

**MINUTES OF THE VAN BUREN COUNTY COMMISSION
VAN BUREN COUNTY, TENNESSEE**

The Van Buren County Commission met in a Regular Meeting on August 20, 2024 at 6:00 p.m. at the Van Buren County Administrative Facility & Justice Center. The following action was taken as recorded in Minute Book, "U".

Call to Order

Sheriff Michael Brock called the Meeting to Order.

Roll Call

Members present: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee. Tommy Frady was absent.

Also present: Attorney Stacey Farmer was standing in for County Attorney Howard Upchurch, County Finance Director Heather Woodlee, County Clerk Lisa Rigsby, and Jay Williams with zoom and Several Citizens of Van Buren County.

Prayer

Dusty Madewell led us in prayer.

Pledge

Chairman Terry Hickey led us in the Pledge of Allegiance.

Approve/Disapprove: Minutes from the Meeting on July 16, 2024

Cale Crain made a motion, seconded by Michael Chandler to approve the Minutes from the July 16, 2024 Meeting. All agreed by voice vote. Motion passed.

Approve/Disapprove: Quarterly Reports for April, May and June 2024 for the Ambulance, B.O.E., Clerk & Master, Hwy Dept., Sheriff's Dept. and Solid Waste.

Michael Woodlee made a motion, second by Terry Hodges to approve all Quarterly Reports. All approved by voice vote. Motion passed.

Approve/Disapprove: Committee A Report

Committee A Meeting
August 1, 2024

Roll Call: All members present but Terry Hickey

Approve/Disapprove: Move \$2,100.00 from 101-39000 to 54150-499 and move \$17,900.00 from 101-39000 to 54150-718 totaling \$20,000.00. Motion to approve by Jordan Delong and seconded by Terry Hodges. Roll call with all members in favor.

Approve/Disapprove: Move \$3,240.00 from 39000 to 54110-338 to cover tires for the Sheriff's Office. Motion to approve by Tabitha Denney and seconded Terry Hodges. Roll call with all members in favor.

Old Business

New Business: Sheriff Brock is requested to move \$3,000.00 to be from 39000 to 54210-317 for software updates. This will be a reoccurring yearly and will be placed in the Sheriff's Office

budget. Motion to approve by Tabitha Denney and seconded by Jordan Delong. Roll Call with all members in favor.

Meeting Adjourn: Motion made by Terry Hodges and seconded by Tabitha Denney. All members in favor.

Committee A Chairman Cale Crain brought forward action that needs to be taken from the Full Commission from the Committee A Meeting on August 1, 2024.

Budget Amendment: Move \$2,100.00 from 101-39000 to 54110-499 and move \$17,900.00 from 101-39000 to 54110-718 totaling \$20,000.00 for Sheriff's Department Vehicle.

Cale Crain made a motion, seconded by Tabitha Denney to approve to Move \$2,100.00 from 101-39000 to 54110-499 and move \$17,900.00 from 101-39000 to 54110-718 totaling \$20,000.00 for Sheriff's Department Vehicle.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. Motion passed.

Budget Amendment as following:

#1

Van Buren Co. Executive Drug Fund
2024-2025 BUDGET AMENDMENT 1 Fund 122

Function	Obj.	Description	Explanation	Debit	Credit
54110 54110	499	Other Supplies and Material	Safe and equip for vehicle		\$ 2,100.00
	718	Motor Vehicles	Vehicle		\$ 17,900.00
39000		Fund Balance		\$ 20,000.00	
			Total	\$ 20,000.00	\$ 20,000.00

Budget Amendment: Move \$3,240.00 from 39000 to 54110-338 to cover tires for the Sheriff's Office.

Cale Crain made a motion, seconded by Michael Woodlee to approve to move \$3,240.00 from 39000 to 54110-338 to cover tires for the Sheriff's Office.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. Motion passed.

Budget Amendment as following:

2

**Van Buren Co. Executive
2024-2025**

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
39000		fund balance	tires for patrol cars	\$ 3,240.00	
54110	338	vehicle	to cover tires		\$ 3,240.00
			Total	\$ 3,240.00	\$ 3,240.00

Budget Amendment: Move \$3,000.00 from 39000 to 54210-317 for software updates.

Cale Crain made a motion, seconded by Terry Hodges to approve to move \$3,000.00 to from 39000 to 54210-317 for software updates.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. Motion passed.

Budget Amendment as following:

3

**Van Buren Co. Executive
2024-2025**

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
39000 54210	317	fund balance data processing	m&m micro contract to cover cost	\$ 3,000.00	\$ 3,000.00
			Total	\$ 3,000.00	\$ 3,000.00

Old Business

None

New Business

Capital Projects Fund 171 (Balance left is \$29,072.07) ARP Funds needs to be closed out by December 2024.

Finance Director Heather Woodlee explained to the Full Commission that the ARP money needs to be closed out by December 2024 and is requesting to transfer this money from Capital Projects Fund to Fund Balance. Michael Woodlee made a motion, seconded by Michael Chandler to approve this transfer.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. Motion passed.

Transfer as following:

Notary Renewal for Dana Renee Guy

Tabitha Denney made a motion, seconded by Michael Woodlee to approve the notary renewal for Dana Renee Guy. All agreed by voice vote. Motion passed.

Committee A Report under New Business

**Van Buren Co. Executive
2024-2025**

**Capital Project
Fund 171**

Function	Obj.	Description	Explanation	Debit	Credit
39000		fund balance		\$ 29,072.07	
99100	590	transfer out	to do transfer out to 101		\$ 29,072.07
<p>Per Austin (auditor) This is the remaining balance from the will allow me to write a check from 171-99100-590 to fund 101-49800. This will be a transfer out and transfer</p>					
			Total	\$ 29,072.07	\$ 29,072.07

Committee A Meeting

August 19, 2024

Roll call: All members present.

Discussion:

- (A) Discussed the upcoming open enrollment for the New Health Insurance for County Employees.
- (B) Discussed bids on the jails new water heater.

Old Business:

New Business:

County Investments: Beth Simmons with the Trustee's Office came in front of the Committee to request to go forward with doing more investments for the County. Motion made to approve by Tabitha Denney and seconded by Terry Hickey. Roll call with all members in favor.

Purchase of New Litter Grant truck: Motion was made by Tabitha Denney to go forward with using ARP money to purchase the County a new Litter Grant truck through the State Contract. Seconded by Jordan Delong with all members in favor.

Meeting Adjourn: Motion by Terry Hodges and seconded by Tabitha Denney. All members in favor.

Committee A Chairman Cale Crain brought forward action that needs to be taken from the Full Commission from the August 19, 2024 Committee A Meeting.

New Health Insurance for County Employees (McGriff Insurance)

Finance Director Heather Woodlee explained to the Full Commission that the Insurance Broker the County currently has now, she has found out that we as the County have not been ACA

(Affordable Care Act) compliant. Mrs. Woodlee stated, "They have us listed as a small business under 50 employees and that is not the case." "We have more than 50 full-time employees plus they are not counting our part-time equivalent hours." Director Woodlee contacted McGriff Insurance and for the County to be ACA compliant the County will have to pay extra dollars per employee per month. The McGriff Insurance would be the same plan as the County's employees have now but the County employee would pay less and the County would be paying more to be ACA compliant. After much discussion on this matter Mrs. Woodlee would like the Commission to consider changing the County's Health Insurance to McGriff Insurance instead of the Broker we currently have so we will be ACA compliant. Cale Crain made a motion, seconded by Tabitha Denney to go forward with McGriff Insurance instead of our current Broker.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. No changes to any yes vote. Motion passed. **Agent of Record Appointment as following:**

New Business



August 9, 2024

Agent of Record Appointment

To Whom It May Concern:

This letter serves as notification that we hereby appoint Elizabeth Nicole Ziegler of McGriff Insurance our Broker/Agent representative. We authorize McGriff to represent us in the transactions necessary to negotiate all group benefit plans.

The effective date of this change is immediate and will remain in effect unless superseded or suspended by an officer of this company. Commission payments should continue to be paid to the current broker until the date of this signed letter.

We recognize and agree that McGriff Insurance, as the succeeding agent of record, may not have had sufficient opportunity to make a thorough review and analysis of our insurance programs. We understand that McGriff Insurance will conduct a thorough review and analysis of our insurance exposures subsequent to becoming our agent of record, but prior to the expiration of our current policies. Therefore, we agree to hold McGriff Insurance free and harmless from any and all losses resulting from any error or omission of coverage in the existing policies during the remaining term of the policies listed above.

I certify that I am an authorized official of this company and all information contained herein is complete and accurate to the best of my knowledge.

Group Name Van Buren Co. Govt - General

Group Number 130393

Date 8/9/24

Print Name _____

Signature - Authorized Signer _____

Title Van Buren Co. Mayor

Trustee Beth Simmons; County Investments

Trustee Beth Simmons attended the Committee A Meeting requesting to go forward with doing more investments for the County. After discussion on this matter by the Full Commission, Michael Woodlee made a motion, seconded by Tabitha Denney to approve for the Trustee to go forward with doing more investments for the County.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. Motion passed.

Purchase of New Litter Grant Truck (ARP money in the amount of \$29,072.07)

Committee A approved using the ARP money to purchase a new litter grant truck. After discussion with the Full Commission, Cale Crain made a motion, seconded by Michael Woodlee to approve to purchase a new Litter Grant Truck.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. Motion passed.

Trustee Beth Simmons was present at the Commission Meeting to present the Trustee's end of Fiscal Year Financial Report for any questions or concerns. Report as following:

Summary Of Assets	Beginning Balance	Ending Balance
11120 Cash On Hand	400.00	400.00
11130 Cash In Bank	8,156,732.84	9,500,148.63
11300 Investments	500,000.00	1,000,000.00
11410 Accounts Receivable	0.00	0.00
14310 Unreconciled Warrants	0.00	-1,671,499.42
	<u>8,657,132.84</u>	<u>8,829,049.21</u>

This Report is Submitted In Accordance With Requirements Of Section S-8-505, And/Or 67-5-1902, Tennessee Code Annotated, And to The Best Of My Knowledge And Belief Accurately Reflects Transactions Of This Office For The Year Ended June 2024.

Beth Simmons
 (Signature)

07/25/2024
 (Date)

VRC Trustee

Lisa Riggsby
 (Title) 7-25-2024



Piney Convenience Center, Solicit bids for a 36x30 pole barn

The County has a bid on a pole barn for the Piney Convenience Center but Commissioners Cale Crain and Tabitha Denney think it will be too large for the Solid Waste Truck to get in and out. After discussion, Tabitha Denney made a motion, seconded by Cale Crain to approve to solicit bids out on a 36x30 Pole Barn. All agreed by voice vote. Motion passed.

Rocky River Convenience Center, Cover Carport 20x20

Rocky River Convenience Center has no cover over the Garbage container or for the Workers that work there. The County has a 20x20 carport and has someone that will take it down and reassemble it for the Convenience Center in the amount of \$500.00. Michael Woodlee made a motion, second by Terry Hodges to approve to move the carport to Rocky River for the workers and the garbage container to be covered.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. Motion passed.

Any comments from the Public.

None

Adjournment

Cale Crain made a motion, seconded by Michael Woodlee to adjourn. All agreed by voice vote. Motion passed. Meeting adjourned at 6:41 p.m.

Chairman Terry Hickey

County Clerk Lisa Rigsby