

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

The Van Buren County Commission met in a Regular Meeting on May 18, 2026 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 Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee 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 from the Meeting on April 20, 2026 also Special Called Meeting April 30, 2026 as printed

Terry Hickey made a motion, seconded by Michael Woodlee to approve the Minutes from the meeting on April 20, 2026 and the Special called meeting on April 30, 2026 as printed. All approved by voice vote. 0-opposed. No changes to any vote. Motion passed.

Approve/Disapprove: Committee A Minutes with adding the Trustee's Surety Bond as printed.

Committee A Meeting

May 4, 2026

Call to Order at 5:30 p.m.

Roll call: Terry Hickey, Jordan Delong, Terry Hodges, Cale Crain and Tabitha Denney.

Motion made by Terry Hickey second by Cale Crain to approve the Trustee financial Report. All in favor.

Motion made by Cale crain and seconded by Terry Hodges for Budget Amendment of General Fund. Move a total of \$14,500 from fund balance 39000. Move \$6,500 to line item 101-51800-434 for Natural Gas and \$8,000 to line item 101-51800-415 for Electricity. Roll call with all voting yes.

Motion made by Cale Crain and second by Terry Hickey to approve Van Buren County School General Fund 141 changes as presented. Roll call with all in favor.

Motion made by Cale Crain and second by Terry Hodges to approve Sheriff's Office request to move \$5,000 from line 39000 to line item 101-54210-422 Food Supplies. Roll call with all voting yes.

Motion made by Cale Crain seconded by Terry Hickey to approve Sheriff's Office request to move \$15,800 from line 39000 General Fund to line 101-54210-340 to cover Medical. Roll call with all in favor.

Motion made by Terry Hodges and seconded Jordan Delong to approve the Sheriff's Office request to move \$2,950 from line 101-54110-204 State Retirement. \$2,400 to line item 54110-201 Social Security. \$550 to line 54110-212 Employer Medicare. Roll call with all voting yes.

Motion made by Cale Crain and seconded by Jordan Delong to approve Sheriff's Office request to move \$618.75 from 101-44170 Misc. Refunds to 54110-187 overtime. Roll call with all in favor.

Motion made by Terry Hodges and seconded by Cale Crain to approve Sheriff's Office request to move from 122 Drug Fund Balance 39000 amount of \$4,800 to line item 122-54150-499 other supplies and materials. Roll call with all voting yes.

Motion made by Cale Crain seconded by Terry Hodges to approve Sheriff's Office General Fund 122 Drug Fund line item 39000 amount of \$34,679 to line item 122-54150-499 other supplies and materials. Roll call with all members' approval. The amount will cover half of a K9 unit. Roll call with all in favor.

Motion made by Cale Crain and seconded by Jordan Delong to move \$34,679 from line item 101-39000 fund balance to line item 101-54110-718 to cover the remainder of the K9 unit vehicle. Roll call with all voting yes.

Motion made by Cale Crain seconded by Terry Hodges to move forward with Arlington/Roe to review fees and attempt to get waived. The fees cannot be removed then advertised in the newspaper. All members approve.

Adjourned by Cale Crain.

Committee A Chairman Tabitha Denney brought forward action that needs to be taken by the full Commission from the Committee A meeting on May 4, 2026.

Approval of the Trustee's Financial Report & Surety Bond as printed

Tabitha Denney made a motion, seconded by Michael Woodlee to approve as presented.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee, and Cale Crain voted yes. No changes to any yes vote. Motion passed. **Financial Report & Bond as following:**

VAN BUREN COUNTY TRUSTEE
AFTER TAX SEASON - UPDATE
FINANCIAL REPORT TO COMMISSIONS

TRUSTEE COMMISSIONS - JULY 2025 THROUGH MARCH 2026

- TRANSFERRED INTO FUND 101
 - TOTAL \$137,343.68

INVESTMENT INCOME - JULY 2025 THROUGH MARCH 2026

- TRANSFERRED INTO FUND 101
 - TOTAL \$166,305.76

****TOTAL TRUSTEE CONTRIBUTIONS TO 101
\$303,649.44 - JULY 2025 THROUGH MARCH 2026**

2024 TAX YEAR - UNPAID TAXES - JULY 2025 THROUGH MARCH 2026

- \$41,337.00 - TURNED OVER TO CLERK & MASTER (1%)
TOTAL TAXES BILLED \$4,419,947.00

2025 TAX YEAR - UNPAID TOTAL (AS OF April 6, 2026)

\$348,183.00

TOTAL TAXES BILLED \$4,502,210.00 = 8%

2025 TAX YEAR - NEW TAX RELIEF RECEIPTANTS

36

*****ALL DOLLAR AMOUNTS WILL CHANGE BY END OF THE FISCAL YEAR ON JUNE 30, 2025**

MAY 4, 2026 (2ND TIM
APRIL 06, 2026

RLI

RLI SURETY

P.O. BOX 3967 PEORIA, IL 61612-3967
P: (800)483-9754 E: surety.south@rlcorp.com
RLISURETY.COM

April 21, 2026

Sprouse Insurance Group, LLC
P. O. Box 1977
Dunlap, TN 37327

Re: Subm #: 331783384
\$514,700.00 County Public Official
Elizabeth M. (Beth) Simmons

Dear Producer:

Thank you for submitting this bond to RLI. Your submission is approved. Total amount due on this bond is \$5,641.00 for the term 09/01/2026 through 09/01/2030.

We appreciate your business and look forward to assisting you with your next submission.

Sincerely,



Kyle Johnson
Misc. Surety Underwriter II
kyle.johnson@rlcorp.com

L0092722

Local Government Property Casualty Fund
226 Anne Dallas Dudley Blvd, Suite 212, Nashville, TN 37219

General Change Endorsement

Prepared For: Van Buren County
Policy Term: July 1, 2025 to July 1, 2026
Endorsement Effective: July 1, 2025

Member #: LGPCF-0048
Endorsement Number: CEO-0001

This endorsement changes the Coverage Document. Please read it carefully.

The following changes are made to the Coverage Document and are subject to the terms, conditions, exclusions, and limits of the Coverage Document.

Change:

With respect to Part II - G - Crime Coverage Agreements, it is hereby understood and agreed that the following Elected or Appointed Official(s) are covered for Employee Dishonesty - Faithful Performance with a limit of \$400,000 per occurrence; it is hereby understood and agreed that the following Elected or Appointed Official(s) are covered for Employee Dishonesty - Faithful Performance with a limit of \$400,000 per occurrence:

Assessor of Property
Circuit Court Clerk
Clerk & Master
Coroner/Medical Examiner
County Clerk
Mayor/County Executive
Register of Deeds
Sheriff
Trustee

LOCAL GOVERNMENT PROPERTY AND CASUALTY FUND

By:



Robert M. Wormsley

President, Chief Executive Officer

Coverage Period 12:01 a.m. July 1, 2025 to 12:01 a.m. July 1, 2026



Beth Simmons <vbctrustee@gmail.com>

Trustee Surety Bond

Mon, Mar 30, 2026 at 8:47 AM

Mayes, Horace Tyler <tyler.mayes@tennessee.edu>
To: Beth Simmons <vbctrustee@gmail.com>

Good morning!

I hope you are doing great.

The calculation for the trustee's surety bond providing the minimum mandated security for your county covering the upcoming term of office starting in September 2026 is attached. See below for the statutory authority regarding the calculation.

(b)(1) If the official bond of the county trustee is executed by a surety company authorized to transact business in this state, the minimum amount of the bond shall be based on the revenues as follows:

(A) Four percent (4%) up to three million dollars (\$3,000,000) of the funds collected by the office; and

(B) Two percent (2%) of the excess over three million dollars (\$3,000,000) shall be added.

(2) The amounts indicated in subdivisions (b)(1)(A) and (B) shall be cumulative.

(c)(1) If the official bond of the county trustee is executed by personal sureties, the minimum amount of the bond shall be based on revenues as follows:

(A) Six percent (6%) up to three million dollars (\$3,000,000) of the funds collected by the office; and

(B) Four percent (4%) of the excess over three million dollars (\$3,000,000) shall be added.

(2) The amounts indicated in subdivisions (c)(1)(A) and (B) shall be cumulative.

§ 8-11-103. Surety bond

Disclaimer: These calculations are derived from actual financial data reported in the FY2025 audit conducted by the Division of Local Government Audit within the Office of the Comptroller of the Treasury. The University of Tennessee's County Technical Assistance Service (CTAS) has identified and included revenues reasonably determined to be received by the Trustee's office for purposes of establishing the minimum bond amount. Such calculation is made in accordance with TCA 8-11-103. Pursuant to TCA 8-11-102, the county legislative body may fix the Trustee's bond in an amount greater than the statutory minimum.

As per T.C.A. 8-11-102, county legislative bodies may mandate additional security for the county trustee if they believe the minimum coverage is inadequate.

Please let me know if I can answer any questions related to your surety bond calculations.

H. Tyler Mayes
County Government Consultant
UT County Technical Assistance Service



INSTITUTE OF PUBLIC SERVICE
205 Cornerstone Circle
Clinton, Tennessee 37716

tyler.mayes@tennessee.edu
(865) 809-5676
ctas.tennessee.edu

Trustee Bond Calculation 2026 Van Buren FY 2025 Revenues

Primary Government Governmental Funds		\$ 5,082,323
PRI-101	General	74,350
PRI-112	Courthouse and Jail Maintenance	612,221
PRI-116	Solid Waste/Sanitation	1,039,671
PRI-118	Ambulance Service	186,874
PRI-120	Local Purpose Tax	25,759
PRI-122	Drug Control	2,795,461
PRI-131	Highway/Public Works	576,381
PRI-151	General Debt Service	33,245
PRI-171	General Capital Projects	33,245
Total Primary Government Governmental Funds		\$ 10,426,285
School Department Governmental Funds		10,069,887
SCH-141	General Purpose School	1,285,401
SCH-142	School Federal Projects	774,810
SCH-143	Central Cafeteria	774,810
Total School Department Governmental Funds		\$ 12,080,098
Primary Government Fiduciary Funds		228,627
PRI-351	Cities - Sales Tax	228,627
Total Primary Government Fiduciary Funds		\$ 228,627
Total FY 2025 Revenues Handled by Trustee		\$ 22,735,010

Bond Calculation per §8-11-103 TCA		
	Revenues	Bond Amount
Corporate Surety	3,000,000	120,000
4% up to \$3,000,000	19,735,010	394,700
2% of excess over \$3,000,000		514,700
Corporate Surety Bond Amount		\$ 514,700

	Revenues	Bond Amount
Personal Surety	3,000,000	180,000
6% up to \$3,000,000	19,735,010	789,400
4% of excess over \$3,000,000		969,400
Personal Surety Bond Amount		\$ 969,400

Disclaimer: These calculations are derived from actual financial data reported in the FY2025 audit conducted by the Division of Local Government Audit within the Office of the Comptroller of the Treasury. The University of Tennessee's County Technical Assistance Service (CTAS) has identified and included revenues reasonably determined to be received by the Trustee's office for purposes of establishing the minimum bond amount. Such calculation is made in accordance with TCA 8-11-103. Pursuant to TCA 8-11-102, the county legislative body may fix the Trustee's bond in an amount greater than the statutory minimum.

Budget Amendment Fund 101, \$14,500.00

Tabitha Denney made a motion, seconded by Terry Hickey to move a total of \$14,500.00 from fund balance 39000. Move \$6,500.00 to line item 101-51800-434 for Natural Gas and \$8,000.00 to line item 101-51800-415 for Electricity.

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

Budget Amendment, School Fund 141

Tabitha Denney made a motion, seconded by Michael Woodlee to approve the Van Buren County School General Fund 141 changes as presented.

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

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
39000		unassigned	fund balance	\$ 14,500.00	
51800	434	natural gas	natural gas		\$ 6,500.00
51800	415	caney fork elect	electricity		\$ 8,000.00
			Total	\$ 14,500.00	\$ 14,500.00

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

Van Buren Co. Board of Education

BUDGET AMENDMENT

GENERAL FUND
FUND 141

FY 25-26

FUNCTION	OBJ.	DESCRIPTION	EXPLANATION	DEBIT	CREDIT
71100	449	Textbooks - Bound	Move to Water & Sewer Price Increase	20,000	
72610	454	Water & Sewer	Price increase on Water and Sewer		20,000
			TOTAL	20,000	20,000

Van Buren Co. Board of Education

BUDGET AMENDMENT

GENERAL FUND

FUND 141

FY 25-26

FUNCTION	OBJ.	DESCRIPTION	EXPLANATION	DEBIT	CREDIT
73300	499	Other Supplies & Materials	Donations for Resource Center Expenses		13842.13
44570	HLESS	Misc. Refund	Donations for Resource Center Expenses	13842.13	
TOTAL				20,000 13,842.13	20,000 13,842.13

Budget Amendment, Sheriff's Department, \$5,000.00

Tabitha Denney made a motion, seconded by Michael Woodlee to approve the Sheriff's Office request to move \$5,000.00 from line 39000 to line item 101-54210-422 Food Supplies.

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

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

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
39000 54210	422	unassigned food supplies	fund balance, food supplies	\$ 5,000.00	\$ 5,000.00
			Total	\$ 5,000.00	\$ 5,000.00

Budget Amendment, Sheriff's Department, \$15,800.00

Tabitha Denney made a motion, seconded by Michael Woodlee to approve the Sheriff's Office request to move \$15,800.00 from line 39000 General Fund to line 101-54210-340 to cover Medical.

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

Van Buren Co. Executive		General Fund		Sheriff's Office	
2025-2026		BUDGET AMENDMENT		5/4/2026	
Function	Obj.	Description	Explanation	Debit	Credit
39000		Fund Balance		\$ 15,800.00	
54210	340	Medical			\$ 15,800.00
			Total	\$ 15,800.00	\$ 15,800.00
Jul-25		\$11,665.60		Jan-26	\$23,742.78
Aug-25		\$9,800.42		Feb-26	\$10,318.44
Sep-25		\$9,856.65		Mar-26	\$10,775.02
Oct-25		\$9,487.57		Apr-26	\$10,875.27
Nov-25		\$3,836.36	Cumberland not paid	May-26	\$0.00
Dec-25		\$11,973.95		Jun-26	\$0.00

Averaging \$11,000 a month. We have \$16236.07. Would like to add enough for the 2 months left. Plus extra in case something comes in like a hospital bill. The \$11000.00 covers medical and meds.

Budget Amendment, Sheriff's Department, \$2,950.00

Tabitha Denney made a motion, seconded by Michael Woodlee to approve the Sheriff's Office request to move \$2,950.00 from line 101-54110-204 State Retirement. \$2,400.00 to line item 54110-201 Social Security. \$550.00 to line 54110-212 Employer Medicare.

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

Budget Amendment, Sheriff's Department, \$618.75, TBI reimbursement

Tabitha Denney made a motion, seconded by Michael Woodlee to approve Sheriff's Office request to move \$618.75 from 101-44170 Misc. refunds to 54110-187 overtime.

Van Buren Co. Executive		General Fund		Sheriff's Office	
2025-2026	BUDGET AMENDMENT	101 General Fund		5/4/2024	
Function	Obj.	Description	Explanation	Debit	Credit
54110	204	State Retirement		\$ 2,950.00	
54110	201	Social Security			\$ 2,400.00
54110	212	Employer Medicare			\$ 550.00
			Total	\$ 2,950.00	\$ 2,950.00

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

Van Buren Co. Executive		General Fund		Sheriff's Office	
2025-2026		101 General Fund		4/30/2026	
Function	Obj.	Description	Explanation	Debit	Credit
44170 54110	187	Misc Refunds Overtime		\$ 618.75	\$ 618.75
			Total	\$ 618.75	\$ 618.75

TBI Overtime Reimbursement back to OT line

Van Buren County Trustee
Miscellaneous Receipt

User: Beth Simmons
Date/Time: 4/28/2026 9:16 AM

Date: 04/28/2026
Initials: BS
Drawer: 2 Beth's Cash Drawer
Group: Trustee

Receipt Number: 913
Transaction Total: 618.75
Trans. Total Tendered: 618.75
Change: 0.00

Transaction No:	154281	Description	SHERIFF - TBI/TDDTF OVER TIME		
Amount:	\$618.75	Object	REIMBURSEMENTS	Allocation	Receipt Item Amount
Revenue Code			Cost	101 - County General	\$618.75
44170	Miscellaneous Refunds				

Received of	Payment Type	Payment No.	Amount
STATE OF TN - INVOICE 1000-A	Direct Deposits		\$618.75

Original

Budget Amendment, \$4,800.00, Sheriff's Department, K9 Transport & supplies

Tabitha Denney made a motion, seconded by Michael Woodlee to approve the Sheriff's Office request to move from 122 Drug Fund Balance 39000 amount of \$4,800.00 to line item 122-54150-499 other supplies and materials.

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

Budget Amendment, Sheriff's Department, \$34,679.00, K9 Patrol Vehicle

Tabitha Denney made a motion, seconded by Michael Woodlee to approve to move the Sheriff's Office General Fund 122 Drug Fund line item 39000 amount of \$34,679.00 to line item 122-54150-499 other supplies and materials.

*Michael
Brooks*

Van Buren Co. Executive		General Fund		Sheriff's Office	
2025-2026	BUDGET AMENDMENT	122 Drug Fund		5/4/2026	
Function	Obj.	Description	Explanation	Debit	Credit
39000		Fund Balance		\$ 4,800.00	
54150	499	Other Supplies and Mat.			\$ 4,800.00
			Total	\$ 4,800.00	\$ 4,800.00

This will be for K9 Transport, Permant shelter, Kennel, & Start Up Supplies.

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

Budget Amendment, \$34,679.00, remainder of the K9 patrol vehicle

*Michael
Braz*

Van Buren Co. Executive		General Fund		Sheriff's Office	
2025-2026		BUDGET AMENDMENT		5/4/2026	
Function	Obj.	Description	Explanation	Debit	Credit
39000		Fund Balance		\$ 34,679.00	
54150	499	Other Supplies and Mat.			\$ 34,679.00
			Total	\$ 34,679.00	\$ 34,679.00

This will be 1/2 the cost of K9 Patrol Vehicle.

*101-39000 Debit
101-54110-718 Credit
\$ 34,679.00*

Tabitha Denney made a motion, seconded by Michael Woodlee to approve to move \$34,679.00 from line item 101-39000 Fund Balance to line item 101-54110-718 to cover the remainder of the K9 unit vehicle.

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

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

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
39000 54110	718	unassigned vehicles	fund balance k9 vehicle	\$ 34,679.00	\$ 34,679.00
			Total	\$ 34,679.00	\$ 34,679.00

Arlington/Roe, Proposal for Cyber Liability coverage from Sprouse Insurance, \$9,776.02

Financial Director Heather Woodlee was present at the Meeting with a proposal summary for Cyber Liability Insurance Coverage from Arlington/Roe in the amount of \$9,776.02 yearly. This would start in July for the new fiscal year, so this amount would be added to the upcoming Budget. After discussion on this matter, Tabitha Denney made a motion, seconded by Michael Woodlee to approve as presented.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee, and Cale Crain voted yes. No changes to any yes vote. Motion passed. **Cyber Liability Proposal Summary as following:**



Managing General Agents | Wholesale Insurance Brokers

8888 Keystone Crossing, Suite 900
Indianapolis, IN 46240
(800)878-9891
ArlingtonRoe.com

Cyber Liability Proposal Summary

May 14, 2026

Agency:
Sprouse Insurance Group LLC (AGT06135)
Tim Harris
580 Ewtonville Ridge Rd
Dunlap, TN 37327

Insured:
Van Buren County

Proposal Number:
SUB1594132-01

Proposed Policy Period: 05/14/2026 to 05/14/2027
Proposed Policy Term: 12 Months
Billing Type: Agency Bill

Company:
Lloyds of London

Based on the information provided we are pleased to offer the attached proposal. Please review the proposal carefully, as the terms and conditions may differ from what was requested. Below is a summary of the premium and any taxes and/or fees. Please refer to the attached proposal for TRIA premium, if applicable. If you have any questions, please contact us.

Premium:	\$ 9,000.00
Carrier Fee:	\$ 295.00
TN Clearinghouse Fee:	\$ 16.27
TN Surplus Lines Tax:	\$ 464.75
Total:	\$ 9,776.02

Please be advised this account will be Agency Bill and may be subject to minimum earned and/or fully earned premium at the time of binding, depending on the market or coverage. If it is not possible for your agency to collect payment in full, we strongly recommend this minimum premium amount be collected from the insured prior to binding as your agency will be responsible for any earned premium in the event of cancellation. Terms and Conditions may differ. Please refer to the attached carrier quote for details.

Melissa Hilgendorf
mhilgendorf@arlingtonroe.com
1 (800) 878-9891 Ext. 8774

Compensation Disclosure

Several states require disclosure of fees and compensation in insurance transactions. Please review the following, as your acceptance of the proposal or order to bind indicates your and your client's acceptance of these terms.

In most transactions, Arlington/Roe is compensated through commission, shared with you, for the placement of policies. The amount of the commission varies by insurance line and by carrier. Arlington/Roe may receive contingent or supplemental commission from various carriers.

The proposal you received may include fees charged by Arlington/Roe as a part of the transaction. These fees are non-refundable and charged in part to defray the costs of the transaction, and may or may not include charges payable to third parties. Fees are charged only to the extent permitted by relevant state law. Unless the amounts are paid to a third party, or a specifically negotiated agreement exists, these fees represent revenue to Arlington/Roe in addition to the commission compensation described above.

The Applicant hereby acknowledges that he/she/it is aware that the limit of liability shall be reduced, and may be completely exhausted, by claim expenses and, in such event, the Insurer shall not be liable for claim expenses or any judgment or settlement that exceed the limit of liability.

I HEREBY DECLARE that, after inquiry, the above statements and particulars are true and I have not suppressed or misstated any material fact, and that I agree that this application shall be the basis of the contract with the Underwriters.

CERTIFICATION, CONSENT AND SIGNATURE

The Applicant has read the foregoing and understands that completion of this application does not bind the Underwriter or the Broker to provide coverage. It is agreed, however, that this application is complete and correct to the best of the Applicant's knowledge and belief, and that all particulars which may have a bearing upon acceptability as a NetGuard® Plus Cyber Liability Insurance risk have been revealed

By signing below, the Applicant consents to the Insurer conducting non-intrusive scans of the Applicant's internet-facing systems / applications for common vulnerabilities.

It is understood that this application shall form the basis of the contract should the Underwriter approve coverage, and should the Applicant be satisfied with the Underwriter's quotation. It is further agreed that, if in the time between submission of this application and the requested date for coverage to be effective, the Applicant becomes aware of any information which would change the answers furnished in response to any question of this application, such information shall be revealed immediately in writing to the Underwriter.

This application shall be deemed attached to and form a part of the Policy should coverage be bound.

Must be signed by an officer of the company.

Print or Type Applicant's Name

David Sullivan

Signature of Applicant

David Sullivan

Title of Applicant

VBC Mayor

Date Signed by Applicant

7-01-2026

Approve/Disapprove: Quarterly Reports from Ambulance Service, Sheriff's Department, Solid Waste, Highway Department, Van Buren County Schools, and Clerk & Master.

Jordan Delong made a motion, seconded by Terry Hickey to approve the Quarterly reports for the Ambulance, Sheriff, Solid Waste, Highway Department, Van Buren County Schools, and Clerk & Master. All approved by voice vote. 0-opposed. No changes to any vote. Motion passed.

Approve/Disapprove: Lakelyn Stoglin to replace Jessica Delong for Farm Woman on the Van Buren County Agriculture Extension Board.

Jordan Delong made a motion, seconded by Michael Woodlee to approve Lakelyn Stoglin to replace Jessica Delong for Farm Woman on the Van Buren County Agriculture Extension Board. All agreed by voice vote. 0-opposed. No changes to any vote. Motion passed.

Old Business

None

New Business: Fire Board

Fire Board & Resolution 503

On August 7, 1986 it was voted on by the Full Commission to levy a special assessment of \$0.10 per \$100.00 assessed value on all property in Van Buren County to be used exclusively to provide Countywide Fire protection. In the past the money has been distributed pretty much evenly amongst the 5 Fire Departments in the County.

A New Van Buren County Fire Board has been established which includes two County Commissioners and one person from each Fire Department. This Board has met 2 different times discussing how the money is distributed and how some departments setting are on large sums of money and some are going broke. The Board has worked on a Resolution that all Fire Departments have agreed upon. Each Fire Department will get a minimum base of \$25,000.00 yearly and everything on top of that would be distributed based off the schedule which is explained in the Resolution. After much discussion on this matter, Tabitha Denney made a motion, seconded by Michael Chandler to approve as presented.

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

RESOLUTION NO. 503

A RESOLUTION TO ESTABLISH A FAIR AND TRANSPARENT PROCESS FOR THE DISTRIBUTION OF LOCAL PURPOSE TAX FUNDS TO THE FIRE DEPARTMENTS OF VAN BUREN COUNTY, TENNESSEE

WHEREAS, Van Buren County provides fire protection services through five volunteer fire departments; and

WHEREAS, the County desires to ensure that local purpose tax funds are distributed in a fair, consistent, transparent, and performance-based manner; and

WHEREAS, it is in the best interest of the citizens of Van Buren County to promote accountability, operational readiness, and continued training among its fire departments;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY LEGISLATIVE BODY OF VAN BUREN COUNTY, TENNESSEE:

SECTION 1. PURPOSE

This Resolution establishes a fair, consistent, and transparent process for distributing local purpose tax funds to support the operations of the five fire departments within Van Buren County.

SECTION 2. COMMITTEE STRUCTURE

A committee shall be established to oversee the distribution process, consisting of:

Two (2) County Commissioners, one appointed from Committee A and one from Committee B by the County Legislative Body; and

One (1) representative from each of the five fire departments, appointed by their respective Fire Chief.

SECTION 3. ANNUAL REVIEW PROCESS

The committee shall meet annually during the first quarter of the year to review documentation from the prior calendar year (January–December), including:

Training records

Operational activity

Supporting documentation

The committee shall determine the distribution of all local purpose tax funds exceeding the established minimum allotment.

SECTION 4. FUND DISTRIBUTION

Any agreed-upon shared expenses shall be deducted from the total available funds prior to distribution.

Each fire department shall receive a guaranteed minimum annual allocation of \$25,000.

Remaining funds shall be distributed based on a performance scoring system outlined in this Resolution.

SECTION 5. SCORING SYSTEM

CATEGORY WEIGHTS

Funds above the minimum allocation shall be distributed as follows:

- 60% – Answered Calls
- 20% – Training
- 20% – Readiness

The evaluation period shall be the prior 12-month calendar year (January–December).

A. ANSWERED CALLS (60%)

Points shall be awarded as follows:

One (1) point for each response of a fire apparatus to a fire call

One (1) point for each response to a medical call

Examples:

- Example 1: If all five departments are toned to a fire call and all respond with an apparatus, each department receives one (1) point.
- Example 2: If all departments are toned but only two respond with an apparatus, only those two departments receive one (1) point each.
- Example 3: If two departments are dispatched and one responds with an apparatus while the other responds POV only, one (1) point is awarded only to the department with the apparatus response.
- Example 4: If a single department is dispatched to a medical call and responds POV, that department receives one (1) point.

All calls and points shall be reviewed and finalized by the committee.

B. TRAINING (20%)

One (1) point shall be awarded per hour of certificate-based training completed by members in good standing

Training must be relevant to fire and rescue services

Certificates must be issued by recognized providers (e.g., TFACA, Tennessee Fire Training Online, FDIC, UCRFC Training Weekend)

Exclusions:

Medical continuing education (CE) hours

Introductory and basic firefighting courses (16-hour, 64-hour, Live Burn)

Limitations:

A maximum of eight (8) points per individual may be counted for online training

C. READINESS (20%)

Fire Certifications (15%)

1 point – Support Firefighter Certificate

2 points – State Minimum Training

3 points – TCCF Firefighter I or higher

Personnel who entered the fire service prior to June 30, 2004, possess a basic firefighting certificate, and have no break in service shall be considered as meeting State Minimum Training requirements per TCA 4-24-112 and shall receive two (2) points.

EMS Certifications (5%)

1 point – EMR or EMT Basic

2 points – Advanced EMT (AEMT)

3 points – Paramedic

All EMS personnel must be licensed in Tennessee and in good standing with Van Buren County EMS.

ELIGIBILITY REQUIREMENTS:

Members must be on the department roster and in good standing

Members must demonstrate regular participation in emergency responses

Members must be active before July 1 to receive Readiness credit

Members shall only be counted toward one primary department for Training and Readiness

SECTION 6. INTENT AND ACCOUNTABILITY

This Resolution is intended to ensure a fair, transparent, and performance-based distribution of funds. By incorporating measurable factors such as response activity, training participation, and operational readiness, this system promotes accountability and continuous improvement in fire protection services throughout Van Buren County.

This Resolution shall take effect upon adoption, the public welfare requiring it.

ADOPTED this ____ day of _____, 20.

APPROVED:

County Mayor

County Clerk

Purpose

To establish a fair, consistent, and transparent process for distributing local purpose tax funds to support the operations of the five fire departments within Van Buren County.

Procedure

A committee shall be formed consisting of two county commissioners, one from Committee A and one from Committee B, appointed by the county legislative body and one representative from each of the five fire departments appointed by the Fire Chief.

The committee will meet annually during the first quarter to review the prior year's training records, operational activity, and supporting documentation. Based on this review, the committee will determine the distribution of local purpose tax funds in excess of the established minimum allotment.

Any agreed-upon shared expenses will be deducted from the total available funds prior to disbursement. Each of the five fire departments shall receive a guaranteed minimum annual allocation of \$25,000. Remaining funds will then be distributed according to the scoring system outlined below.

Scope

Funds distributed above the minimum allocation will be based on the following categories:

- **60% – Answered Calls**
- **20% – Training**
- **20% – Readiness**

The evaluation period shall be the prior 12-month calendar year (January–December).

Answered Calls (60%)

Calls will be reviewed for the prior 12-month period. Points will be awarded as follows:

- One (1) point will be awarded for each response of a fire apparatus to a fire call.
- One (1) point will be awarded for each response to a medical call.

Examples:

- **Example 1:** If all five departments are toned to a fire call and all respond with an apparatus, each department receives one (1) point.
- **Example 2:** If all departments are toned but only two respond with an apparatus, only those two departments receive one (1) point each.

- **Example 3:** If two departments are dispatched and one responds with an apparatus while the other responds POV only, one (1) point is awarded only to the department with the apparatus response.
- **Example 4:** If a single department is dispatched to a medical call and responds POV, that department receives one (1) point.

All calls and points will be reviewed and finalized at the annual committee meeting.

Training (20%)

Training will be evaluated over the prior 12-month period (January–December).

- One (1) point will be awarded for each hour of certificate-based training completed by a member in good standing.
- Training must be relevant to fire and rescue services.
- Certificates must be issued by a recognized or reputable training provider (e.g., TFACA, Tennessee Fire Training Online, FDIC, UCRFC Training Weekend, etc.) and submitted for committee review.

Exclusions (no points awarded):

- Medical continuing education (CE) hours
- Intro to Fire & Emergency Services (16-hour course)
- Basic Firefighting (64-hour course)
- Live Burn (16-hour course)

Limitations:

- A maximum of eight (8) points per individual may be counted for online training.

Readiness (20%)

Readiness will be evaluated over the prior 12-month period (January–December) and divided as follows:

- **15% – Fire Certifications**
- **5% – EMS Certifications**

Fire Certification Points

- 1 point – Support Firefighter Certificate
- 2 points – State Minimum Training (16-hour, 64-hour, Live Burn)
- 3 points – TCCF Firefighter I or higher

- **Example 3:** If two departments are dispatched and one responds with an apparatus while the other responds POV only, one (1) point is awarded only to the department with the apparatus response.
- **Example 4:** If a single department is dispatched to a medical call and responds POV, that department receives one (1) point.

All calls and points will be reviewed and finalized at the annual committee meeting.

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Training will be evaluated over the prior 12-month period (January–December).

- One (1) point will be awarded for each hour of certificate-based training completed by a member in good standing.
- Training must be relevant to fire and rescue services.
- Certificates must be issued by a recognized or reputable training provider (e.g., TFACA, Tennessee Fire Training Online, FDIC, UCRFC Training Weekend, etc.) and submitted for committee review.

Exclusions (no points awarded):

- Medical continuing education (CE) hours
- Intro to Fire & Emergency Services (16-hour course)
- Basic Firefighting (64-hour course)
- Live Burn (16-hour course)

Limitations:

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Personnel who entered the fire service prior to June 30, 2004, possess a basic firefighting certificate, and have no break in service shall be considered as meeting State Minimum Training requirements per TCA 4-24-112 and shall receive two (2) points.

EMS Certification Points

- 1 point – Licensed Emergency Medical Responder (EMR) or EMT Basic
- 2 points – Licensed Advanced EMT (AEMT)
- 3 points – Licensed Paramedic

All personnel with EMS certifications must be licensed in the State of Tennessee and in good standing with Van Buren County EMS to qualify for points.

Members must be on the department roster, in good standing, and demonstrate regular participation in emergency responses to be included in the readiness category.

Members must be active before July 1 to receive credit in the Readiness Category.

Members shall only be counted under their designated primary department for the purposes of Training and Readiness scoring. No member shall be counted toward more than one department in these categories.

Conclusion

This policy is intended to ensure a fair, transparent, and performance-based distribution of local purpose tax funds among the five fire departments of Van Buren County. By incorporating measurable factors such as response activity, training participation, and operational readiness, this system promotes accountability, encourages continuous improvement, and supports the overall effectiveness of fire and emergency services within the county. The annual review process allows for ongoing evaluation and adjustment as needed to best serve the citizens of Van Buren County.

Budget Amendment, Sheriff's Department, \$6,000.00, K-9 training, lodging and meals

Terry Hickey made a motion, seconded by Terry Hodges to approve as presented.

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

Van Buren Co. Executive		General Fund		Sheriff's Office	
2025-2026		BUDGET AMENDMENT		122 Drug Fund	
Function	Obj.	Description	Explanation	Debit	Credit
39000		Fund Balance		\$ 6,000.00	
54150	499	Other Supplies and Mat			\$ 6,000.00
			Total	\$ 6,000.00	\$ 6,000.00

This will cover K-9 Training, lodging and meals

Notary application approval for Lindsay Woodlee

Jordan Delong made a motion, seconded by Terry Hodges to approve the notary for Lindsay Woodlee. All approved by voice vote. No changes to any vote. Motion passed.

Budget Amendment for Election Commission, Fund 101, \$405.00

Michael Woodlee made a motion, seconded by Kenny Smith to approve this amendment as presented. Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry

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

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
51500	193	election workers	to pay for election	\$ 405.00	
51500	192	election comm.	to pay for election		\$ 405.00
Total				\$ 405.00	\$ 405.00

Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee, and Cale Crain voted yes. No changes to any yes vote. Motion passed. **Budget amendment as following:**

Budget Amendment, Fund 101, \$1,500.00

Terry Hickey made a motion, seconded by Michael Woodlee to approve budget amendment as presented.

Upon roll call: Michael Chandler, Jordan DeLong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee, and Cale Crain voted yes. No changes to any yes vote. Motion passed. **Budget amendment as presented:**

Budget Amendment, Fund 101, \$500.00

Jordan Delong made a motion, seconded by Kenny Smith to approve as presented.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee, and Cale Crain voted yes. No changes to any yes vote. Motion passed. **Budget amendment as presented:**

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2025-2026**

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
57500	201	social security		\$ 500.00	
57500	204	state retirement			\$ 500.00
			Total	\$ 500.00	\$ 500.00

Daniel had ret. And social sec. reversed.

Budget Amendment, Fund 101, \$12,000.00, this will cover medical until the next Fiscal Year.

Tabitha Denney made a motion, seconded by Michael Woodlee to approve as presented.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Tommy Frady, Michael Woodlee, and Cale Crain voted yes. No changes to any yes vote. Motion passed. **Budget amendment as presented:**

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2025-2026**

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
39000		unassigned		\$ 12,000.00	
58600	207	medical insurance			\$ 12,000.00
			Total	\$ 12,000.00	\$ 12,000.00

monthly employer coverage is 14372.22. we currently have 3301.22 left in line.
This amount will be to cover June.

Comments from the General Public

None

Adjournment

Michael Woodlee made a motion, second by Terry Hickey to adjourn. All agreed by voice vote. 0-opposed. Motion passed. Meeting adjourned at 6:53 p.m.

Chairman Cale Crain

County Clerk Lisa Rigsby