

FINANCIAL MANAGEMENT COMMITTEE

Minutes for April 28, 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, Jeff Sweeney, Mark Thomas; HR Director John Boutwell; Executive Assistant to the Mayor Anna Frazier; EMS Director Ted Cox; EMS Assistant Director Brett Young; 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; and Randy Saddler, Deputy Director of Finance Lori Schuler; Kelley Hall

1. **Call Meeting to Order** – Mayor Graham 4.15
2. **Prayer** – Tony Smith
3. **Approval of Minutes for February 25, 2020 Financial Management Committee** Motion made to approve, (Gallagher, Smith), unanimous.
4. **Old Business**
5. **New Business**
  - A. **Solid Waste** –Diane Forbes was not present but submitted her monthly report:
    - Due to Covid-19, the Household Hazardous Waste Event has been canceled. They will try to reschedule that in the fall.
    - People apparently are cleaning out while out of work and the centers are filling up quickly with trash, furniture, and metal. They are having a hard time keeping the centers emptied. Drivers are running on Fridays and Saturdays in order to empty bins. Tonnage was 210 tons from February and expecting this month to be higher.
    - We are using the landfill at Cedar Ridge in Lewisburg. It has helped and made the runs in a lot less time.
    - The new garbage truck should be here this month.
    - March landfill charges were 1016.72 tons -- \$26,242.94
  - B. **Human Resources** – HR Director John Boutwell submitted in his April report he has worked on the following: seven (7) new hires, zero (0) rehires, five (5) terminations, zero (0) retirement, four (4) management consultations, three (3) employee consultations, three (3) FMLA requests. MTSU job description project-third phase delayed due to Covid-19.
  - C. **Archives-**
    - **Visitor/Requests:** 9
      - 2 Visitors and 7 email research requests
    - **Volunteer Hours:**
      - none
    - **Temporary Records Disposed of in October:**
      - 20 cubic feet
  - D. **Architect-** Commissioner Yockey asked Mr. Davis for an estimate when the boiler would be installed. Mr. Davis stated it should be about a month after it ships. It will ship in mid June.
  - E. **Monthly Reports** – Compared to same time last year, total collections for:
    - Property Tax collections, ahead \$1,304,042.15
    - Prior Year Property Tax Collections, less \$282,224.81
    - Circuit Court/Clerk & Master Collections, less \$13, 547.90
    - Sales Tax Collections, ahead \$322,311.33
    - Mineral Severance Tax Collections, ahead \$8,351.70

- Juvenile Detention report reflects a projected loss of \$283,769.43
- Traffic School report reflects a projected profit of \$101,305.74
- Analysis report expenditures average for January was 75%.

Year to Date Average for: Travel – 68.03%, Utilities – 65.99%, Natural Gas – 83.79%, Food Supplies – 84.49%, Maintenance of Vehicles – 59.10%, Diesel – 51.76%, Gasoline –62.51%, Legal Services – 47.62%.

#### **F. Other Monthly Reports**

**EMS Report** – Financial report for February states budget is currently at 74.4%. Based on 8.33% per month, they should be at 75%. Fiscal Billing vs. Collections Percentage is 52%. Call service for March was 629; average emergency response times were 6:20 minutes in the city and 11:35 in the county. The state passed the bill for Medicaid funding increased rates up to 67.5% of Medicare rates. They have concluded all EMT class interviews. Received federal Covid-19 funds. The funds have to be spent on Covid supplies. They purchased UV lights for the ambulances. Motion made to approve all monthly reports (Gallahger, Smith), unanimous.

**G. Quarterly Financials-** Motion made to send to Commission (Gallagher, Yockey), unanimous

**H. Fire Department Request** –Chief Mark Thomas explained the request. The Barry Brady Act requires all paid fire fighters to have annual screenings. The cost is \$365 a year. Tennova will be doing these wellness checks for the fire department. Motion made to send to Commission (Yockey, Brothers), unanimous

#### **6. Other Business:**

**Letter from school system-** Mr. Embry submitted a letter from the board. He stated that the board unanimously approved the following motion: *We recommend John Davis as the architect for completion of the wing at Community High School and that bids for the project be taken as soon as possible.* Mr. Daniel stated that they would need to sign a contract with Mr. Davis, and then get estimates and bids. Commissioner Sweeney expressed concerns that with the amount of students in portables that he felt the need should be a new elementary school and that this would delay that being built probably two to three years. He felt that it necessary that the public know the reasoning that Community High School needed to have additional classrooms. School board member Diane Neeley responded that the school board unanimously voted after looking at numbers and it was the school boards right to prioritize the projects to be completed. She stated that Community High School would open at full capacity. School board member John Boutwell also stated that there had never been a decision on land for the elementary school so that also delays the building of it. Motion made to endorse the project and send to Commission (Brothers, Yockey), unanimous

**7. Announcements:** Mr. Daniel stated that non-profits and department head budget hearings need to be scheduled and they are working on that. They will most likely be virtual. Commissioner Sweeney gave an update on the justice center. Security fence is completed, grating is at 98%, sod and straw should be done Friday and came in \$5,000 under budget. Maintenance building came in \$30,000 under budget. Plan to turn over to the Sheriff within the next 10 days.

#### **8. Adjourned:**