		0.00			0.00
141			(10,943.00)	(10,943.00)	4,430.72	(6,512.28)	40.49%	562.24
	Fica-Employee		0.00		0.00			0.00
143			(15,769.00)	(15,769.00)	6,220.24	(9,548.76)	39.45%	683.04
	Employee Retirement Plan		0.00		0.00			0.00
148			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
200			(16,000.00)	(16,000.00)	14,196.21	(1,803.79)	88.73%	10,793.76
	Contractual Services		0.00		0.00			0.00
249			(1,100.00)	(1,100.00)	339.50	(760.50)	30.86%	0.00
	Cellular Phone Expense		0.00		0.00			0.00
280			(2,300.00)	(2,300.00)	0.00	(2,300.00)	0.00%	0.00
	Travel		0.00		0.00			0.00
310			(1,650.00)	(1,650.00)	296.17	(1,353.83)	17.95%	57.51
	Office Supplies And Materials		0.00		0.00			0.00
Total 41200	Judicial		(193,358.00)	(193,358.00)	85,292.19	(108,065.81)	44.11%	19,685.25
			0.00		0.00			0.00

- All line items are either at or below target for this point in the year, except for contractual services.
- This is due to getting a temporary court clerk through a temp agency.
- Revenues through November are \$72,812.72

THANK YOU



Hemp-derived Cannabinoid (HDC) Retail Sales Guidance

HDC licenses issued before January 1, 2026, by the Department of Agriculture will be subject to the current laws in Title 43 until their expiration date on June 30, 2026.

TN Dept. of AG Licensees are subject to the following provisions:

- State and local law enforcement officers have concurrent jurisdiction to enforce the following violations:
 - A business must have a license to sell HDC products.
 - HDC products must be maintained behind retail counters unless the business restricts entry to those 21 years of age and up. **TCA 43-27-204**
 - Proof of age is required for every retail sales transaction. **TCA 43-27-203 (b)(1)**
 - Smokable hemp requires age verification for those who appear 50 years of age and under. **TCA 39-17-1504(d)**
 - Employees who sell HDCs must be over 21 years of age. **TCA 43-27-204**
 - Selling HDCs to a minor or assisting a minor in obtaining HDCs is a class A misdemeanor. **TCA 43-27-203 (b)(2)**
 - Minimum 48 hours in jail and a fine between \$500-\$2500. **TCA 43-27-203 (d)**
 - It is an offense to knowingly distribute samples of products containing HDC on a public street, sidewalk, or park. **TCA 43-27-203 (c)**
- HDC retailers must be located at least 1000' from a K-12 school unless they were selling there before December 31, 2023. (measured from property line to property line) **TCA 43-27-206 (b)(3)(a)**
- **TCA 43-27-206**-Dept of AG may deny or revoke licenses and issue civil penalties in the following manner for each violation of this part, or a rule promulgated pursuant to this part, as follows:
 - \$1,000 for a first violation;
 - \$2,500 for a second violation that occurs within two (2) years of the first violation.
 - \$5,000 for a third violation that occurs within two (2) years of the first violation.
 - Revocation of the license for a fourth violation that occurs within two (2) years of the first violation; and
 - Require retraining of all employees of the licensee under the supervision of the department in addition to the civil penalty imposed

TABC HDC license issued after January 1, 2026

TABC HDC licenses issued after January 1, 2026, are subject to the following provisions:

- State and local law enforcement officers have concurrent jurisdiction to enforce the following violations:
 - Proof of age is required for every retail sales transaction. **TCA 57-7-103 (b)(1)**
 - Smokable hemp requires age verification for those who appear 50 years of age and under. **TCA 39-17-1504(d)**
 - Employees who sell HDCs must be over 18 years of age. **TCA 57-7-103 (b)(7)**
 - Selling HDC products to a minor or assisting a minor in obtaining HDC products is a class A misdemeanor. **TCA 57-7-103 (b)(2)**
- It is an offense to knowingly distribute samples of products containing HDCs on a public street, sidewalk, or park. **TCA 57-7-103 (b)(6)**
- HDC retailers must be located at least 1000' from a K-12 school unless they were selling there before December 31, 2023. (measured from nearest exterior wall) **TCA 57-7-106 (c)**
- Vending machines, direct shipping, and delivery of HDCs to consumers is prohibited. All transactions must be face-to-face. **TCA 57-7-106**
- **TCA 57-5-106** -TABC may deny or revoke licenses and issue civil penalties in the following manner for each violation of this part, or a rule promulgated pursuant to this part, as follows:
 - \$1,000 for a first violation;
 - \$2,500 for a second violation that occurs within two (2) years of the first violation.
 - \$5,000 for a third violation that occurs within two (2) years of the first violation.
 - Revocation of the license for a fourth violation that occurs within two (2) years of the first violation; and
 - Require retraining of all employees of the licensee under the supervision of the department in addition to the civil penalty imposed
- Who can obtain a HDC retail license from the TABC?
 - TABC licensed Retail Package Stores
 - TABC licensed On-premises licensees (i.e. Restaurants, Bars, Hotels, etc.)
 - TABC licensed HDC supplier or HDC wholesaler license who sell HDCs at their location.
 - Any business who restricts entry to patrons above 21 years of age.



Tennessee Office
1810 E Main Street
Suite 200
Chattanooga, TN 37404
423-265-5229

VIA EMAIL

November 18, 2025

City of Red Bank

RE: Grant for Construction of Godsey Ridge

Dear Jeffrey,

On behalf of The Trust for Public Land, we are pleased to award a grant to the City of Red Bank (City) for Ten Thousand Dollars (\$10,000) for the purpose of implementing community activities and maintenance at the park. The grant is made possible in part by generous donations from donors to The Trust for Public Land.

The grant is to be used solely for activities that support public use and access to the park, making it an inviting place for outdoor recreation. The funds were solicited with the intention that they would be used to support a range of activities involved with creating park access and park equality, including construction. The funds are only to be used for activities at or in support of the construction of Godsey Ridge trails and for no other purpose. They may be spent down immediately or spent down over time at the discretion of the City. Please be sure to follow local laws and requirements as you implement any activities.

In exchange for accepting this grant from The Trust for Public Land, we require that the City include the following statement in all public materials promoting the activities under this grant: **"Godsey Ridge Trail was built with the assistance of The Trust for Public Land and LL Bean."** This statement should be included on any website, signage, maps, pamphlets, guidebooks, or other promotional materials. This statement may follow any other required statements from other project funders.

Commented [KB1]: I don't know if this is needed?
Or if it should just be TPL, or none of the above.

Please acknowledge your acceptance of the terms of this grant by countersigning this letter below and returning to me.

Sincerely,

Noel Durant
Tennessee State Director

Agreed and accepted:

Name
City of Red Bank, Tennessee

Copy:

Arts Education Project Support

[Home](#) > [Grants](#) > Arts Education Project Support

Support for projects providing high-quality, hands-on arts education experiences that help stimulate learning, prosperity, health, and well-being for Tennesseans.

Arts Education Project Support is a single grant category that consolidates the former Arts Education Community Learning, Arts Education Teacher Training, and Arts Pathways for Youth Success grant programs. This category supports a range of arts education projects including community-based arts learning, professional development for arts educators and teaching artists, and out-of-school time programs for youth. Projects must involve high-quality, hands-on arts education led by a professional artist or instructor and must include measurable goals and objectives.

Projects may not begin until July 1, 2026 and must conclude by June 15, 2027. Grant applications must have a single project focus with outcomes listed for one project only. Applications should not describe extensive educational programming involving multiple projects offered by the organization. Applicants may not apply for funds for the same project in another Tennessee Arts Commission grant category in the same fiscal year, and organizations may only apply for one Arts Education Project Support grant per year.

Funding will depend upon an organization's rating in the review process and upon the total amount of funds available to the Commission for grant allocation. This grant program is competitive, and most grant requests are not fully funded. Additional eligibility requirements are detailed through the guidelines below.

Eligibility

After reading the guidelines in full, first-time applicants should contact Chris Sweatt at chris.sweatt@tn.gov or 615-253-8914 prior to submitting an application to verify eligibility.

Applicants must be one of the following:

- 501(c)(3) nonprofit organizations with a primary mission of arts and/or education
- Local government agencies
- Public K-12 schools or districts
- Libraries
- Institutions of higher learning

National or regional 501(c)3 organizations, chartered in Tennessee, and serving as an umbrella organization applying for funds for another group are restricted to **one** application **only** per fiscal year.

Arts organizations that receive revenue directly from a "New Specialty Earmarked Plate" under T.C.A 55-4-301 (a)(1) are ineligible for Commission grant funding.

Unique Entity ID (UEI): All applicants are required to have a Unique Entity ID. Information and application instructions can be found [here](#).

Affirmative Duty to Report Major Organizational Change: Any grantee shall promptly notify the state in writing of any significant changes in the organization's structure, leadership or financial circumstances that could affect services provided under the grant contract resulting from this application. See other [Grantee Reporting Requirements](#).

Accessibility Statement

Program Requirements

All projects must:

- Provide hands-on, experiential arts learning
- Involve a professional artist/instructor as primary instructor
- Include measurable goals and objectives

In addition to the requirements above, all projects must align with at least one of the following goals:

- Building workforce-relevant skills in creative fields to promote college & career readiness
- Connecting Tennessee artists and arts organizations with schools to enhance standards-based arts education
- Enhancing instructional quality and fostering teacher retention through arts-focused professional development
- Integrating arts into other areas of learning, including STEM, literacy, and social studies
- Promoting Tennessee’s cultural and artistic heritage
- Providing arts learning opportunities for youth who have limited participation in out-of-school activities or in-school arts education
- Supporting health and well-being, including for seniors, veterans, & people with disabilities through arts learning

For K-12 public school or school district applicants, projects must:

- Focus on either:
 - Providing professional development for arts educators, or
 - Out-of-school time projects serving students with limited participation in arts education opportunities
- Include a curriculum-based approach aligned to state and local education standards

Funding Tiers

The following funding tiers are designed to support a range of arts education projects. Each tier outlines the maximum funding available, expected duration, and the level of participant engagement.

Grant applications must focus on a single, clearly defined project rather than describing multiple initiatives or comprehensive organizational programming.

Tier 1: Series of Single-Session Projects

- Maximum Funding Request: \$12,000
- Duration: Multiple one-day events over time
- Description: A series of one-time or drop-in workshops offered throughout the year. While the program may be ongoing, individual participants typically engage only once or sporadically.

Examples:

- Monthly community art nights
- A rotating series of one-day workshops in different schools
- Quarterly open professional development sessions

Tier 2: Multi-day or Multi-week Intensive Projects

- Maximum Funding Request: \$18,000
- Duration: Multi-day or multi-week intensive projects
- Description: Projects that offer multiple sessions to the same group of participants over multiple days or weeks, allowing for skill-building and deeper engagement.

Examples:

- A multi-day professional development intensive
- A multi-week after-school program

Tier 3: Long-Term / Year-Round Projects

- Maximum Funding Request: \$25,000
- Duration: Full school year or calendar year
- Description: Sustained programs that provide consistent, structured arts education over an extended period for the same group of participants.

Examples:

- A year-long arts after-school program
- A community arts hub offering weekly classes for the same cohort
- An ongoing creative career pathway program

Organizations seeking general operating support are encouraged to explore one of the Commission’s operating support grant opportunities. Short-term projects that fall outside of these tiers—such as one-day workshops or single events—should be submitted through the Commission’s rolling grants. Please visit the [grant opportunities](#) page for current availability and guidelines.

Appropriate Funding

Ineligible Activities/Expenses

Evaluation Criteria

Required Documents

Deadline & How to Apply

For Projects Occurring

FY2027: July 1, 2026-June 15, 2027

Application Dates & Deadlines

Application Opens 11/3/2025

Application Deadline 1/20/2026

Eligible Applicants

501(c)(3) nonprofit organizations with a primary mission of arts and/or education

Local government agencies

Public K–12 schools or districts

Libraries

Institutions of higher learning

Funding Requests

Tier 1: \$12,000 for Series of Single-Session Projects

Tier 2: \$18,000 for Multi-day or Multi-week Intensive Projects

Tier 3: \$25,000 for Long-Term / Year-Round Projects

Grantee Reporting Requirements

Manage Annual Grants

Important Dates & Grant Management Instructions: As of FY25, Operating Support (MCI, PS, SUPS, SRPS) grantees are no longer required to upload examples of their Specialty License Plate Program promotion ... Continue reading



Tennessee Arts Commission

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Address: 401 Dr. Martin Luther King Jr. Blvd., Nashville, TN 37243
Phone: 615-741-1701

For accessibility accommodation requests including alternate digital formats, captioning, ASL, and assistive technologies please contact Kim Johnson, Director of Arts Access, 615-532-9797.



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