

# HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

## BUDGET & FINANCE COMMITTEE

NOVEMBER 20, 2023 | 6:00 PM | TC COMMUNITY CENTER

### MINUTES

Members Present: 8/8

Landon Gulley, Chair

Bubba Gregory, Vice Chair

Beverly Atwood

Tommy Belcher

Grant Cothron

Will Dennis

Jerry Ford

Lesley Overman

Others Present: Mayor Jack McCall, Hon. Branden Bellar, Amy Thomas, Rosalie Myhan, David Thomas, Dr. Clint Satterfield, Sharon Linville, Roxanne Lambert

The meeting was called to order at 6:00pm by Chairman Gulley. A quorum was determined with all members present.

Review Minutes from the October 16<sup>th</sup> meeting.

Beverly Atwood made a motion to accept minutes; seconded by Jerry Ford.

**MINUTES ACCEPTED**

### **Elections**

#### **Officers**

Beverly Atwood made the motion to keep officers as current; Will Dennis second. **MOTION CARRIED**

*Chair – Landon Gulley*

*Vice – Bubba Gregory*

*Secretary – Amy Thomas*

#### **Purchasing Subcommittee**

Committee is to be comprised of 5 members of the Finance Committee.

Members appointed: Beverly Atwood, Bubba Gregory, Landon Gulley, Will Dennis, Jerry Ford

### **Financial Statements**

Trustee Cash Balance Statement – October 2023

Gulley recognized the two CDs totaling \$1,000,000 that were opened by Trustee Cindy Carman. These are 6mo CDs that are earning 4.5% interest. Dennis also recognized two other new accounts in the Trustee's listing that total \$900,000. Committee appreciates Trustee Carman's investing actions.

Financial Summaries – October 2023 *33.3% of budget*

Zoning Studies (43140) is above budget due to an increase in the zoning permits fee amount.

In was noted that line items were omitted in the Fund 101 Revenue report. Ms. Thomas will send out a corrected report after the meeting.

Schools Quarterly Reports

Tuition-Regular Day (43511) per Dr. Satterfield this line includes two streams: high school out of county and PreK that was added this year.

The Tuition-Other (43517) holds the LEAPS afterschool tuition.

Dr. Satterfield presented the schools' quarterly reports ending September 2023.

Committee asked about the progress on the field houses. Dr. Satterfield stated they are still in the design stages and gathering data for architectural plans on the current field house. Surveys have been done for the new field house. Aiming to have bid documents ready in March 2024.

Motion by Bubba Gregory to approve financial statements as presented; seconded by Beverly Atwood.

**MOTION CARRIED**

**Budget Amendments**

101-06G	CDBG 2022	\$	525,000
---------	-----------	----	---------

Grant funding for housing rehabilitation on Morrison, Foxall, and Front streets.

Motion by Jerry Ford to recommend BA 101-06G to the full commission; seconded by Grant Cothron.		<b>MOTION CARRIED</b>
---	--	-----------------------

101-07G	Emergency Management Performance Grant	\$	3,500
---------	--	----	-------

Annual grant from homeland security. Chief Batey is planning to use the funding for specialized training and staff development.

Motion by Jerry Ford to recommend BA 101-07G to the full commission; seconded by Grant Cothron.		<b>MOTION CARRIED</b>
---	--	-----------------------

141-04G	LEAPS Program	\$	111,102.00
141-05G	Special Education – Preschool Grant		13,856.73

Motion by Beverly Atwood to recommend BA 141-04G and 141-05G to the full Commission; seconded by Grant Cothron.		<b>MOTION CARRIED</b>
---	--	-----------------------

141-06	TN Youth Risk Behavior Survey		900.00
--------	-------------------------------	--	--------

Motion by Beverly Atwood to recommend BA 141-06 to the full Commission; seconded by Jerry Ford.		<b>MOTION CARRIED</b>
---	--	-----------------------

**Discussion**

- A. Accounting Staff – Committee previously discussed looking into a third-party vendor. Mayor stated that the accounting staff met with Paychex and reviewed the process for Paychex to take over the payroll responsibilities. The annual cost is estimated at \$55,000 that would increase each year plus other fees as services come up. Mayor believes we could solve the issue by hiring a part time staff member to take over the payroll responsibilities and use the current payroll clerk as a backup. The additional staff member could also take on other tasks as needed to assist the department.

Discussion over the implementation of a timeclock system was had. Ms. Thomas was researching the system offered by MyBenefitsChannel. This activity was put on hold to look into the third-party payroll system. This expense was included in the approved budget and could be put in place as early as January or February. The system incorporates the existing MyBenefitsChannel system that we use for paystubs, HR tracking, ACA tracking, and other payroll functions. Implementing this system would shift more responsibility to the Department Heads and Elected Officials. The company built the system around our current personnel policies. Any changes to times would be made by the supervisor and audit reports would be available.

Atwood supported the timeclock system and the need for a backup payroll. As was found in the Audit Committee meetings, there are several discrepancies with time sheets. Implementation of a time clock system should correct these inaccuracies.

- B. Planning Office  
 Mayor McCall had previously mentioned moving forward with posting the position of the Building Official. The salary for this position was to be determined at the time when the budget was

passed. The previous Building Official's salary was \$44,500 due to his request; however, it should have been \$55,000-60,000.

Office is currently operating with the office manager, Ms. Myhan, doing residential inspections and also using state inspectors for bigger projects. Ms. Myhan has obtained the ICC residential inspector certification. We have only been billed for the state inspectors which averages out to \$22-24,000 per year. Services from neighboring counties have not been billed to the County at this time.

Mayor proposed advertising the building official position with a starting salary of \$55,000 annually with an increase to \$60,000 when all required certifications were obtained.

Gulley asked about continuing to use the state inspectors. McCall stated that one of the inspectors was on a temporary assignment and the inspectors from the neighboring counties have ceased assistance. Atwood would like to research continuing to use the state inspectors to see if this is a viable option. Proposed goal would be to outsource the inspection services and then having an office manager.

- C. Broadband Ready Connected Communities Grant – purpose is to build new or renovate an existing building to provide digital access. Mayor is looking at using Ward School for the project. The grant is \$2,000,000 with a 10% local match - \$200,000. Mayor used Gallatin's Shalom Center as an example of the proposed activities. The Shalom Center houses the Head Start program, Mid Cumberland programs, retail space, shared business work centers, and other activities. Would like to present a resolution to the Commission authorizing application of the grant. The deadline to apply is December 11. Funding the \$200,000 could come from Urban Services, ARPA, or using General and Urban.

Motion by Beverly Atwood to recommend Resolution to apply for the CCF grant to the full Commission; seconded by Will Dennis. <b>MOTION CARRIED</b>
--

**Public Comment** – none presented

**Adjourn**

*Motion by Bubba Gregory; second by Grant Cothron*

*Meeting adjourned at 7:00pm*

*Minutes presented by  
Amy Thomas*