

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

The Van Buren County Commission met in a Regular Meeting on Monday March 17, 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, Jordan Delong, Tabitha Denney, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee and Cale Crain. Terry Hickey was absent.

Also present: County Attorney Howard Upchurch, County Mayor David Sullivan, 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 Cale Crain led us in the Pledge of Allegiance.

**Approve/Disapprove: Minutes from the Meeting on January 21, 2025 as printed**

Michael Woodlee made a motion, seconded by Dusty Madewell to approve the Minutes from the January 21, 2025 Meeting. All agreed by voice vote. 0-opposed. Motion passed.

**Approve/Disapprove: Committee A Report for February 3, 2025.**

**Committee A Meeting**

**February 3, 2025**

**Roll Call:** All members with Jordan Delong available by Phone.

**New Business:** Presentation by the Air Med Care Network. No action needed.

Motion made by Cale Crain and second by Terry Hickey to set a pay in the amount of \$25.00 per meeting for the Grant Committee with new line item number created. Roll call with all members in favor.

Motion made by Cale Crain and second by Terry Hickey to a lot up to \$400 for signs at the Piney Convenience Center. 2 exit and 2 entrance. Roll Call with all members in favor.

Motion made by Cale Crain and second by Terry Hodges to move \$8,000.00 from 101-39000 to 101-54210-410 for custodial supplies. Roll call with all members in favor.

Motion made by Cale Crain and second by Terry Hickey to cover an extra 12 hr. shift employee every 4th shift as needed to cover a second ambulance. Highest expected cost of \$6,300 and when possible filled with paramedic. Roll call with all members in favor.

Motion made by Cale Crain and second by Terry Hodges to approve the bid of \$6,580.00 from The King of Spray Foam Insulation for ambulance service. Roll Call with all members in favor. The evaluation completed by Caney Fork found a need for R38.

Formal mention made by Director Tiwana Bricker of donated recliners by Larry Keith Clendenon and Mark & Stacey Brewer. The donations saved Van Buren County thousands of dollars and replaced the current almost unusable furniture.

**Old Business:** New ambulance arrived in Van Buren County and is being prepared for service.

**Meeting Adjourn:** Motion made by Terry Hodges and seconded by Terry Hickey. All members in favor. Proceeded to the EMS station to tour the building.

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**Committee A Chairman Tabitha Denney brought forward action that needs to be taken from the Full Commission from Committee A Meeting on February 3, 2025.**

**Grant Committee (pay scale of \$25.00 per meeting)**

Tabitha Denney made a motion, second by Michael Woodlee to set a pay in the amount of \$25.00 per meeting for the Grant Committee with a new line item number created.

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

**Signs at the Piney Convenience Center**

Tabitha Denney made a motion, second by Michael Woodlee to a lot up to \$400.00 for signs at the Piney Convenience Center. 2 exit and 2 entrance. Commissioner Kenny Smith asked, "Why we didn't let the inmates at the State Prison make the signs because they make them out of wood and the cost would be low." Mayor David Sullivan explained that the signs would be made out of aluminum and would last longer with no maintenance being done. Chairman Cale Crain, stated, "The class at the Prison wasn't meeting right now."

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hodges, Dusty Madewell, Tommy Frady, Michael Woodlee and Cale Crain voted yes. Kenny Smith voted no. 8-yes votes, 1-no vote. Motion passed.

**Budget Amendment for \$8000.00, custodial supplies**

Tabitha Denney made a motion, second by Michael Woodlee to move \$8,000.00 from 101-39000 to 101-54210-410 for Custodial supplies.

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



Van Buren Co. Executive  
2024-2025

General Fund  
BUDGET AMENDMENT 1 Fund 101 General Fund

Function	Obj.	Description	Explanation	Debit	Credit
39000 54210	410	Fund Balance Custodial Supplies		\$ 8,000.00	\$ 8,000.00
			Total	\$ 8,000.00	\$ 8,000.00

This is for all cleaning supplies and non food. This year we have also had to replace several things that have broken from knives mop and broom handles, sheet pans, pots, scoops, and bowls. I did switch to Tricor for supplies in almost all of our cleaning products.

**Ambulance Service (\$6,300.00) to cover extra shifts**  
 Tabitha Denney made a motion, second by Michael Woodlee to approve to cover an extra 12 hour shift employee every 4<sup>th</sup> shift as needed to cover a second ambulance. Highest expected cost of \$6,300.00 and when possible filled with a paramedic.

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

**Bid from the King of Spray Foam Insulation for the Ambulance Service (\$6,580.00)**

Tabitha Denney made a motion, second by Terry Hodges to approve the bid of \$6,580.00 from The King of Spray Foam Insulation for the ambulance Service. Commissioner Michael Woodlee asked, "Can we not buy the supplies and have maintenance to put it in and save us the cost of labor?" Mayor Sullivan stated, "Yes you can but there are some wiring up there, when you go to repair you are going to have to pull out the bats, but with it being done this way it will be physical for people to be able to see it." "This is not an issue now but it will be in the future."

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, and Cale Crain voted yes. Michael Woodlee voted no. 8-yes votes, 1-no vote. Motion passed. **Bid as following:**



THE KING OF SPRAY FOAM INSULATION

Estimate No: 278	4815 Hixson Pike Hixson, TN, 37343-4448 Cell: 423-421-7872 cell: 423-505-7323 fax: 423-521-4427 email: thekingofsprayfoam@yahoo.com
Date: 01/27/2025	
For: mayor mayordsullivan@outlook.com	

Ship To:	Tracking No
	Ship Via
	FOB

Code	Description	Quantity	Rate	Amount
	All roof and gables walls with open cell R38	1	\$6,580.00	\$6,580.00
Subtotal				\$6,580.00
TAX 0%				\$0.00
Shipping				\$0.00
Total				\$6,580.00
TOTAL				\$6,580.00

Approve/Disapprove: Committee B Report for February 4, 2025.  
Committee B Meeting  
February 4, 2025

**Roll call:** All members present.

**Discussed Potential Property for Industrial Site behind Acument Factory:** Committee B scheduled to meet at the property behind Acument on February 8, 2025.

**Speed Limit sign on Stoney Mtn. Point Road:** A motion was made by Michael Woodlee to post twenty-five (25) mph speed limit on Stoney Mtn. Point Road. It was seconded by Michael Chandler. All members in favor.

**Old Business:** Randy Oakes, VBC Road Superintendent, came to meet with Committee B about widening Brock Lane. The road could be widened to sixteen feet but nineteen feet would not be feasible. Mr. Oakes said that as of now it is not in his budget to Widen Brock Lane. He will report back to the Committee after he is able to do his budget.

**Adjourn:** Michael Woodlee made a motion to adjourn the meeting. Seconded by Michael Chandler All members were in favor.

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**Committee B Chairman Dusty Mabewell brought forward action that needs to be taken by the Full Commission from the Committee B Meeting on February 4, 2025.**

**Speed Limit Sign on Stoney Mountain Point Road (25 mph)**

Dusty Madewell made a motion, second by Jordan Delong to approve to post a twenty-five (25) mph speed limit on Stoney Mountain Point Road. All approved by voice vote. 0-opposed. Motion passed.

**Approve/Disapprove: Committee A Report for March 3, 2025.**

**Committee A Meeting**

**March 3, 2025**

**Roll call:** All members present.

**Agenda:** Motion made by Terry Hickey and second by Cale Crain to approve the Solid Waste 10 year plan and Annual Progress Report by Lisa Luck. All members in favor.

Motion made by Cale Crain and second by Terry Hodges to move \$2011.23 from 101-44170 to line item 101-54110-187 for Sheriff Department Overtime. Roll call with all members in favor.

Motion made by Terry Hodges and second by Cale Crain to move \$500.00 from 101-39000 to line item 101-54210-499 for cover Beer Board Meetings. Roll call with all members in favor.

Motion made by Jordan Delong and second by Terry Hickey to move \$5,915.00 from 101-39000 to line 101-54210-499 for other supplies and materials for TCI Grant. Roll call with all members in favor.

Motion made by Terry Hickey and second by Cale Crain to approve Joe Chandler at 51 Feed Store Road to be excluded from the Solid Waste Sanitation fee. All members in favor.

Motion made by Terry Hickey and second by Terry Hodges to move \$2,193.00 from 101-39000 to 101-58400-506 to cover over charges for liability insurance and \$547.00 from 101-39000 to 101-58400-513 to cover over charges for Workman's Comp Insurance. Total of \$2,740.00. Roll call with all members in favor.

Motion made by Jordan Delong and second by Terry Hodges to accept the bid of \$88,500.00 for Skylights and repairs for the Jail. Roll call Terry Hickey, Terry Hodges, Jordan Delong, Tabitha Denney voting yes and Cale Crain abstaining.

Motion made by Terry Hickey and second by Terry Hodges to move \$58,468.00 from 101-39000 to line item 101-54110-718 to purchase 2025 Ford Interceptor (SUV) Sheriff Department. Roll call with all members in favor.

**New Business:** Motions made by Cale Crain and second by Jordan Delong to move \$1,377.00 from 101-39000 to 101-54210-708 Communication line to purchase UPS Extended Runtime Battery Pack for Jail. Roll call with all members in favor.

Motion made by Terry Hickey and second by Jordan Delong to move \$500.00 from 101-39000 to 101-51800-191 Grant Committee. Roll call with all members in favor.

Motion made by Cale Crain and second by Jordan Delong to move School System Funds as presented. Roll call with all members in favor.

**Fund 141**

\$20,000 from 71100-449 to 207 Medical Insurance.

\$9,000 from 72120-701 to 131 (5,000) Medical Personnel, 204 (\$2,500) State Retirement, 201 (\$1,500) Social Security. Total of \$9,000.

\$1,500 from 72130-322 to 499 Other Supplies and Materials.

\$700 from 72130-355 to 399 Other Contracted services.

\$4,000 from 72210-129 to 189 Other Salaries & Wages.

\$12,000 from 72250-471 to 138 Instructional Computer Personnel.

\$2,200 from 72310-513 to 191 Board & Committee Members.

\$3,500 from 72610-434 to 502 Building & Contents Insurance.

\$27,400 from 76100 to 72130-189 (\$20,000) Other Salaries & Wages, 201 (\$4,000) Social Security, 207 \$(1,000) Medical Insurance, 212 (\$1,200) Employer Medicare, 217 (\$1,200) Retirement Hybrid. Total of \$27,400.

Total of \$80,300 from Fund 141

Motion made by Terry Hickey and second by Terry Hodges to move School System Funds as presented. Roll call with all in favor.

**Fund 143**

\$4,000 from 73100-710 to 105 Supervisor/Director.

\$5,000 from 73100-336 to 165 Cafeteria Personnel.

Total of \$9,000 from Fund 143

Discussion with Sheriff Brock on possibilities for inmate charges to assist with Jail expenses. More information to come.

Old Business: None

**Adjournment:** Motion made by Jordan Delong and second by Terry Hodges to Adjourn. All members in favor.

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**Committee A Chairman Tabitha Denney brought forward action that needs to be taken by the Full Commission from the Committee A Meeting on March 3, 2025.**

**Solid Waste 10 Year Plan**



Tabitha Denney made a motion, second by Michael Woodlee to approve the Solid Waste 10 year plan and Annual Progress Report presented by Lisa Luck.

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



VAN BUREN COUNTY  
has  
Approved the 2024 10 Year Plan and Annual Progress Report

Date:

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David Sullivan  
County Executive

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Tabitha Denney  
Solid Waste Committee Chairman

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**Budget Amendment for Sheriff's Department (\$2,011.23) this is a reimbursement Grant**

Tabitha Denney made a motion, second by Michael Woodlee to move \$2011.23 from 101-44170 to line item 101-54110-187 for Sheriff's Department Overtime.

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

Van Buren Co. Executive  
2024-2025

BUDGET AMENDMENT

General Fund  
Fund 101 General Fund

Function	Obj.	Description	Explanation	Debit	Credit
44170 54110	187	Misc Refund Overtime		\$ 2,011.23	\$ 2,011.23
			Total	\$ 2,011.23	\$ 2,011.23

OT Reimbursement back to OT line item.

Van Buren County Trustee  
Miscellaneous Receipt

User: Beth Simmons  
Date/Time: 2/20/2025 9:55 AM

(4)

Date: 02/20/2025  
Initials: BS  
Drawer 2 Beth's Cash Drawer  
Group: Trustee

Receipt Number: 664  
Transaction Total 2,011.23  
Trans. Total Tendered: 2,011.23  
Change: 0.00

Transaction No:	145430	Description	SHERIFF - OT REIMBURSEMENT OCT-		
Amount:	\$2,011.23		DEC2024.		
Revenue Code		Object	Cost	Allocation	Receipt Item Amount
44170	Miscellaneous Refunds			101 - County General	\$2,011.23
Received of		Payment Type	Payment No	Amount	
STATE OF TN ACH 0006592848		Direct Deposits		\$2,011.23	

Original

**Budget Amendment for TCI Grant (\$5,915.00)**

Tabitha Denney made a motion, second by Terry Hodges to approve to move \$5,915.00 from 101-39000 to line 101-54210-499 for other supplies and materials for TCI Grant.

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

Tabitha Denney made a motion, second by Michael Woodlee to approve to move \$500.00 from 101-39000 to line item 101-51220-191 to cover Beer Board Meetings.

Van Buren Co. Executive		General Fund			
2024-2025		BUDGET AMENDMENT	Fund 101 General Fund		
Function	Obj.	Description	Explanation	Debit	Credit
39000		Fund Balance		\$ 5,915.00	
54210	499	Other supplies and materials			\$ 5,915.00
			Total	\$ 5,915.00	\$ 5,915.00

2025 TCI Grant

[illegible]



**Budget Amendments for Liability Insurance and Workman's Comp Insurance (\$2,740.00) Fund 101.**

Tabitha Denney made a motion, second by Michael Woodlee to approve to move \$2,193.00 from 101-39000 to 101-58400-506 to cover over charges for liability insurance and \$547.00 from 101-39000 to 101-58400-513 to cover over charges for Workman's Comp Insurance. Total of \$2,740.00.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee 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
58400	506	liability insurance	to cover over charges		\$ 2,193.00
58400	513	workmans comp ins	to cover over charges		\$ 547.00
39000		unassigned		\$ 2,740.00	
			Total	\$ 2,740.00	\$ 2,740.00

**Bid for Skylights and repairs to the Jail (Valley Windows and Doors, \$88,500.00)**

When the Jail was built the Skylights that were put in were for 50 mph winds and needed to have been for 120 mph winds for this area. The Skylights have been leaking for some time now and has cause damage around this area inside the Jail. Commissioner Michael Woodlee asked, "Where are we at on getting that money back?" Tabitha Denney stated, "We had to have a price bid out and the work started before we can do anything on trying to get those Funds back." County Attorney Howard Upchurch stated, "We have agreed on a mediatory with their Attorney, we are waiting on a date." "We are entitled to recover our losses on these damages and they seem to grow every year design stand point and insulation stand point."

The County has received a bid from Valley Windows and Doors, 525 Will Blankenship Road, Pikeville, Tennessee in the amount of \$88,500.00. This bid includes Removing and replacing 31 Skylights for 120 mph winds, repair and paint damaged drywall, with the contractor suppling all materials and disposal of debris. Mr. Micky Bujan was present at the Meeting to answer any questions and concerns from the Full Commission. Mr. Bujan explained that if receiving the Bid, he would order the Skylights and it would take around 6-weeks for delivery and another week for installation. After much discussion on this matter, Tabitha Denney made a motion, second by Michael Chandler to accept the bid of \$88,500.00 for Skylights and repairs for the Jail.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, and Michael Woodlee voted yes. Cale Crain abstained. 8-yes votes, 1-abstained. Motion passed. **Bid as following:**

Valley Windows and Doors  
Micky Bujan  
525 Will Blankenship Rd Pikeville, TN  
423-619-2600

DATE 2/3/2025  
INVOICE # 3  
CUSTOMER ID 22  
DUE DATE

**BILL TO**

Van Buren County  
Spencer, TN

DESCRIPTION	Qty	AMOUNT
Remove and replace 31 skylights with code compliant wind rated skylights *disposal of old skylights included		
Repair and paint damaged drywall		
Contractor to supply all materials and disposal of debris		
Quote total: 88500	Job total:	88,500.00
50% due upfront for material and startup cost: 44250		
25% Due upon installation of skylights: 22125		
25% Due at completion of interior work: 22125		
* quote doesn't include any repairs on potential hidden structural damage due to previous water intrusion		
Subtotal:		88,500.00

**OTHER COMMENTS**

Job Address: 121 Taft Drive Spencer, TN  
Van Buren County Justice Center  
2 year labor warranty included

**TOTAL \$ 88,500.00**

*Thank You For Your Business!*

**Budget Amendment for Sheriff’s Department to purchase 2025 Ford (\$58,468.00)**

Tabitha Denney made a motion, second by Michael Woodlee to approve to move \$58,468.00 from 101-39000 to line item 101-54110-718 to purchase 2025 Ford Interceptor (SUV) for the Sheriff’s Department.

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

Van Buren Co. Executive		General Fund			
2024-2025		BUDGET AMENDMENT Fund 101 General Fund			
Function	Obj.	Description	Explanation	Debit	Credit
39000 54110	718	Fund Balance Motor Vehicles	(See Below)	\$ 58,468.00	\$ 58,468.00
			Total	\$ 58,468.00	\$ 58,468.00

2025 Ford Interceptor (SUV) including lighting/emergency equipment package, gun mounts, prisoner transport cage, and radar

**Budget Amendment for Sheriff's Department in the amount of \$1,377.00**

Sheriff Brock had received a bid to purchase a UPS Extended Runtime Battery Pack for the Jail but after discussion on this matter, Jay Williams is going to replace the Batteries and not the whole unit. Tabitha Denney made a motion, second by Jordan Delong to approve to move \$1,377.00 from 101-39000 to 101-54210-708 Communication line to approve upgrades and repairs of current security system and camera's. (Projected amount is less than \$1,377.00)

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee and Cale Crain voted yes. Motion passed. **Budget Amendment as following:**  
**Budget Amendment for Grant Committee (\$500.00)**  
Tabitha Denney made a motion, second by Michael Woodlee to approve to move \$500.00 from 101-39000 to 101-51800-191 Grant Committee.

Van Buren Co. Executive  
2024-2025

General Fund  
Fund 101

Function	Obj.	Description	Explanation	Debit	Credit
54210 39000	708	communication unassigned	battery pack	\$ 1,377.00	\$ 1,377.00
			Total	\$ 1,377.00	\$ 1,377.00

Van Buren Co. Executive 2024-2025		General Fund Fund 101			
Function	Obj.	Description	Explanation	Debit	Credit
51800	191	grant committee			\$ 500.00
39000		unassigned		\$ 500.00	
			Total	\$ 500.00	\$ 500.00



### **Fund 141**

\$20,000 from 71100-449 to 207 Medical Insurance.

\$9,000 from 72120-701 to 131 (5,000) Medical Personnel, 204 (\$2,500) State Retirement, 201 (\$1,500) Social Security. Total of \$9,000.

\$1,500 from 72130-322 to 499 Other Supplies and Materials.

\$700 from 72130-355 to 399 Other Contracted services.

\$4,000 from 72210-129 to 189 Other Salaries & Wages.

\$12,000 from 72250-471 to 138 Instructional Computer Personnel.

\$2,200 from 72310-513 to 191 Board & Committee Members.

\$3,500 from 72610-434 to 502 Building & Contents Insurance.

\$27,400 from 76100 to 72130-189 (\$20,000) Other Salaries & Wages, 201 (\$4,000) Social Security, 207 \$(1,000) Medical Insurance, 212 (\$1,200) Employer Medicare, 217 (\$1,200) Retirement Hybrid. Total of \$27,400.

**Total of \$80,300 from Fund 141**

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

### **Budget Amendments for School System Fund 143**

Tabitha Denney made a motion, second by Michael Woodlee to approve all amendments as presented. **Mrs. Denney read each amendment out loud as following:**

### **Fund 143**

\$4,000 from 73100-710 to 105 Supervisor/Director.

\$5,000 from 73100-336 to 165 Cafeteria Personnel.

**Total of \$9,000 from Fund 143**

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

### **Approve/Disapprove: Committee B Report for March 4, 2025.**

#### **Committee B Meeting**

**March 4, 2025**

**Roll call:** All members present except Michael Woodlee

**Discussed Potential Property for Industrial Site behind Acument Factory:** Committee B discussed the TVA right of way on the property.

Discuss Approving or disapproving bid for the Skylight replacements: Committee B has asked Mayor Sullivan to ask the contractor to provide more information about the bid. The Committee asked to be provided with a line item bid, proof of licenses an insurance, and ask how fast he could get started.

**Adjourn:** Michael Chandler made a motion to adjourn the meeting. Seconded by Kenny Smith. All members were in favor.

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**No action was taken by the Full Commission from the Committee B Meeting on March 4, 2025.**

**Approve/Disapprove: Notary for Kathryn Elizabeth Lee.**

Michael Woodlee made a motion, second by Jordan Delong to approve the Notary for Kathryn Elizabeth Lee. All approved by voice vote. 0-opposed. Motion passed.

**Approve/Disapprove: Notary for Carolyn D. Delong.**

Tabitha Denney made a motion, second by Michael Woodlee to approve the Notary for Carolyn D. Delong. All agreed by voice vote. 0-opposed. Motion passed.

**Approve/Disapprove: Remove Sky Distribution from Solid Waste Fee on Electric Bill.**

Sky Distribution 15574 State Route 111 Spencer, Tennessee sent in a request to be excluded from the Solid Waste Fee because of this building being used for storage/not a storage facility. Commissioner Michael Woodlee made a motion to disapprove, second by Tabitha Denney. All denied by voice vote. 0-opposed. Motion failed.

**Approve/Disapprove: Quarterly Reports for the following: Ambulance, Clerk & Master, Highway Department, School, Solid Waste and Sheriff Department.**

Michael Woodlee made a motion, second by Jordan Delong to approve all Quarterly Reports.

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

**Old Business**

None

**New Business**

**Budget Amendment for Cedar Grove Fire Departments Pumper Truck (6,343.95, Insurance)**

Michael Chandler made a motion, second by Terry Hodges to approve this budget amendment as presented.

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

new Lisa.

Van Buren Co. Executive  
2024-2025

Local Purpose Tax  
Fund 120

Function	Obj.	Description	Explanation	Debit	Credit
49700 54310	502	revenue insurance	check from insurance to pay for pumper truck	\$ 6,343.95	\$ 6,343.95
			Total	\$ 6,343.95	\$ 6,343.95

check was put in revenue in august 2024 from Insurance company to  
pay for Pumper truck when finished.

**Budget Amendment for the Ambulance Service Fund 118 (\$28,050.00)**

Tabitha Denney made a motion, second by Jordan Delong to approve this budget amendment as presented.

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

Tabitha Denney made a motion, second by Michael Woodlee to approve this budget amendment as present.

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

**Ambulance Service  
Fund 118**

Function	Obj.	Description	Explanation	Debit	Credit
39000		UNASSIGNED		\$ 28,050.00	
55130	399	contracted services			\$ 5,000.00
55130	510	trustee commission			\$ 3,050.00
55130	131	payroll			\$ 20,000.00
			Total	\$ 28,050.00	\$ 28,050.00



Van Buren County Audit Committee

Meeting Minutes

December 20, 2024

The Van Buren County Audit Committee met on December 20, 2024, at 1:00 p.m. at the Van Buren County Administrative Facility & Justice Center.

**Call to Order**

Lisa Cope called the Meeting to Order.

Members present: Lisa Cope, Barry Austin, Darleen Hunter, Cale Crain, and Hank Douglas.

**New Business:**

The first order of business was to elect officers for the Audit Committee. Barry Austin nominated Lisa Cope for Chairman and Cale Crain second the nomination. No other nominations were made; Hank Douglas made a motion to close the nominations and Darleen Hunter second the motion. The committee voted and elected Lisa Cope Chairman of the committee. Darleen Hunter nominated Barry Austin for Vice Chairman and Hank Douglas second the nomination. No other nominations were made, and Cale Crain made a motion to close the nominations and Lisa Cope second the motion. The committee voted and elected Barry Austin Vice Chairman of the committee. Barry Austin nominated Darleen Hunter for Secretary of the committee and Cale Crain second the nomination. No other nominations were made, and Hank Douglas made a motion to close nominations and Barry Austin second the motion. The committee voted and elected Darleen Hunter as the Secretary of the committee.

The offices of the county mayor, director of schools, and trustee all had audit findings, and the directors of these areas were present to discuss the findings and corrective action plans. County Mayor David Sullivan and Heather Woodlee, Finance Director, discussed the finding with the County Mayor's office. The county had not formally documented internal controls for the ambulance service, solid waste department, and the library. Heather stated, "that the Mayor's office was unaware that they needed to keep the Internal Controls for these areas in the Mayor's office." Mayor Sullivan went over the corrective action plan for the Mayor's office which states that they will correct this by contacting every department listed above in a timely manner and receiving and maintaining internal controls for these areas in the Mayor's office.

Beth Simmons, Trustee, discussed the finding with Trustee's office. The trustee paid checks from the school federal projects fund that exceeded available funds. Beth stated, "that she had notified the board of education multiple times by phone and email about the negative balance." Also, the board of education has transferred funds from General Education fund 141 to Federal fund 142. She said, "that the board of education was notified that in the future check/disbursements would be refused to be paid if sufficient funds were not available." Beth went over the corrective action plan for the Trustee's office which states, the Trustee's office

101-511-55  
\$25.00 each

Submitted  
Lisa  
Cope

Van Buren County Audit Committee

Meeting Minutes

January 17, 2025

The Van Buren County Audit Committee met on January 17, 2025, at 1:00 p.m. at the Van Buren County Administrative Facility & Justice Center.

**Call to Order**

Lisa Cope called the Meeting to Order.

Members present: Lisa Cope, Cale Crain

Members present via teleconference: Hank Douglas

Members absent: Barry Austin, Darleen Hunter

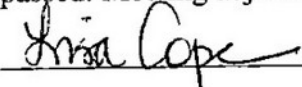
**New Business:**

Upon calling the meeting to order, the first order of business was to review and approve the Van Buren County Audit Committee minutes of the December 20, 2024, meeting. Hank Douglas made a motion, and Cale Crain second the motion to approve the minutes as presented. The motion was approved by all members present.

Chairman Cope asked the members if anyone had any new business to discuss with the group. No one presented any new business.

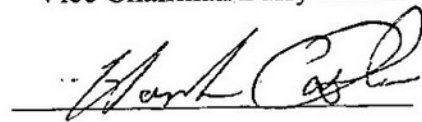
**Adjournment**

Cale Crain made a motion, second by Hank Douglas to Adjourn. All approved and motion passed. Meeting adjourned at 1:10 p.m.

  
Chairman Lisa Cope

Absent  
Vice Chairman Barry Austin

Absent  
Secretary Darleen Hunter

  
Committee Member Hank Douglas

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Committee Member Cale Crain



**The Van Buren County Audit Committee met on December 20, 2024 and January 17, 2025.**

**Members as following:**

Lisa Cope

Barry Austin

Darleen Hunter

Cale Crain

Hank Douglas

Tabitha Denney made a motion, second by Michael Woodlee to approve the Audit Committee Minutes as presented.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee, and Cale Crain voted yes. Motion passed. **Minutes are included for the record.**

**Resolution Directing Auction, Abandoned, immobile, unattended motor vehicles, the Van Buren County Sheriff's Department.**

Commissioner Michael Woodlee made a motion, second by Michael Chandler to approve this Resolution.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee, and Cale Crain voted yes. Motion passed. **Resolution 498 as following:**

## Notes

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### Effective Dates.

Acts 2024, ch. 1017, § 12. July 1, 2024 at 12:01 a.m.

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Account NumberAccount Description

Assets

Balance Sheet Comparison

SEPT. 30, 2022FY2022-2023JULY 24-FEB 25DIFFERENCE

999-11120-	- - -	Cash On Hand	400.00	400.00	400.00	2,335,020.46	INCREASE
999-11130-	-101-	Cash In Bank - Van Buren Co Bank - Trustee	6,296,843.34	7,589,492.44	9,924,512.90	2,335,020.46	INCREASE
999-11130-	- - -102	Cash In Bank - Citizens Bank - Child Nutrition	205,214.37	212,961.00	203,424.10	(9,536.90)	DECREASE
999-11130-	- - -104	Cash In Bank - VBC General Capital Projects	431,170.96	326,033.70	18,713.68	(307,320.02)	DECREASE
999-11130-	- - -105	Cash In Bank - CTCB Opioid Abatement Fund		28,245.70	75,555.59	47,309.89	INCREASE
999-11300-	- - -	Investments	200,000.00	500,000.00	2,000,000.00	1,500,000.00	INCREASE
999-11405-	- - -	Electronic Payment Fees - Receivable			3,380.00		
999-11410-	- - -	Accounts Receivable			6,446.00		
999-14310-	- - -	Unreconciled Warrants			(209,154.30)		
Total			7,133,628.67	8,657,132.84	12,023,277.97	3,366,145.13	INCREASE

Liabilities							
999-21500-	-101-	Due To Other Funds - County General	1,151,110.64	(2,288,743.76)	(3,927,550.98)	(1,638,807.22)	INCREASE
999-21500-	-112-	Due To Other Funds - Courthouse & Jail Maintenance	46,931.10	(53,912.29)	(51,763.96)	2,148.33	DECREASE
999-21500-	-116-	Due To Other Funds - Sanitation	132,009.88	(184,501.94)	(399,653.77)	(215,151.83)	INCREASE
999-21500-	-118-	Due To Other Funds - Ambulance Service	102,694.18	(357,206.26)	(604,248.18)	(247,041.92)	INCREASE
999-21500-	-120-	Due To Other Funds - Local Purpose Tax	16,472.92	(24,072.06)	(162,236.48)	(138,164.42)	INCREASE
999-21500-	-122-	Due To Other Funds - Drug Control	61,864.49	(73,812.98)	(93,688.80)	(19,875.82)	INCREASE
999-21500-	-131-	Due To Other Funds - Highway	2,392,156.91	(2,967,401.48)	(2,199,733.25)	767,668.23	DECREASE
999-21500-	-141-	Due To Other Funds - General Purpose Schools	1,741,221.49	(1,624,332.35)	(3,440,159.04)	(1,815,826.69)	INCREASE
999-21500-	-142-	Due To Other Funds - Federal Projects	350,852.81	(130,390.30)	(223,718.46)	(93,328.16)	INCREASE
999-21500-	-143-	Due To Other Funds - Food Service- Child Nutrition	205,214.37	(212,961.00)	(197,485.95)	15,475.05	DECREASE
999-21500-	-151-	Due To Other Funds - Debt Service	501,928.92	(413,764.72)	(704,325.42)	(290,560.70)	INCREASE
999-21500-	-171-	Due To Other Funds - General Capital Projects	431,170.96	(326,033.70)	(18,713.68)	307,320.02	DECREASE
Fund Totals:			7,133,628.67	(8,657,132.84)	(12,023,277.97)	(3,366,145.13)	INCREASE

\*2023 Property Taxes Unpaid July 2024 through February 2025 = \$38,356.00 approximately 1% to turned over to Clerk & Master by March 21, 2025

\*2024 Property Taxes Unpaid July 2024 through February 2025 = \$392,159.00 approximately 9%

\*July 2024 through February 2025 Trustee Commissions & Investment revenue transferred to fund 101 = \$261,978.38

\*2024 Tax Year added 27 New Tax Relief Applicants

Trustee Beth Simmons was present at the Meeting to present the Full Commission with a Balance Report as following:

**Comments from the Public**

A Citizen was interested in purchasing a Cabin off of Archie Rhinehart Parkway to open a Restaurant and possibly building up to 20 cabins on the property, only if it was possible to sale beer at this Restaurant. The Resolution 175 states that beer sale distance is from 1500 feet from a School, Church, or other places of Public gathering. The distance from this Cabin, the footage was a little over 1000 feet to Piney Church of Christ. The Beer Board called a Public Hearing and Meeting on February 4, 2025 for the consideration of reducing the Footage from 1500 feet to 500 feet. Some members of the Board were wanting consideration of change because it would bring more revenue to the County. The motion failed at this Beer Board Meeting.

Mr. Larry Bouldin from the Piney Community was present at the Full Commission Meeting requesting to address the Full Commission. Mr. Bouldin had heard it was a package store opening and wanted the Commission to consider leaving the distance at 1500 feet and not reduce it at all. He conversed his opinion in concern of having things more available to the children of the community that they did not need access too.

**Adjournment**

Tabitha Denney made a motion, second by Michael Woodlee to adjourn. All approved by voice vote. Motion passed. Meeting adjourned at 7:16 p.m.

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Chairman Cale Crain

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County Clerk Lisa Rigsby