

FINANCIAL MANAGEMENT COMMITTEE

Minutes for September 24, 2019

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

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

Others – Commissioners Sylvia Pinson; EMS Director Ted Cox; EMS Asst Director Brett Young; EMS Chris Cox; HR Director John Boutwell; Sheriff's Dept. Chief Administrator Rick Castelow; Solid Waste Coordinator Diane Forbes; County Architect John Davis; Times Gazette Reporter John Carney and Deputy Director of Finance Lori Schuler; Kelley Hall

1. **Call Meeting to Order** – Mayor Graham
2. **Prayer** – Don Gallagher
3. **Approval of Minutes for August 27, 2019, Financial Management Committee** – Motion made to approve, (Yockey, Brothers) unanimous.
4. **Old Business**
5. **New Business**

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

- Marshall County is no longer taking any 1&2 plastics from our county.
- Signs have been installed at convenience centers. Box signs will be added soon. These signs should clarify where certain items need to be placed.
- Individuals continue to argue with attendants when the bins are full. Items cannot be set on the ground. It would be a write up if state inspectors were to come by. Better cooperation from the public is needed.
- Diane attended a solid waste meeting September 19th in Columbia.
- The county has a contract with Appertain Co. to take dead livestock off the roads. The county continues to get calls about dead animals, especially deer being removed from the roads.
- August landfill charges were 838.19 tons -- \$21,658.13

B. Human Resources – HR Director John Boutwell stated in his September report he has worked on the following: twelve (12) new hires, zero (0) rehires, three (3) terminations/resignations, zero (0) retirements, one (1) management consultation, one (1) employee consultation, three (3) FMLA request. MTSU on job description project is progressing. ADA consultants will be presenting a partial report by the end of the month or first part of October.

C. Archives -

- Visitor/Request: 13
3 out of state (2 emails, 1 call)
4 local (2 visits, 2 calls)
6 TN residents (3 visits, 3 emails)
- Volunteer Hours: 35
- Temporary Records Disposed of in August: 87
- Misc: Shred-it services contract change in August: \$147/month savings moving forward.

D. Architect –John Davis

Learning Way is progressing. The roof is expected to be put on next week; however they do have it dried in. Drywall is being hung and windows being installed.
Courthouse basement-casework is in.

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

- Property Tax collections, less \$387.99 due to an entry by the trustee's office
- Prior Year Property Tax Collections, ahead \$24,573.37

- Circuit Court/Clerk & Master Collections, less \$608.33
 - Sales Tax Collections, ahead \$55,008.38
 - Mineral Severance Tax Collections, ahead \$147,488.50
 - Juvenile Detention report reflects a projected loss of \$211,609.90
 - Traffic School report reflects a projected profit of \$71,115.41
 - Analysis report expenditures average for April was 16.67%.
- Year to Date Average for: Travel – 17.83%, Utilities – 13.16%, Natural Gas – 23.28%, Food Supplies – 22.97%, Maintenance of Vehicles – 23.16%, Diesel – 16.42%, Gasoline – 19.75%, Legal Services – 1.62%.

F. Other Monthly Reports-

EMS Report – Financial report for September states budget is currently at 17.64%. Based on 8.33% per month, they should be at 16.66%. Fiscal Billing vs. Collections Percentage is 62%. Call service for August was 655; average emergency response times were 6 minutes in the city and 11 in the county. They are currently trying to fill three open positions on the day truck. Recently attended a Web EMR class and will hold an EMR refresher course for fire departments in October. Motion made to approve all reports (Smith, Brothers) unanimous.

G. Interlocal Agreement for Joint Committee for Industrial Recruitment –Joint effort by the City and County to hire an industrial recruiter to go after industry to bring to Bedford County. Motion made to send to commission (Yockey, Gallagher), unanimous.

H. Commissioner Appointments- Joint Committee for Industrial Recruitment –There will be a five panel board made up of three county seats and two city seats. Mayor Graham asked that Jeff Sweeney, Sylvia Pinson, and Don Gallagher serve on that committee. Sending to commission from rules and legislative committee.

6. Other Business-

Resolution for Local Government Participation in the Electronic Monitoring Indigency Fund: Motion made to send to commission (Yockey, Brothers), unanimous
Commissioner Yockey presented guidelines for 501C nonprofit meeting IRS requirements. Motion made to defer until next month (Smith, Brothers), unanimous

- 7. Announcements:** Butterfly Festival, Friday and Saturday, September 27-28.
Flat Creek Fire Department Fundraiser, Saturday, September 28
Arrowhead Ranch Fundraiser, Saturday, September 28

8. Adjourned: Commissioner Yockey made a motion to adjourn.