

FINANCIAL MANAGEMENT COMMITTEE  
Minutes for May 22, 2018  
Bedford County Business Complex – Suite 110, 4:15 PM

**Present** – Don Embry, Janice Brothers, Jeff Yoes, Don Gallagher and Ex-Officio, Robert Daniel.

**Absent** – Chairman Eugene Ray, Stanley Smotherman and Tony Smith.

**Others** – Commissioners Linda Yockey, Bobby Fox, Bob Davis, Mark Thomas and Julie Sanders; Sheriff's Dept. Chief Administrator Rick Castelow; Chief Deputy Jason Williams; Lt Trey Arnold, Bedford County Jail; Probation Director Joyce Reed; EMS Director Ted Cox; EMS Asst Director Brett Young; Brian Cantrell, Bedford County Fire Dept.; County Architect John Davis; Solid Waste Director Diane Forbes; HR Director Anita Epperson; Times Gazette Reporter John Carney; Deputy Director of Finance Lori Schuler and Colette Bales. Also attending, Mayoral Candidates Randy Carroll and school board member Chad Graham.

1. **Call Meeting to Order** – Janice Brothers

2. **Prayer** – Don Gallagher

3. **Approval of Minutes for April 24, 2018, Financial Management Committee** – Motion made to approve (Yoes, Embry), unanimous.

4. **Old Business**

A. **Update on Salary Study** – Robert stated he has included \$20,000 in the proposed budget for the Salary Study; will be doing an RFP after July 1 if budget passes.

5. **New Business**

A. **Solid Waste** – Diane Forbes stated in her report she has worked on the following:

- Hazardous Waste Event was held April 28<sup>th</sup> at the Big Springs Shopping Center. Collected a total of 934 pounds of hazardous waste. Cost of disposal was nearly \$2200.00 which is picked up by the state.
- “Tarp It or Ticket” tarps were delivered to each of the convenience centers to pass out to individuals.
- Making plans to help with the Annual Duck River Clean-up held June 30, 2018 and the Moon Pie Festival held June 16, 2018.
- April landfill charges were \$22,288.75 – 896.93 Tons.

B. **Human Resources** – HR Director Anita Epperson stated in her report she has worked on the following:

- Five (5) new hires, three (3) resignations, two (2) employee dismissals, three (3) management consultations and six (6) employee relation issues. Forwarded new job openings to Josh Carney to post on county website, Facebook page and Indeed.com; handled several phone consults as well as FMLA.

C. **Architect - John Davis**

- **Courthouse Annex** – Lowest bid received for the revised plans of the basement for the Election Commission is \$263,786. Bid received was from Lee Adcock Construction. Davis also stated they bid an alternate to go ahead and do the asbestos abatement on the third floor, bid amount is \$37,535. Bid amounts for signage on the outside of the building; using non-backlit block lettering on both the East & West sides is \$7,060; using backlit block lettering would be \$24,131. Bid amount for work on the outside of building is \$32,616; 150 calendar days to do the work. Davis stated they have begun work on the third floor. Proposed offices are Planning & Zoning, Register of Deeds & Property Assessors Offices. Davis stated the third floor is about 6,000 square feet and you are looking at about \$100 sq. ft. Davis stated it should take about two (2) months before coming back to the Finance Committee with bids. Demolition for the first floor has already begun.
- **Cascade High School** – Davis stated the school is about 40% complete. Bids for the water project are currently out and should start receiving them by the next finance meeting.

D. **Monthly Reports** – Compared to same time last year, total collections for:

- Property Tax collections, ahead \$1,113,844
- Prior Year Property Tax Collections, ahead \$71,728

- Circuit Court/Clerk & Master Collections, ahead \$394
- Sales Tax Collections, ahead \$997,943
- Mineral Severance Tax Collections, ahead \$28,153

- Juvenile Detention report reflects a projected loss of \$241,210
- Traffic School report reflects a projected profit of \$217,777
- Analysis report expenditures average was 83.33%.

Year to Date Average for: Travel – 75.84%, Utilities – 77.46%, Natural Gas – 133.47%, Food Supplies – 86.49%, Maintenance of Vehicles – 65.77%, Diesel – 48.98%, Gasoline – 65.33%, Legal Services – 79.56%.

**E. Other Monthly Reports**

- **EMS Report** – Financial report for May states budget is currently at 78%. Based on 8.3% per month, they should be at 83%. Fiscal Billing vs. Collections Percentage is 59%. Call service for April was 579; average emergency response times were 5 minutes in the city and 11 in the county. Director Cox also stated they have completed the last part of state audit, which they passed with no findings.

Motion made to approve all monthly reports (Gallagher, Yoes) unanimous.

**F. Sheriff Department Write-Off's** – Requesting the following accounts held at the Bedford County Jail to be written off: A Better Bonding \$420; A&R Bonding \$750; A-1 Bonding \$350; Bad Boys Bonding \$96; Overcast Bonding \$2,029; Smith Bonding \$700; Stoney's Bonding \$380, Total amount of write-off is \$4,725. Motion made to send to County Commission, (Yoes, Gallagher) unanimous. *Item to be placed on the June 12, 2018 County Commission Agenda.*

**G. Paving Parking Lot at Bedford County Business Complex/MTEC (referred by Courthouse and Property Committee)** – Robert stated he has included an estimated amount of \$50,000 in the proposed budget to pave the parking lot. Robert continued stating he received a bid in the amount of \$16,000 for just having a portion of the parking lot sealed and re-striped. He stated he did not know if the \$50,000 would be enough but would be working with the Highway Department on bids they currently have.

**H. Request to change meeting time of Financial Management Committee** – Commissioner Julie Sanders stated she understands the reason why the meeting is held at the specific time but there were a few commissioners, including herself who at times cannot make the finance meetings because the time conflicts with their work schedules. Committee member, Don Gallagher stated, “the reason why the meeting is held at 4:15 pm is because it makes it more convenient for department heads to be at the meeting within their working time because that is what we’re dealing with...it would be an inconvenience to them if the meeting were moved to six o’clock and they would have to come back after work”. Commissioner and department head Mark Thomas stated, “the driving school is meeting during that time and if we moved one meeting time we’d have to move others”. Gallagher continued stating, “that is the reason the minutes are always put out there to see everything that is going on and anything of gross significance goes back to the full commission for approval, the Finance Committee just makes recommendations”. Yockey suggested if any topic that is controversial or needs better clarification than just the minutes to have a study session soon after the finance meeting. Gallagher agreed, stating he didn’t see any problem with having special called meetings to deal with particular items that might need more exploration. Sanders stated it would be beneficial if there were special called meetings to have them late enough so all commissioners could attend.

**I. 2018-19 Budgets** – Robert stated a handout was passed out earlier which highlights any changes that were made or requested from what was in the earlier proposed budget, “everything that was discussed at the last meeting is in the new proposed budget”. The new proposed budget will be passed out Thursday when the Financial Management Committee reconvenes”.

**6. Other Business** – Committee member, Don Embry stated, “on April 10, 2018 the County Commission voted the mayor to give notice to Robert Daniel about his contract not being automatically renewed this year. The mayor has asked the Finance Committee to ratify the action of the Commission requesting the mayor to contact Robert Daniel about his contract as far as what the Commission voted on”. Motion made that the Finance Committee ratify the actions of the Commission requesting the mayor to contact Robert regarding his contract, (Embry, Gallagher) unanimous.

**7. Announcements** – None.

**8. Motion to Recess until Thursday, May 24, 2018 at 5:00 PM:** 4:44 PM (Yoes, Embry) unanimous.