

FINANCIAL MANAGEMENT COMMITTEE

Minutes for May 26, 2020

Bedford County Courthouse, 4:15 PM

Present –Mayor Chad Graham, Don Embry, Tony Smith, Linda Yockey, Mark Clanton, Janice Brothers, Don Gallagher, and Ex-Officio, Robert Daniel

Others – Commissioners Greg Vick, Sylvia Pinson, Mark Thomas, Brian Farris; HR Director John Boutwell; Executive Assistant to the Mayor Anna Frazier; Whitney Castleman, IT Director Josh Carney; Solid Waste Director Diane Forbes; Sheriff Austin Swing; Tonya Davis, Trustee; Rhonda Clanton, Property Assessor; Johnny Reed, Register of Deeds; Judge Charles Rich; Michelle Murray, Circuit Court Clerk; Curt Cobb, Chancery Court Clerk; County Architect John Davis; Times Gazette Reporter David Melson; School board member Diane Neeley, Brian Cantrell, Assistant Fire Chief; John Carney, GIS/public relations; Chris Cox, EMS Training Captain; Kelley Hall Deputy Director of Finance Lori Schuler; Ted Cox, EMS Director called in.

1. **Call Meeting to Order** – Mayor Graham 4.15

2. **Prayer** – Don Gallagher

3. **Approval of Minutes for April 28, 2020 Financial Management Committee** Motion made to approve, (Brothers, Yockey), unanimous.

4. **Old Business**

5. **New Business**

A. Solid Waste –Diane Forbes presented her May report:

- Center attendants are still being asked to keep their distance and have no visitors in offices.
- The wood bin at El Bethel is for small DIY projects. It is getting things such as furniture, skids, decking, sheds, and construction waste thrown into it. Individuals need to rent a canister for disposal of these items.
- The trips to Cedar Ridge Landfill have saved time and wear and tear on equipment.
- The new garbage truck is in and being utilized to the max.
- April landfill charges were 1008.44 tons -- \$32,471.97

B. Human Resources – HR Director John Boutwell submitted in his May report he has worked on the following: three (3) new hires, zero (0) rehires, four (4) terminations, zero (0) retirement, three (3) management consultations, two (2) employee consultations, one (1) FMLA request. MTSU job description project-third phase started with video conferencing due to COVID-19.

C. Archives-Carol Roberts presented her May report

- **Visitor/Requests: 6**
 - 4 email and 2 phone calls
- **Temporary Records Disposed of in October:**
 - 60 cubic feet-Due to COVID-19 shut down the Shred It pick up was suspended for the month of April. The next expected pick up date was May 18th.

- **Permanent Records Prepared and Properly Stored:**
 - 10 cubic feet of records have been reboxed and shelved for permanent retention.

D. Architect- John Davis reported that Learning Way is on schedule. It should be complete in June and ready to move in when school starts. The one year inspection for Cascade High School is scheduled for Friday. The Southside School roof is complete. Cascade Middle School had a bid for replacing the roof units, MP3 out of Murfreesboro submitted the low bid. Southside School window replacement bid was on May 1st. Courthouse Annex boiler will be closer to fall before it is in.

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

- Property Tax collections, ahead \$1,268,131.25
 - Prior Year Property Tax Collections, less \$284,224.81
 - Circuit Court/Clerk & Master Collections, ahead \$5,112.18
 - Sales Tax Collections, ahead \$381,792.75
 - Mineral Severance Tax Collections, ahead \$12,698.27
 - Juvenile Detention report reflects a projected loss of \$300,391.08
 - Traffic School report reflects a projected profit of \$96,760.32
 - Analysis report expenditures average for January was 83.33%.
- Year to Date Average for: Travel – 71.44%, Utilities – 72.04%, Natural Gas – 89.02%, Food Supplies – 89.33%, Maintenance of Vehicles – 60.38%, Diesel – 52.88%, Gasoline – 68.15%, Legal Services – 67.66%.

F. Other Monthly Reports

EMS Report – Financial report for May states budget is currently at 81.7%. Based on 8.33% per month, they should be at 83.33%. Fiscal Billing vs. Collections Percentage is 53%. Call service for April was 523; average emergency response times were 6:05 minutes in the city and 12:20 in the county. EMT school will begin in July with 12 enrolled. Motion made to approve all monthly reports (Brothers, Gallagher), unanimous.

G. Purchase of Building for Archives- Commissioner Yockey stated that they had been given a price of \$100,000 for the purchase of the archives building. The money will come from the archives fund. Motion made to send to Commission (Yockey, Brothers), unanimous

H. Discussion of budget recommendation by Commissioner Brent Smith- Commissioner Brent Smith was not in attendance. Commissioner Vick, Commissioner Yockey, Commissioner Farris, Superintendent Don Embry, and Commissioner Tony Smith all spoke against the budget recommendation. Motion made to table discussion (Smith, Brothers), unanimous

6. Other Business:

7. Announcements: Bedford County received the Certificate of Excellence in Financial Reporting for the 11th year in a row. They are one of only eight counties in the state to receive this award.

8. Adjourned: 4:52