

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

The Van Buren County Commission met in a Regular Meeting on December 15, 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

Deputy Sheriff Cameron Clendenon called the Meeting to Order.

Roll Call

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

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 of the Full Commission Meeting on November 17, 2025

Michael Woodlee made a motion, seconded by Michael Chandler to approve the Minutes from the November 17, 2025 Meeting. All agreed by voice vote. 0-opposed. Motion passed.

Approve/Disapprove: Minutes from Committee A.

Committee A Meeting
December 4, 2025

Roll Call: Terry Hickey, Terry Hodges, & Tabitha Denney

Motion made by Terry Hodges and second by Terry Hickey for budget amendment for Sheriff's Dept. Move \$1,330.34 from 101-44170 misc. refunds to line item 101-54110-187 overtime for reimbursement for overtime. Roll call with all members voting yes.

Motion made by Terry Hickey and second by Terry Hodges to approve 141 budget amendments as presented for the Board of Education. Roll call with all members voting yes.

Motion made by Terry Hodges and second by Terry Hickey to approve 880 budget amendments as presented for the Board of Education. Public School Security Grant. Roll call with all members voting yes.

Motion made by Terry Hickey and second by Terry Hodges to move \$226,500.00 from line 39000 to line 116-55732-718 unassigned vehicle. Recycling Equipment Grant to cover roll off truck.

New Business

Motion made by Terry Hodges and second by Terry Hickey to move \$3,000.00 from line 101-44570 contributions to line 101-54210-399 other contracted services. CPC contributions to cover 30 \$100.00 gift cards for Sheriff and Jails employees. Roll call with all members voting yes.

Motion made by Terry Hickey and second by Terry Hodges to move \$200.00 from 101-44570 contributions to line 101-54210-399 other contracted services. Donations to cover food for employee dinner. Roll call with all members voting yes.

Terry Hickey made a motion to adjourn.

Committee A Chairman Tabitha Denney brought forward action that needs to be taken by the Full Commission from the Committee A Meeting on December 4, 2025.

Budget Amendment, overtime Grant, \$1,330.34

Tabitha Denney made a motion, seconded by Michael Woodlee to approve a budget amendment for Sheriff's Department to move \$1,330.34 from 101-44170 misc. refunds to line item 101-54110-187 overtime for reimbursement for overtime.

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

Function	Obj.	Description	Explanation	Debit	Credit
44170 54110	187	Misc Refunds Overtime		\$ 1,330.34	\$ 1,330.34
			Total	\$ 1,330.34	\$ 1,330.34

Reimbursement from Overtime.

Budget Amendment for the School System, Fund 141

Tabitha Denney made a motion, seconded by Michael Woodlee to approve 141 budget amendments as presented for the Board of Education.

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

Van Buren Co. Board of Education
2025-2026

BUDGET AMENDMENT
Reimbursable Grant

GENERAL FUND
FUND 141
Healthcare Resiliency Grant

FUNCTION	OBL.	DESCRIPTION	EXPLANATION	DEBIT	CREDIT
72120	131	Medical Personnel	Salary		102,802.51
72120	201	Social Security	Benefits		5,287.61
72120	204	Retirement	Benefits		3,773.70
72120	212	Medicare	Benefits		781.7
72120	413	Medical Supplies	Medical Supplies for new fiscal year		32,251.73
72120	524	Travel	Travel for Training & Development		13605.19
72710	729	Transportation	Remaining amount left		45
46390		Revenue		158547.44	
TOTAL				158547.44	158547.44

Budget Amendment for the School System, Fund 880

Tabitha Denney made a motion, seconded by Michael Woodlee to approve Fund 880 budget amendments as presented for the Board of Education. Public School Security Grant.

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

141 - Reimbursement Grant

PSSG

Budget

Van Buren County (880) Public District - FY 2026 - Public School Security Grant - Rev 0 - FY26 Public School Security Grant

Account Number	Total
72130 - Other Student Support	\$0.00
72610 - Operation of Plant	\$0.00
72620 - Maintenance of Plant	\$14,152.74
	Total \$14,152.74
	Adjusted Allocation \$14,152.74
	Remaining \$0.00

Total for all other Account Numbers:

\$0.00

Total for all Account Numbers:

\$14,152.74

Adjusted Allocation:

\$14,152.74

Remaining:

\$0.00

Budget Amendment for the Roll off Truck, Solid Waste Recycling Grant, \$226,500.00

Tabitha Denney made a motion, seconded by Michael Woodlee to approve to move \$226,500.00 from line 39000 to line 116-55732-718 unassigned vehicle. Recycling Equipment Grant to cover roll off truck.

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

Budget Amendments, Sheriff’s Dept. \$3000.00

Tabitha Denney made a motion, seconded by Michael Woodlee to move \$3,000.00 from line 101-44570 contributions to line 101-54210-399 other contracted services. CPC contributions to cover 30 \$100.00 gift cards for Sheriff and Jails employees.

**Van Buren Co. Executive
2025-2026**

**Solid Waste
Fund 116**

Function	Obj.	Description	Explanation	Debit	Credit
39000 55732	718	unassigned vehicle	recycle equip. grant	\$ 226,500.00	\$ 226,500.00
			Total	\$ 226,500.00	\$ 226,500.00

Budget Amendment Sheriff's Dept. \$200.00

CPC, the phone company for the jail, sent us \$3000.00 to buy each staff member a gift card for Christmas. We have received the check.

Tabitha Denney made a motion, seconded by Michael Woodlee to approve to move \$200.00 from 101-44570 contributions to line 101-54210-399 other contracted services. Donations to cover food for employee dinner.

Upon roll call: Michael Woodlee, Jordan Delong, Tabitha Denney, Terry Hickey, 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 2025-2026			General Fund 101 General Fund		
BUDGET AMENDMENT					
Function	Obj.	Description	Explanation	Debit	Credit
44570		Contributions and gifts	Layne Funeral Home	\$ 100.00	
44570		Contributions and gifts	David Chandler	\$ 100.00	
54210	399	Other Contracted Services			\$ 200.00
			Total	\$ 200.00	\$ 200.00

Contributions for the Sheriff's Office Christmas Party.

Approve/Disapprove: Notary Public Application for Jessica Grissom

Michael Woodlee made a motion, seconded by Tabitha Denney to approve the Notary Public Application for Jessica Grissom. All approved by voice vote. 0-opposed. Motion passed.

Approve/Disapprove: Quarterly Report for the Ambulance Service for July, August, and September

Jordan Delong made a motion, seconded by Michael Chandler to approve the Quarterly Report for the Ambulance Service for July, August, and September. All agreed by voice vote. 0-opposed. Motion passed.

Old Business

None

New Business

Budget Amendment, Sheriff's Dept. \$100.00, Contributions for Christmas Party, Fund 101

Michael Woodlee made a motion, seconded Michael Chandler to approve this budget amendment as presented.

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

New Business

Van Buren Co. Executive General Fund
2025-2026 BUDGET AMENDMENT 101 General Fund

Function	Obj.	Description	Explanation	Debit	Credit
44570		Contributions and gifts	Apparel Embroidery	\$ 100.00	
54210	399	Other Contracted Services			\$ 100.00
Total				\$ 100.00	\$ 100.00

Contributions for the Sheriff's Office Christmas Party.

Approve/Disapprove: Jeff Haston to the Van Buren County Planning Commission

Terry Hodges made a motion, seconded by Michael Chandler to approve Jeff Haston 2nd District for the Planning Commission from January 1, 2026 to January 1, 2030. All approved by voice vote. 0-opposed. Motion passed.

Budget Amendment for \$8,600.00 for data processing out of a reserve account, Fund 101

The Full Commission needed more information on this budget amendment in the amount of \$8,600.00 so Michael Woodlee made a motion, seconded by Michael Chandler to table this matter until there were more information. All approved by voice vote. 0-opposed. Motion passed.

Civic Plus, Social Media Archiving Set up and Subscription

The Full Commission took no action on this matter, they will look into it further after the School Board has their meeting on Wednesday to make a discussion in going forward. Michael Woodlee made a motion, seconded by



CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #: Statement of Work
Date: Q-113480-1
Expires On: 12/8/2025 3:32 PM
12/31/2025

Client:
Van Buren County - Sheriff, TN

Bill To:
VAN BUREN COUNTY, TENNESSEE

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Adam Deschenes	(858) 328-2886	adam.deschenes@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving Provisioning Fee - Standard	Social Media Archiving Account Activation and Setup	USD 1,000.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Social Media Archiving - Standard	Social Media Archiving Subscription - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) and Web Snapshots	USD 6,109.80

List Price - Initial Term Total	USD 8,188.00
Total Investment - Initial Term	USD 7,109.80
Annual Recurring Services (Subject to Uplift)	USD 6,109.80

Initial Term	1/1/2026 - 12/31/2026, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	100% invoiced January 1st, 2026

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
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Annual Uplift	5% to be applied in year 2
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This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Terry Hodges to table this matter. All agreed by voice vote. Motion passed.
Information only for the record as following:

Comments from General Public

Commissioner Michael Chandler took a moment to publicly thank all who were involved in the Santa Shop here in Van Buren County.

Adjournment

Michael Woodlee made a motion, seconded by Terry Hickey to adjourn. All approved by voice vote. Motion passed. Meeting adjourned at 6:24 p.m.

Chairman Cale Crain

County Clerk Lisa Rigsby