

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

The Van Buren County Commission met in a Regular Meeting on January 21, 2025 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 Tommy Frady. Michael Woodlee was absent.

Also present: Standing in for County Attorney Howard Upchurch was Attorney Stacey Farmer, County Mayor David Sullivan, County Clerk Lisa Rigsby, and Several Citizens of Van Buren County.

Prayer

Dusty Madewell led us in prayer.

Pledge

Chairman Cale Crain led us in the Pledge of Allegiance.

Approval of Minutes from Commission Meeting on December 21, 2024 as printed or amended.

Tabitha Denney made a motion, second by Terry Hickey to approve the Minutes from the Commission Meeting on December 21, 2024. All agreed by voice vote. 0-opposed. Motion passed.

Committee A Report

Committee A Meeting

January 13, 2025

Roll Call: All members present.

New Business: Motion made by Terry Hickey and seconded by Terry Hodges to allow Summer Matthews to submit a Grant application for a Rural HealthCare Resiliency Program. 100% Grant if awarded that would allow for a new Van Buren County Health Department. All members in favor.

Cale Crain made a motion and was seconded by Terry Hickey to take \$7,000 from 101-39000 to line 101-54110-790 for body Armor Equipment which is expiring.

Cale Crain made a motion and was seconded by Terry Hickey to move \$7,000 from 122-39000 to line 122-54150-499 to pay for the remaining body armor for deputies out of the drug fund.

Discussion of fixing EMS building, ceiling drain pipe, place tin on ceiling, and insulation of attic of building. Mayor Sullivan to get pricing and fix issues.

Motion made by Cale Crain and was seconded by Terry Hodges to move \$5,000 from 101-46835 to line 101-52500-599 to pay for new printers for Van Buren County Clerk's Office.

Meeting Adjourn: Motion made by Jordan Delong and seconded by Cale Crain. All members in favor.

Committee A Chairman Tabitha Denney brought forward action that needs to be taken to the Full Commission from the Committee A Meeting on January 13, 2025.

Grant application for a Rural HealthCare Resiliency Program (new Health Department, 100% grant)

Tabitha Denney made a motion, seconded by Michael Chandler to allow Summer Matthews to submit a Grant application for a Rural HealthCare Resiliency Program, 100% grant if awarded that would allow for a new Van Buren County Health Department. All agreed by voice vote. Motion passed. **State of Tennessee Department of Health request for application as following:**

posted as an Amendment to the following website: <https://www.tn.gov/health/funding-opportunities.html>.

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

IV. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Director at the address shown is the sole point of contact for this competitive process. **All attachments must use 12-point font.**

Melissa Painter
Competitive Procurement Director
Service Procurement Program
Division of Administrative Services
Andrew Johnson Tower, 6th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840
Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- Application (**Attachment 1**)
- Competitive Requirements
- Letters of Collaboration from Participating Partners
- 2-page Budget Form (**Attachment 2**)
- State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions (**Mailed per instructions on form.**)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

V. Application Evaluation:

VI. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contracts**. There are three different Sample Grant Contracts, and only one would apply for your agency or organization. They are as follows:

GG – Governmental Grant Contract (Cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

GR – Grant Contract (Cost reimbursement grant contract with an individual, business, non-profit, or governmental entity of another state or country)

IG – Interagency Grant Agreement (Cost reimbursement grant agreement between two Tennessee state agencies, University of Tennessee, or Board of Regents colleges and universities)

If a grant is awarded to a governmental entity established pursuant to Tennessee Code Annotated (such as a human resource agency, a developmental district, the University of Tennessee, or a Board of Regents school), the standard terms and conditions of the grant will be revised accordingly; however, significant performance requirements will not be revised.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for a Rural Healthcare Resiliency Program grant award and notify the State *in advance* if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application for Rural Healthcare Resiliency Program. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**

Budget Amendment for Body Armor Equipment (\$7,000.00)

Tabitha Denney made a motion, seconded by Terry Hodges to approve taking \$7,000.00 from 101-39000 to line 101-54110-790 for body armor equipment.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, and Cale Crain voted yes. Motion passed. **Budget Amendment as following:**

Budget Amendment for body armor for the Deputies

Tabitha Denney made a motion, seconded by Kenny Smith to approve \$7,000.00 from 122-39000 to line 122-54150-499 to pay for the remaining body armor for deputies out of the Drug Fund.

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

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
39000		unassigned	equipment	\$ 7,000.00	
54110	790	other equipment	equipment		\$ 7,000.00
			Total	\$ -	\$ 7,000.00

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, and Cale Crain voted yes. Motion passed. **Budget Amendment as following:**

Budget Amendment for County Clerk's Office for new printers (\$5,000.00) Earmark money

Tabitha Denney made a motion, seconded by Jordan Delong to approve to move \$5,000.00 from 101-46835 to line 101-52500-599 to pay for new printers.

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

**Drug Fund
Fund 122**

Function	Obj.	Description	Explanation	Debit	Credit
39000		unassigned		\$ 7,000.00	
54150	499	other supplies			\$ 7,000.00
d					
			Total	\$ 7,000.00	\$ 7,000.00

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, and Cale Crain voted yes. Motion passed. **Budget Amendment as following:**

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

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
46835		ear mark	printers	\$ 5,000.00	
52500	599	other charges	printers		\$ 5,000.00
			Total	\$ -	\$ 5,000.00

SALES QUOTE

Sales Quote Number: SAQ13542
 Sales Quote Date: 01/02/25
 Page: 1
 Date and Time: 01/08/25 2:45:03

i3 Verticals, LLC
 DBA: Business Information Systems
 333 Industrial Park Road
 Piney Flats, TN 37686

Sell
 To: VAN BUREN COUNTY CLERK TN
 LISA RIGSBY
 121 TAFT DR
 SPENCER, TN 38585

Ship Via
 Ship Date 01/02/25
 Terms Net 20

Customer ID VAN050
 SalesPerson Wyatt Ramey
 Department Code: CLERK
 Entered By: WYATT.RAMEY

Item ID	Description	Dept Code	Unit	Qty	Unit Price	Total Price
	[Lexmark MS631 Printer]					
11LEXMARKMS631DW	Lexmark MS631DW Printer 38S0400	CLERK	EACH	2	1,400.00	2,800.00
	[Extra Tray for Lexmark MS631 Printer]					
11LEXMARKMS631TR	Lexmark MS631 - 550 Tray 38S3110	CLERK	EACH	6	350.00	2,100.00
HWN-PRNTR	>> Printer Install	CLERK	hour	2		
HW-TRAVEL	Hardware Dept Travel Cost	CLERK	EACH	2	150.00	300.00

Amount Subject to Sales Tax 0.00	Amount Exempt from Sales Tax 5,200.00	Subtotal: 5,200.00	
		Invoice Discount: 0.00	
		Total Sales Tax: 0.00	
		Total: 5,200.00	

Renewal for Joe Crosby on Planning Commission for a 4 year term, 2025-2029.

Jordan Delong made a motion, seconded by Kenny Smith to approve the renewal for Joe Crosby on the Planning Commission for a 4 yr. Term, 2025-2029. All approved by voice vote. Motion passed. **The Planning Committee & terms as following:**

Joe Crosby	11/2029
Diane Hodges	12/2025
Dusty Madewell	08/2026
Dewayne Brock	06/2026
Michael Chandler	12/2025
Sherry Wilson	08/2026
Terry Stewart	12/2025

Old Business

None

New Business

Rural HealthCare Resiliency Program Grant (Health Department)

Summer Matthews with the State of Tennessee was present at the Full Commission Meeting to explain the process and answering questions about applying for the Rural HealthCare Resiliency Program Grant for a New Health Department in Van Buren County. This Grant if awarded is a 100% with no cost to the County. The Commission spoke about how much land that would be needed. Ms. Matthews shared with the Commission other County's that were close to Van Buren County's population, which included the size of building and rooms. The Full Commission set the size of building which was 1600 square feet with 6 clinic rooms, 2 dental rooms and a social room which would be optional. After much discussion on this matter, Terry Hickey made a motion, second by Michael Chandler to approve to go further with the application with the building being 6500 square feet. The deadline for the application is Friday, January 24, 2025 at 2:00 p.m. The County will know by February 28, 2025 if the Grant was awarded.

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

Budget Amendment for retirement Fund 101 (\$132.00)

Terry Hickey made a motion, second by Kenny Smith to approve these budget amendment as presented.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, and Cale Crain voted yes. Motion passed. **Budget Amendment as following:**

New

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

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
51300	204	mayors	retirement		\$ 34.00
52400	204	trustee	retirement		\$ 16.00
52500	204	county clerk	retirement		\$ 34.00
53100	204	circuit clerk	retirement		16
56500	204	library	retirement		\$ 16.00
57500	204	soil	retirement		\$ 16.00
39000		unassigned		\$ 132.00	
I only calculated 5% on these when I did bonus. Retirement is 7%.					
			Total	\$ 132.00	\$ 132.00

TTR (Tennessee Tire Recycling)

Tennessee Tire Recycling is prepared to accept all Van Buren County's tire waste and divert it from landfills at the cost of \$110 per ton. After discussion on this matter, Terry Hickey made a motion, seconded by Kenny Smith to approve to go with TTR at \$110 per ton. All agreed by voice vote. Motion passed. **Proposal as following:**



Tennessee Tire Recycling
510 Hartmann Drive
Lebanon, TN 37087

Proposal:

Tennessee Tire Recycling is prepared to accept all Van Buren County's tire waste and divert it from landfills. Tires on the wheels will be accepted but should be avoided when possible. All tires will be shredded into a finished product primarily used for water filtration and septic fill.

Tennessee Tire Recycling's goal is to provide superior service and support. For this reason, no additional fees, taxes, or unforeseen expenses shall be added to the invoices.

Pricing: TTR will accept Van Buren County's Tire Waste at 22785 SR 108, Coalmont, TN 37313 with Van Buren County providing the transportation at \$110 per ton.

Next Steps:

Once you have time to review the quote, please let TTR know your thoughts.

Tennessee Tire Recycling can set up services as soon as given notice. TTR will set up an account and send an introduction letter with instructions on notifying us of haul request, introduction to accounting, and ways to make sure your service is excellent.

Resolution to form a Grant Committee in Van Buren County

The Full Commission has discussed forming a Grant Committee for Van Buren County consisting of 8 members with terms of 2 Years. This Committee's responsibilities will include searching for State and Federal publicly funded grants while making them available to our local government. Michael Chandler made a motion, second by Terry Hickey to approve this Resolution

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

Resolution as following:

BE IT FURTHER RESOLVED that the Grant Committee hereby established shall consist of eight (8) members, three (3) of which shall be duly elected and serving members of the Board of County Commissioners, and five (5) of which shall be citizens who reside in Van Buren County, Tennessee. Each member of the Grant Committee shall serve a term of two (2) years. Each member shall be appointed by the County Mayor and confirmed by the Board of County Commissioners for Van Buren County, Tennessee.

BE IT FURTHER RESOLVED that the initial Grant Committee appointed pursuant to this resolution shall serve through and until August 31, 2026, anything to the contrary not herein withstanding.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately, the public welfare so requiring.

ADOPTED AND PASSED by the Board of County Commissioners for Van Buren County, Tennessee, at a regular meeting of the Board of County Commissioners on this, the 21st day of January, 2025.

DAVID SULLIVAN, County Mayor

LISA RIGSBY, County Court Clerk

Courthouse Security Team (Sound Proofing Panels for the Courtroom)

Sheriff Michael Brock was present requesting a budget amendment for sound proofing the Courtroom. The Courthouse Security Team meets annually to discuss the security and make recommendations and the last meeting it was brought forward the need for sound proofing the Courtroom. Sheriff Brock received a quote for 68 sound panels, hardware, and installation in the amount of \$6,599.60.

There is a percentage of Court cost that goes into Jail building and Court Security which goes into an earmark line item for this purpose. The budget amendment is to move \$6,599.60 from 39000 to 122-51800-335 drug fund. Terry Hickey made a motion, second by Michael Chandler to approve this budget amendment.

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

Changing the monthly County Commission Meeting Date

Commissioner Tabitha Denney is requesting changing the County Commission Meeting date. After much discussion on this matter Tabitha Denney made a motion, second by Michael Chandler to change the County Commission Meeting from the 3rd Tuesday to the 3rd Monday of each month starting in March. All approved by voice vote. 0-opposed. Motion passed.

Comments from Public

There were no comments from the Public.

Adjournment

Terry Hickey made a motion, second by Michael Chandler to adjourn. All agreed by voice vote. Motion passed. Meeting adjourned at 6:47 p.m.

Chairman Cale Crain

County Clerk Lisa Rigsby