

FINANCIAL MANAGEMENT COMMITTEE

Minutes for November 28, 2017

Bedford County Business Complex – Suite 110, 4:15 PM

**Present** – Chairman Eugene Ray, Stanley Smotherman, Janice Brothers, Jeff Yoes, Don Embry, Tony Smith and Ex-Officio, Robert Daniel.

**Absent** –Don Gallagher

**Others** – Commissioners Tony Barrett, Linda Yockey, Bob Davis; Sheriff Austin Swing; Sheriff's Dept. Chief Administrator Rick Castelow; Chief Deputy Jason Williams; EMS Director Ted Cox; EMS Assistant Director Brett Young; Bedford County Board of Ed member Chad Graham; County Architect John Davis; Solid Waste Director Diane Forbes; HR Director Anita Epperson; Times Gazette Reporter John Carney and Deputy Director of Finance Lori Schuler and Colette Bales.

1. **Call Meeting to Order** – Vice-Chairman Stanley Smotherman
2. **Prayer** – Tony Smith
3. **Approval of Minutes for October 24, 2017, Financial Management Committee** – Motion made to approve, (Yoes, Brothers) unanimous.
4. **Old Business** - None
5. **New Business**

**A. Solid Waste** – Director Diane Forbes stated in her report the following:

- The new convenience center yearly calendars are in and are being distributed to convenience centers for county residents as well as distributing them to county offices.
- Referred callers to LoJac/Vulcan Materials in Murfreesboro for disposal of shingles.
- Working with Carol Fulmer with ISWA on programs to present to the Alternative School on recycling and composting.
- Working with TDEC, TDOT, FEMA, TEMA, TDA and Forestry to make sure the county, as well as surrounding counties has a Debris Management Plan in place in case of emergency situations. Forbes stated even though the county has a Debris Management Plan in place it does not meet all of the additional plans in accordance with the new rules and statutes.
- Forbes stated even though the county requires all garbage to be bagged and loads tarped when taking or hauling garbage to convenience centers, there is still a lot of trash thrown out. Over 21,000 lbs. of debris and trash were picked up last month. The surveillance cameras that were installed have not been in the right place to catch anyone but will be moving them to different locations within the county.

**B. Human Resources** – HR Director Anita Epperson stated there were eight (8) new hires, three (3) employees who resigned and two (2) dismissed. Epperson stated during the month of November she has worked on the following: Four (4) management consultations; eight (8) employee relation issues; forwarded new job openings to Josh Carney to post on county website and Facebook page; FMLA as well as several phone consults.

**C. Architect - John Davis**

- **Cascade High School** - Davis stated contractors have been working on the foundation, footings and underground plumbing. Davis stated about 10% of the pay requests have been turned in.
- **Regions Bank** – Davis stated they are looking at setting a bid date around the 21<sup>st</sup> of December. Davis also stated the bank was purchased by the county pretty quickly at a very reasonable price and no Phase I or Phase II Environmental Tests were completed. Davis continued stating the bank was built in 1970 which was during the worst time of hazardous materials being used; laws controlling hazardous materials used were not regulated until around 1978 and beyond. Davis stated it would be the best interest of everyone for the county to get an environmental company to come in and look at the building.

“An environmental company can come in and look at where there may be hazardous materials being used in the building, they would be able to identify all the hazardous materials; take samples to determine the percent of hazardous materials, tell us how to dispose of them and how to protect ourselves while working in there”. Davis stated the amount of materials used that contained hazardous materials during that time is huge; drywall compound, floor tiles, ceiling tiles and even light fixtures all possibly could contain hazardous materials.

Davis said he has talked with one company and it could be done as a professional service and could solicit some proposals on behalf of the county. Davis stated he believed the costs would be within the \$8,000 to \$10,000 range. Motion made to proceed with acquiring proposals for an environmental company, (Brothers, Ray) unanimous.

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

- Property Tax collections, ahead \$112,723
- Prior Year Property Tax Collections, ahead \$28,969
- Circuit Court/Clerk & Master Collections, ahead \$2,895
- Sales Tax Collections, ahead \$14,399
- Mineral Severance Tax Collections, less \$549
- Juvenile Detention report reflects a projected loss of \$177,492
- Traffic School report reflects a projected profit of \$117,920
- Analysis report expenditures average for October was 33.33%.

Year to Date Average for: Travel – 33.17%, Utilities – 32.27%, Natural Gas – 2.72%, Food Supplies – 44.60%, Maintenance of Vehicles – 37.93%, Diesel – 20.01%, Gasoline – 31.28%, Legal Services – 20.29%.

**E. Other Monthly Reports**

- **EMS Report** – October financial report states budget is currently at 37%. Based on 8.3% per month, they should be at 33%. Fiscal Billing vs. Collections Percentage for October is 46%. Call service for October was 566; average emergency response times were 5 minutes in the city and 11 in the county.

Motion made to approve all monthly reports, (Smith, Embry) unanimous.

**6. Other Business**

- Robert stated the lease for a Pitney Bows copier machine in Michelle Murray’s office is up for renew. The lease is for a forty eight month (4 years) term. ***Item to be placed on the December 12, 2017 County Commission agenda.***
- Robert stated the Bedford County Schools Transportation Dept. is declaring five (5) school buses and one (1) vehicle as surplus vehicles. ***Item to be placed on the December 12, 2017 County Commission agenda.***
- Robert stated he has received several bids for the old Harris Middle School. Lowest to highest bid is as follows:
  - George Duncan dba Goldnugget Properties, \$11,100 for Track No. 1 only.
  - John Christianson, \$55,000 Track No. 1 and \$20,000 for Track No. 2. Christian also submitted another bid with stipulating conditions, \$75,000 for Track No. 1 and \$20,000 on Track No. 2.
  - Gary King, \$120,000 on Track No. 1 and \$20,000 on Track No. 2.Motion made to accept and send highest and best bid for old Harris Middle School to County Commission, as well as lease renewal and surplus vehicles to County Commission, (Ray, Brothers) unanimous. ***Item to be placed on the December 12, 2017 County Commission agenda.***
- Robert stated they have recommended John Davis as the architect for the Learning Way addition and the Vocational Annex. No concerns or objections were made regarding the recommendation.

**7. Announcements:** The December Financial Management Committee meeting will be held Tuesday, December 19, 2017. Meeting will be held at 4 pm in the third floor courtroom at the Bedford County Courthouse.

**8. Adjourned:** 4:35 PM (Yoes, Brothers) unanimous.