

FINANCIAL MANAGEMENT COMMITTEE

Minutes for May 28, 2024 @ 4:15 p.m.
Bedford County Business Complex

Present – Tammy Garrett, Scott Johnson, Linda Yockey, Mark Clanton, Tony Smith, Mayor Chad Graham, and Ex-Officio Robert Daniel. Absent: Janice Brothers

Others – GIS/Public Relations Director John Carney; Archives Carol Roberts; Josh Blevins; Commissioner Sylvia Pinson; Commissioner Greg Vick; Commissioner Mark Thomas; Commissioner Jason Boyette; Commissioner Drew Hooker; Commissioner Anita Epperson; Commissioner Diane Neeley; Commissioner Eric Maddox, Jeff Sweeney, Tracy Strassner, Highway Department Diane Forbes, Sheriff Austin Swing, Chief Deputy Nikia Elliott, EMS Director Ted Cox, EMS Assistant Director Johnny Poff, IT Director Josh Carney, IT Austin Defoe, IT AJ Vanderpool, IT Christy Tuck, Veterans Ben Eley, Juvenile Court Director Jarrod Swain, EMA Director David Kitchens, Register of Deeds Johnny Reed, Property Assessor Ronda Clanton, Judge Charles Rich, Assistant Fire Chief Brian Cantrell, Fire Department Eddie Burris, Chancery Court Curt Cobb, Codes Office Amy Peterson, Keith Davis, Human Resources Director Shanna Boyette, Trustee Tonya Davis, Deputy Director of Finance Lori Schuler

- 1. Call Meeting to Order** – Mayor Graham 4:15
- 2. Roll Call**
- 3. Prayer** – Tony Smith
- 4. Approval of Minutes for April 23, 2024 Financial Management Committee** – Motion made to approve (Yockey, Smith), unanimous.
- 5. Public Comment**– None
- 6. New Business** –
 - A. Solid Waste** –
See Attached Report
 - B. Human Resources** –
See Attached Report
 - C. Archives** –
See Attached Report
 - D. Architect/Owner Representative:**
See Attached Report
- E. Monthly Reports:** Compared to same time last year, total collections for:

- Property Tax Collections, were \$249,380.26 more than the same time last year
- Prior Year Property Tax Collections, \$6,458.07 less than the same time last year
- Circuit Court/Clerk & Master Collections, \$26,792.52 less than the same time last year
- Sales Tax Collections, \$848.38 more than the same time last year
- Mineral Severance Tax Collections, \$13,950.61 more than the same time last year

- Analysis report expenditures average was 83.33%
Year to Date Average for: Travel – 37.19%, Utilities – 69.87%, Natural Gas – 65.59%, Food Supplies – 101.55%, Maintenance of Vehicles – 90.18%, Diesel – 70.61%, Gasoline – 89.12%, Legal Services – 162.30%.

F. Other Monthly Reports: EMS April report.

EMS Report –

Financial report for April states budget is currently at 72.01%. Based on 8.33% per month, the average is 83.3%.

Fiscal Billing vs. Collections Percentage is 59.00%.

Call service for April was 656

Fiscal Year-To-Date Calls for Service: 6111

Average Calls for Service per Day: 21

Average emergency response times were 6:18 in the City, 10:25 in the County, for a Cumulative response time of 7:46.

EMS has received an Opioid grant for training and narcotics safes

Brian Bruce celebrated 30 years with BCEMS

Motion made to approve, (Smith, Garrett), unanimous.

G. School Age Care Program Write-Offs: Motion made to send to commission, (Garrett, Yockey), unanimous.

H. County Buildings & Codes Write-Offs: They exceeded 6 year statute of limitations, Motion made to send to commission, (Clanton, Smith), unanimous.

I. Surplus Property - BOE. Motion made to send to commission, (Smith, Garrett), unanimous.

J. Fire Department Equipment Grant: (Additional air pack equipment) Motion made to send to commission, (Yockey, Johnson), unanimous.

K. 2024-2025 Budgets-Budget meetings will be held on June 25, 2024 @6:00 p.m. (Johnson, Garrett), unanimous.

7. Other Business: Commissioner Smith requested parking places for Veterans in front of Veterans statue. He also asked for a handicapped parking space for the Veterans near the ramp, with a sign that reads Monday-Friday 8:00-4:00. Motion was made to send to commission, (Smith, Yockey) Garrett voted, no all others yes.

8. **Announcements:** Budget meeting will be held on June 25, 2024 @6:00 p.m.
Special Called Commission Meeting will be held on June 27, 2024 @7:00 p.m.
Normandy this Saturday @2:00 p.m. restoring the gas pump on square
Raus ice cream supper will be held on June 8, 2024

9. **Adjournment:** 5:25 p.m.

Solid Waste Report –May 2024

Our litter grant (\$51,900.00) to Bedford Co. has been approved again for the up-coming fiscal year. This grant is actually administered through the Highway Department but it pays for our litter crews to pick up trash along the county roads. This money is appropriated from the sale of soft drink and malt industry products so it is not a cost to the county. The amount of money we receive is based on the county population and county road miles. All 95 Tennessee counties receive monies.

We are grateful to receive this grant as the state of Tennessee spends 23 million to pick up litter. 28% of litter is intentional, just thrown out. The offence of criminal littering is littering in the amount of more than 5 pounds and less than 10 pounds. It is a class B misdemeanor & \$500 in fines if convicted. More than 10 pounds is a Class A misdemeanor, \$2500 in fines, court costs & 160 hours of community service.

Cigarette butts are the #1 littered item on earth. Coca Cola, Nestle, PepsiCo., Mars Inc. are among the top global polluters, plastic bottles. TDOT online litter hot line or call 1-877-8LITTER if you see someone littering. Be sure to tarp your loads, it is the law. Do your part KEEP BEDFORD CO. CLEAN!

We are working on fiscal year end figures for recycled materials.

Calls on state roads for trash and county roads.

Please save the date for our Household Hazardous Waste Event scheduled for September 28th at the AG Center 8 A.M. to Noon.

Centers will all be closed on Memorial Day, May 27th.

Diane Forbes

Calendar Year Comparison

YEAR	REVENUE	TONS	EXPENSE	TONNAGE
2024				
2023			\$400,936.43	11592.9
2022			\$387,409.73	11491.3
LANDFILL DISF	2021		\$375,862.74	
EXPENSE/TON	2020		\$331,943.76	17952
2019			\$262,753.36	
2018			\$257,110.51	

RECYCLING

2024			
2023	191925.01	998.9	
2022	\$180,783.71	1136.6	
2021	\$199,819.34	1308	
2020	\$50,373.00	1487	
2019	\$37,997.78	1315	
2018*	\$63,078.21	1319.4	

current calendar year 2024

	RECYCLING REVENUE	RECYCLING TONNAGE	LANDFILL DISPOSAL EXPENSE	LANDFILL DISPOSAL TONNAGE
JANUARY	\$7,187.50	48.74	\$34,739.77	993.13
FEBRUARY	\$19,705.44	103.06	\$33,363.72	953.79
MARCH	\$11,492.28	81.67	\$31,644.35	903.35
APRIL	\$11,471.11	79.48	\$38,534.89	1068.04
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

ANNUAL PROGRESS REPORT (APR)

	Recycle Tons	Diversion Tons	
2023	19035	25212	Tyson & Sh. Power By-product
2022	23085.51	25,343.36	
2021	23207.62	94,420.01	
2020	20399.19	94,327.74	Tyson By- product reported
2019	21922.17	29,536.30	
2018	19321.08	25,486.58	



**Bedford County Human
Resource Department**

Memo

To: Bedford County Finance Committee
From: Shanna Boyette, Human Resource Director
cc: Mayor Chad Graham
Date: May 21, 2024
Re: Human Resource Activity Report

Onboarding & Offboarding: The following information is reflective of personnel data April 1, 2024, through April 30, 2024.

New Hires/Rehires:	Full Time:	4
	Part Time:	3
	Total:	7
Terminations/Resignations:	Full time:	6
	Part time:	0
	Total:	6

Retired: Full time: 0

Total: 0

Job Postings:

- Corrections Officer
- EMS-AEMT, EMT, Paramedic
- LPN
- Firefighter
- Probation Officer
- Juvenile Detention Officer
- Part Time Veteran's Office Assistant

Positions recently filled:

- Probation Officer
- Public Health Office Assistant
- Juvenile Detention Officer
- Corrections Officer

Active and Ongoing HR Projects:

- Onboarding employees
- Scheduling interviews and providing interview resources
- Conducting and scheduling background prescreening checks
- Creation of job postings, templates, and requisitions
- Updating job descriptions as needed
- Processing Workers Comp claims
- Update of county vehicle policy
- Assisting with account set up for employees for My Benefits Channel
- Amendments to personnel policies
- AI resources research for public sector
- Tracking FMLA-processing FMLA requests for various departments
- Grant research opportunities

Bedford County Archives and Records - Month End Report – April 2024

Visitors/Reference Requests: 42

We have been busy with the typical requests of historic research and more current case file requests such as divorces (for driver's license documentation) and estates.

Our ongoing research projects have varied from usual family histories to recent business histories.

Our "stumper" of the month was the "oldest trees" in the town and county. (Bedford county does not have a Legacy Tree group like Davidson and Williamson Counties.)

Permanent Records Work: Ongoing

Cemetery and Chancery records and indexing are continuing with help of TN Achieves volunteers.

Groups of temporary records securely disposed through Shred-It were: Highway purchasing receipts for the 1970s through the 1990s and Planning and Zoning items out of retention dates.

Temporary Records Disposed with approved RDA's April - Cubic ft boxes: 15 cubic ft

Volunteer Hours: 6

We had TCAT TN Achieves volunteers for the month.

Special Projects:

We gave a couple of impromptu tours of the courthouse, for example new family recently moved here and have great interest in historic architecture and buildings in our area.

In April Carol continued to work with the Historical Society on special projects related to its anniversary programs through the summer.

Kathryn Hopkins completed the TN Archives Institute three year program and represented Bedford County very well.

She also represented the Archives at the special event at Holt Cemetery (Cortner Road) Haley. It honored and helped preserve the gravestone of Joshua Holt, early settler of that area. It was hosted by the Chattanooga chapter of the Daughters of War of 1812.

Bedford County School and Government Projects

Owners Representative Report

5/20/24

Subject: Bedford County School and County Projects

Requested Party: Robert Daniel

Owners Representative: Jeff Sweeney

Report Compiled by: Jeff Sweeney

Projects:

Cartwright Elementary:

- A) Project is under budget.
- B) We have received substantial completion on project.
- C) Health Department, State Fire Marshall and Codes Department have given temporary CO on project for 90 days.
- D) Asphalt will be completed this week and striping for parking.
- E) We have added curbing to front parking planters and gravel shoulder stone to protect the asphalt.
- F) Furniture will be delivered and installed 6/10.
- G) All kitchen appliances are operating.
- H) Final clean begins this week on interior.
- I) Final walk through and sign off on interior is 5/22.
- J) Keys will be given to school 6/10.
- K) We have completed all of the required cost analysis for the completion of the school and our final deduction for this project shows a refund of **290,000.00** in the final phase bringing our total net debt reduction in construction cost to **Bedford County 1,790,000.00**.

Original Budget for Construction: 38,922,000.00

Project Construction Saving: 1,790,000.00

Net Difference in Debt Reduction for Construction: 37,132,000.00

Design Contingency Reduction 80,000.00

Grand opening is scheduled for 7/11.

Cascade High School Floor:

Contractor and supplier will be doing their final testing on 6/4-6/6. I will be on site for the testing. We have had a previous meeting in the first week of May with all parties and legal representation to give perimeters and time frames for all testing.

Cascade High School Concessions:

School Board and Superintendent approved a 150,000.00 budget. Plans are being drawn for final design approval. Expect to start work in July.

Thomas Elementary and Liberty Additions

- A) OLG Construction has begun site work on Thomas and is on schedule. Liberty is 3 weeks behind schedule waiting on Commission approval but with good weather we will get caught up on schedule.
- B) OLG Construction contract has been signed for the Liberty addition after Commission approval and mobilization has begun to site.
- C) All permits have been received for both sites and Bond letters have been sent to finance.
- D) Project came in for construction, engineering and architect fees at 6.2 million compared to a **budget** of 7.6 million. (Hard Bid Projects), Contingency funds will be held by county and are not included in contractor's contract. Release of those funds is at our discretion.
- E) We have had 2 OAC meetings to date with no outstanding issues.

Cascade and Community Ag Projects:

- A) Lori Sexton and I met to revise the AG project and location of projects. The Ag project for Community site has been verified by Kline Swinney and will fit in their Master Plan Design. Cascade site has had some design changes and specs are being completed per those changes.
- B) Kline Swinney has received our concept drawings and schematic from Steel Company.
- C) State has been on site and new septic system will be required for the project.
- D) Projected completion Fall of 2024 for Cascade

Cartwright Option of Property:

- A) Option property closed per request on 12/28/24.
- B) Future use has not been determined

Shelbyville Annex addition and remodels:

- A) Fire Marshall has approved the addition change and substantial completion has been approved to OLGConstruction.
- B) Wall issue was resolved and paid by architect, flooring has been donated by the hard work of Lori Sexton. Tile floor is delivered and work will be done on 5/30. Kitchen is expected to be turned over to school on 6/15.

C) Greenhouse has been approved by School Board and contract awarded to GrowSpan. Plans are expected to be received on 6/5/24 for the remaining work to be bid. We have doubled the size of the structure and still stayed within the grant funding

Projects under design:

- A) Vestibles are being drawn by the architect and hope to have a bid package for multiple sites by 6/15/24.
- B) Land sites for future schools will be presented to School Board at July meeting.
- C) Master Plans for Community High School are approved for Ph. 1 of the process which includes survey, topo, Geotech and engineering concept.
- D) Multiple projects are under bid for bleachers, fencing and moving playground, HVAC change, awnings for multiple schools has already begun, and bathroom renovations. These are being paid from school funding and not county funds.

County Projects:

- A) Surplus Building has been approved and Steel building design has been sent to Kline Swinney for specs. Budget for structure has been set, but actual construction will be bid when plans are completed and is expected to be lower than budget.
- B) Juvenile Center has been approved for Construction and will be located on site already owned by county by the Judicial Center. Construction drawings are expected to be completed 8/1/24 for true cost. GMP contract is with Bells Construction.
- C) New boiler at Judicial Center is being installed at no expense to the county because we had the contractor add additional warranty coverage for the HVAC portion of the contract. Savings 50,000.00. All HVAC work is completed and maintenance contract has been agreed to with Rock City Mechanical.
- D) Concrete demo and replace specs were completed in house and bid was awarded to H and H Excavating for 55,000.00. Work on the front has already been demoed and is pouring on 5/21. Work is to be completed by 5/30 weather permitting.
- E) Additional office for Soil Conservation office is approved and will begin design this week with their representative.
- F) Public Safety Range.

Health Department:

- A) Bids have been awarded for work on all new cabinets and stainless steel tops for site. Contract was awarded to Timbercraft Cabinets a local company. HVAC awarded to McKamey Inc a local company and electrical work to Optimist Electric a local company. Work will be completed 6/30/24 per grant requirements.
- B) Specs for state funded generator have been given to Angie for funding.
- C) Roof work by state funding is being spec out for replacement by state bid and grant.