

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

BUDGET AND FINANCE COMMITTEE

MINUTES

SEPTEMBER 20, 2021 | 6:00PM | TC COURTHOUSE

Members Present:

Dwight Jewell
 Ken Buckmaster
 Gary Claridy
 Shane Burton

Bill Fergusson
 Jerry Ford
 T. Bubba Gregory
 Landon Gulley

Richard Harsh
 Mayor Stephen Chambers

Members Absent: Rachel Jones, Gary Walsh

1. The meeting was called to order at 6:00 pm by Chairman Dwight Jewell. A quorum was present.
2. Minutes from the August 15, 2021 meeting were reviewed. Minutes were approved as presented.
3. Review FY2021 Final Reports
 - A. Fund Balance Report: Mayor Chambers and CCFO Amy Thomas went over the ending fund balances and their respective net change:

Fund	Ending FB	Net Change	Notes
101 General Services	4,344,372	493,871	The positive net change reflects the grant funding received throughout the year from Local Government Support Funding (LGSF) and CARES Act funding.
111 Urban Services	1,490,060	335,194	It was noted that \$273,000 of the positive net change was the LGSF for Urban Services.
116 Solid Waste	831,528	249,818	
118 Ambulance	366,346	(165,800)	Transports for dialysis and prison have decreased. There was also a large purchase of equipment in this year that attributed to the loss of fund balance.
121 CoreCivic	0	0	Pass thru account
122 County Drug Patrol	73,402	12,377	
151 Debt Service	600,628	116,305	
156 Education Debt Service	385,648	(158,131)	This is the final year for the 2002 High School loan. The ending fund balance for FY22 is estimated to be \$164,958.

- B. Reserve/Committed Funds: Ms. Thomas explained the reserved funds from the fee offices and contribution sources. The funds also include the unappropriated grant funding from the Local Government Support Funding and the TNCAMs funding from the CARES Act. A breakdown of expenditures for each grant was included for the Committee.
- C. Debt Schedule: A copy of the updated debt schedule was included for the Committee. There are two solid waste loans that will be paid off this fiscal year: the front end loader was paid off in September 2021 and the Urban Services trash truck will be paid off in November 2021. Mayor added that the payment amounts from the closed loans can be combined to put towards other debt in order to pay off sooner than scheduled.

4. County Trustee Report / Financial Summary – August 2021

The Committee reviewed the August 2021 Trustee Trial Balance and the Financial Statements for County Funds.

101 – Gary Claridy asked about the Veteran Services office. Mayor is in discussions with the Sumner County Veterans Services Office (VSO) to enter into an agreement for staff to come to Trousdale two days a month and assist with outreach. If the agreement is made, it would be set up as a contracted service with Sumner County VSO. In order to be a certified VSO, the workload needs to be at least 20 hours a week. Currently Hartsville/Trousdale County does not have this high of case load. Services will be evaluated on an annual basis to see where adjustments would need to be made.

Commissioner Gulley asked about the high expenditure percentage of the Vol Fire Department. This is attributed to the recent purchase of a brush truck for the department.

Commissioner Gulley also inquired about the Senior Center’s expenses. The high rate is attributed to a CARES Act grant to provide groceries to eligible residents. The offset revenue has not been amended in the budget as of this meeting. Ms. Thomas will be reviewing numbers to see what needs to be put forth as a budget amendment at a later date.

There were no other questions or concerns for the remaining funds. Tax revenues will start being received in October.

Richard Harsh made the motion to accept the reports as presented; second by Landon Gulley.

MOTION CARRIED

5. Budget Amendments

The Committee reviewed all the proposed budget amendments.

101 – COUNTY GENERAL

2022-101-07R	Local Park & Recreation Grant Funding	\$	196,000
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Reserved Fund Transfer: *HTCG has been awarded the Local Parks and Recreation Grant through the Department of Environment and Conservation. This is a 50/50 matching grant. These funds will be used to bring the Trey Park Playground area up to ADA regulations and make the area more inclusive. The matching portion will come from the Local Support Funding received in FY21.*

Motion made by Gary Claridy, seconded by T. Bubba Gregory to recommend to Full Commission.

MOTION CARRIED

2022-101-08FB	Upgrade County Phone System	\$	14,000
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Fund Balance Draw: *Request to upgrade the County VoIP phone system from Small Business plan to the Enterprise plan to allow for an additional 50 licenses.*

Upfront Installation Costs \$12,750 | Purchase of 5 phones w/licenses \$1,250

Annual maintenance would increase from \$2,362 to \$6,53.56 (paid in quarterly installments).

Motion made by Landon Gulley, seconded by T. Bubba Gregory to recommend to Full Commission.

MOTION CARRIED

2022-101-09R	Senior Center – Van Repairs	\$	2,281
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Reserved Fund Transfer: *Senior Center Reserves Balance \$52,957*

Request for fund transfer to:

Van 1: Repair A/C \$1,181 | Van 2: Ins Ded for broken window \$500 | Van 2: Lettering \$600

Motion made by Jerry Ford, seconded by Bill Fergusson to recommend to Full Commission.

MOTION CARRIED

2022-101-10R	Sheriff – Law Enforcement Equipment	\$	24,357
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Reserved Fund Transfer: *TNCAMs balance \$90,060*

Sheriff is requesting the purchase of firearms, holsters, holders, and tac lights.

Motion made by Jerry Ford, seconded by Richard Harsh to recommend to Full Commission.

MOTION CARRIED

141 – GENERAL PURPOSE SCHOOLS

2022-141-01	Summer Learning Camp	\$	14,856.87
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Request necessary to provide Summer Learning Camp services in July, or in the new FY22 school year.

Motion made by Bill Fergusson, seconded by Landon Gulley to recommend to Full Commission.

MOTION CARRIED

2022-141-02	Salary Schedule Adjustment	\$	79,549.00
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Request necessary to account for baseline salary increase due to increased Minimum Salary Schedule and increase to Bus Driver salaries.

Motion made by Jerry Ford, seconded by Bill Fergusson to recommend to Full Commission.

MOTION CARRIED

2022-141-03FB	uTrust Donation FY21	\$	2,326.50
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Request necessary to get uTrust donation funds (\$2,326.50) that rolled over into fund balance back to student incentives expenditures.

Motion made by Richard Harsh, seconded by Jerry Ford to recommend to Full Commission.

MOTION CARRIED

6. Other Discussion

Mayor Chambers mentioned that the Industrial Development Board is in discussion of implementing a PILOT program (Payment In Lieu of Taxes). The Budget Committee will need to be involved in future discussions. The Commission would ultimately need to approve the program and any applications. The application process, however, would be handled by the IDB and a third party consultant. This program can be used as an incentive to companies and industries looking to locate to the County. Mayor recommended members to attend the IDB meetings for more information and background on the subject. This matter would not come to the Commission for at least six months.

7. Public Comments: None presented

8. Adjourn: With no further business to discuss, a motion to adjourn the meeting was made by Landon Gulley.