

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

The Van Buren County Commission met in a Regular Meeting August 16, 2016 at 6:00 p.m. at the Yvonna Sutton Fair Building. The following action was taken as recorded in Minute Book, "Q".

**Call to Order**

Chairman Joey Grissom called the Meeting to Order.

**Roll Call**

Members present: Lesa Bouldin, David Chandler, Joey Grissom, William Maxwell, Mickey Robinson, Henry Seamons, Brian Simmons, Rip Van Winkle and Robert Van Winkle. Hugh Hillis was absent.

Also present: County Attorney Howard Upchurch, County Mayor Greg Wilson and County Clerk Lisa Rigsby.

**Approval of July 26, 2016 Minutes**

Mickey Robinson made a motion, second by Robert Van Winkle to approve the Minutes from the July 26, 2016 Meeting. All approved by voice vote. Motion passed.

**Approval of 4<sup>th</sup> Quarter Fiscal Year 2015/2016 Reports**

Lesla Bouldin made a motion, second by Rip Van Winkle to approve the Quarterly Report as presented.

Upon roll call: Lesa Bouldin, David Chandler, Joey Grissom, William Maxwell, Mickey Robinson, Henry Seamons, Brian Simmons, Rip Van Winkle and Robert Van Winkle voted yes. No changes to any yes vote. Motion passed.

**Road name change, Sparkman Town Cemetery**

Commissioner Henry Seamons presented a letter to the full Commission from the Sparkman Cemetery Committee requesting the Sparkmantown Cemetery Road on the Van Buren County Road map and Road List to be changed to Sparkman Cemetery Road. The Road to the Sparkman Cemetery was apparently named Sparkmantown Cemetery Road by mistake prior to the year 2001 in preparation for the Van Buren County E-911 referendum.

Brian Simmons made a motion, second by Mickey Robinson to change Sparkmantown Cemetery Road to Sparkman Cemetery Road. All agreed by voice vote. Motion passed.

Smoke Detector Ventilation Testing Bid for new Building

Letter for the record:

Upland Design Group

August 1, 2016

Mr. Greg Wilson

Van Buren County Mayor

PO Box 217, 445 College Street

Spencer, TN 38585

Re: Van Buren County Administrative Facility  
Smoke Evacuation System Commissioning

Mayor Wilson,

As we previously discussed, The Tennessee Fire Marshal's Office has requested that "commissioning" be done for the smoke evacuation system at the new Van Buren County Administrative Facility. The smoke evacuation systems are primarily related to the jail/ "lock-up" parts of the building.

Commissioning involves an independent engineering firm review the smoke evacuation system design, witness testing, and adjustment of controls to assure that the system(s) will operate properly in the event of an emergency. We have solicited proposals from two companies that we have worked with in the past- Thomasson Commissioning Services of Nashville, and TLC Engineering of Brentwood.

After reviewing the proposals received, we recommend that Van Buren County accept Thomasson's proposal, and engage them to perform this work for a fee of \$5,500.00.

Please let us know if you should have further questions.

Sincerely,

B. Allen Hill, Principal, Architect, AIA, RRC, NCARB, LEED AP BD+C, CDT

Mayor Greg Wilson explained to the Full Commission that the Tennessee Fire Marshal's requested that a Smoke Detector Ventilation System be added to the new Van Buren County Administrative Facility. There were two bids \$32000.00 and \$5500.00. Rip Van Winkle move to accept the bid by Thomasson's for \$5500.00. Second by William Maxwell.

Upon roll call: Lesa Bouldin, David Chandler, Joey Grissom, William Maxwell, Mickey Robinson, Henry Seamons, Brian Simmons, Rip Van Winkle and Robert Van Winkle voted yes. Motion passed.

#### Old Business

None

#### New Business

Committee B Chairman Rip Van Winkle went over to the Full Commission the Minutes from the July 21, 2016 & August 9, 2016 Committee B Meetings.

## **Van Buren County Commission, Committee "B"**

**July 21, 2016**

Committee "B", of the Van Buren County Commission met in regular session on Thursday, July 21, 2016, 5:00 pm, in the office of the County Mayor.

Chairman Rip Van Winkle called the meeting to order.

Upon roll call members David Chandler, Hugh Hillis, and Rip Van Winkle were present. Van Buren County Mayor Greg Wilson was also in attendance.

The committee discussed the need for either a new engine in the 2007 Dodge 4x4 owned by the county, or the need to declare it surplus and replace it. Rip Van Winkle asked that this item be tabled while he checked some other sources for engines.

The committee was brought up to date on new developments concerning the possible purchase of property and equipment from Best Disposal Services. A private company might possibly want the property and let the county buy only the equipment and licenses. More information will be shared as talks continue.

The Committee reviewed the work on the hole behind the Burritt College Building pending news as to whether the county receives the Parks and Recreation grant that was applied for.

County Mayor Greg Wilson informed the committee of our insurance pool's requirement, that any county property out of which services are provided, must have a county employee present during the time at which services are being administered. Van Buren County does not presently have a standard operating procedure in place to insure that we are always in compliance with that requirement. A motion was made by David Chandler, Seconded by Hugh Hillis, to authorize the County Mayor to work in conjunction with the County Attorney to prepare a policy to that effect, for consideration by the full body of the County Commission. All members present voted in favor of the motion.

There being no more business before the committee, a motion was made by Hugh Hillis, and seconded by David Chandler, to adjourn. All members present voted in favor of the motion.

## **Van Buren County Commission, Committee "B"**

**August 9, 2016**

Committee "B", of the Van Buren County Commission met in regular session on Tuesday, August 9, 2016, 5:00 pm, in the office of the County Mayor.

Chairman Rip Van Winkle called the meeting to order.

Upon roll call members David Chandler, Hugh Hillis, Brian Simmons, and Rip Van Winkle were present. Van Buren County Mayor Greg Wilson was also in attendance.

County Mayor Greg Wilson informed the committee of an offer made by Susan Anderson, owner of the Pikeville, TN. Subway to purchase the property adjacent to the new building between the wetland and Highway 111. Her intention is to build a new Subway restaurant including drive through window. Ms. Anderson had contacted Hugh Hale at H and H Realty and he referred her to the County Mayor. A motion was made by Hugh Hillis, Seconded by David Chandler, to have H and H realty appraise the property and negotiate a final sales price at a minimum of \$28K, to be presented to the full body of the County Commission. All commissioners present approved the motion by regular voting sign

Mayor Wilson then brought the committee up to date on the progress of our grant applications. Van Buren County was awarded the Parks and Recreation Grant for \$220K for the proposed improvements to the old USA Enterprises property directly behind the Burritt College Building. We also have been awarded a clean energy grant in excess of \$17K to upgrade lighting, windows, etc. to reduce energy use in county buildings.

There being no more business, a motion was made by Brian Simmons, and seconded by David Chandler, to adjourn. All members present voted in favor of the motion.

**Committee B Chairman Rip Van Winkle brought to the Full Commission action that needs to be taken from Committee B Meeting.**

### **Resolution Number 374**

County Mayor Greg Wilson informed the Full Commission of our Local Insurance pool requirement, that any County property out of which services are provided, must have a County employee present during the time at which services are being administered. A Resolution has to be put in place first then an operating procedure to comply with that requirement. County Attorney Howard Upchurch recommends this Resolution to protect the Constitutional Officers and Elected Officials.

**RESOLUTION NUMBER 374**  
**BOARD OF COUNTY COMMISSIONERS VAN BUREN COUNTY, TENNESSEE**  
**AUGUST 16, 2016**

**WHEREAS**, Constitutional and Elected County Officials for Van Buren County, Tennessee regularly employ deputies and other assistants as may be necessary to provide services to the citizens of Van Buren County, Tennessee and associated with his, her or their offices; and

**WHEREAS**, many of such Constitutional and Elected Officials are required to make or post good and sufficient surety bonds pursuant to statutes applicable to his, her or their offices; and

**WHEREAS**, to ensure services provided for the Citizens of Van Buren County, Tennessee comply with the statutory requirements of each Constitutional or Elected Office assistants are provided with the protections and coverages set forth in such surety bonds, liability policies, indemnification policies and worker's compensation policies, the County Legislative Body for Van Buren County, Tennessee hereby desires to adopt a Resolution requiring all Constitutional and Elected Officials or other County officials to allow only provide services to the Citizens of Van Buren County rather than independent contractors or non-employee third parties.

**NOW THEREFORE, BE IT RESOLVED** that the County Legislative Body for Van Buren County, Tennessee hereby directs that Constitutional or Elected Officials and other County officials allow or permit only County employees to work in and about his, her or their respective office and to assist or provide services to the Citizens of Van Buren County rather than independent contractors or non-employee third parties.

**Presented and passed on this, the 16<sup>th</sup> day of August, 2016**

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County Mayor Greg Wilson

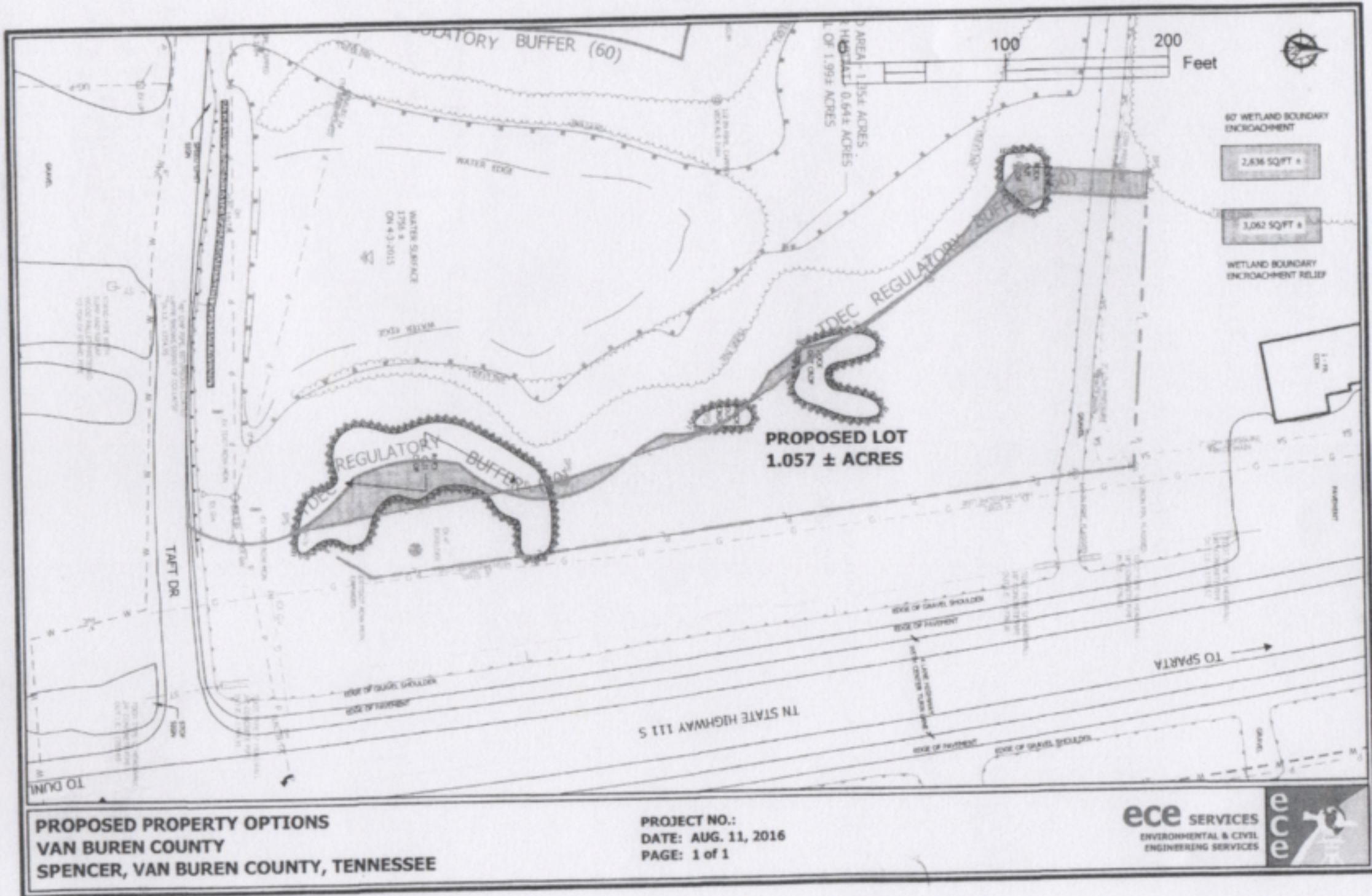
\_\_\_\_\_  
County Clerk Lisa Rigsby

Rip Van Winkle made a motion, second by Lesa Bouldin to pass this Resolution. Upon roll call: Lisa Bouldin, David Chandler, Joey Grissom, William Maxwell, Mickey Robinson, Henry Seamons, Brian Simmons, Rip Van Winkle and Robert Van Winkle voted yes. Motion passed.

### **Selling Property for a subway**

Mayor Greg Wilson brought to the Committee B an offer made by Susan Anderson owner of the Pikeville and Clarkrange Subway to purchase the property adjacent to the New Administrative building between the wetland and Highway 111. This was voted on and brought before the Full Commission for action to be taken. Ms. Anderson's intent to purchase this land is for a Subway. After much discussion on this matter, Mickey Robinson made a motion, second by Rip Van Winkle to sell the property to Susan Anderson for \$25000.00 for right of first refusal with the same purchase price back to the County, for five years or until substantial improvements are made on the property, whichever comes first. After the Subway is finished the terms of this agreement will be void.

Upon roll call: Lesa Bouldin, David Chandler, Mickey Robinson, Henry Seamons, Brian Simmons, Rip Van Winkle and Robert Van Winkle voted yes. Joey Grissom and William Maxwell voted no. Hugh Hillis was absent. 7-yes votes, 2-no votes, 1-absent, Motion passed.



**PROPOSED PROPERTY OPTIONS  
VAN BUREN COUNTY  
SPENCER, VAN BUREN COUNTY, TENNESSEE**

PROJECT NO.:  
DATE: AUG. 11, 2016  
PAGE: 1 of 1



**Bond for Property Assessor Darlene Hale**

Lesla Bouldin made a motion, second by Brian Simmons to approve the Bond for Darlene Hale. All agreed by voice vote. Motion passed.

**School Technology Fund**

Director of Schools Cheryl Cole was present to address the Full Commission about a New Technology Funding the School received August 5, 2016. The Budget will need to reflect the change in the expenditures but the bottom line will stay the same. Rip Van Winkle moved to approve the addition of the School Technology Fund in the Van Buren County School Board Budget. Second by William Maxwell.

Upon roll call: Lesla Bouldin, David Chandler, Joey Grissom, William Maxwell, Mickey Robinson, Henry Seamons, Brian Simmons, Rip Van Winkle and Robert Van Winkle voted yes. No changes to any yes vote. Motion passed.



**Audit Committee Minutes & Annual Report 2016**

Audit Committee Chairman June Rogers was present to inform the Full Commission on the activities of the Audit Committee for the Fiscal year ending June 30, 2016. For the Record:

**VAN BUREN COUNTY AUDIT COMMITTEE**

**ADMIN BLDG/MAYORS OFFICE**

**JUNE 23, 2016**

The VBC Audit Committee met June 23, 2016 at 9:00 a.m. in the office of county Mayor Greg Wilson.

The meeting was called to order by Chairperson June Rogers.

The roll call showed those present to be:

Members Absent:

June Rogers-----Chairperson

Barry Austin

George Rogalle-----Secretary

Walter Hillis

Don Hollingsworth

Others Present: Greg Wilson—County Mayor--(present at beginning and end of meeting)

Don Hollingsworth was welcomed to fill vacancy left by Wayne Measles.

Minutes from June 2<sup>nd</sup> were approved with sentence two of paragraph five beginning with She rather than they.

Due to the departure of Wayne Measles, Walter Hillis was appointed as Vice Chairman.

Each office was to have a written plan for segregation of duties by June 30, as of 6/23 not all Are complete.

Each office will be making their own deposits.

Mayor Wilson and the committee suggest that each office maintain a Ledger book to start on July 1, 2017.

A master Ledger book will be kept in the Mayor's office.

Any department or facility receiving county funds can be audited.

Chairperson Rogers will continue follow up with all offices and prepare a report.

Date of next meeting to be determined.

We Adjourned.

**VAN BUREN COUNTY AUDIT COMMITTEE (VBCAC)  
ANNUAL REPORT TO THE VAN BUREN COUNTY COMMISSION ON COMMITTEE ACTIVITIES FOR THE  
FISCAL YEAR ENDED (FYE) JUNE 30, 2016**

On April 15, 2014 the County Commission of Van Buren County (Commissioners) approved a Resolution pursuant to the provision of Tennessee Code Annotated (T.C.A.) 9-3-405, hereby establishing an Audit Committee to provide independent review and oversight of the County's financial reporting processes and the County's internal controls, a review of the external auditor's report and follow up on management's corrective action, and compliance with laws, regulation, and ethics. The Audit Committee still consists of five (5) members:

June Rogers	Chairperson
Walter Hillis	Vice Chairperson
George Rogalle	Secretary
Barry Austin	who replaced Wayne Measles due to his relocation
Don Hollingsworth	who replaced Joshua Keener due to the expiration of his term

Meetings of the Audit Committee have been held in accordance with provisions of T.C.A. 9-3-405, and the open meetings provisions of T.C.A. Title 8, Chapter 44. Meeting places and times have also been published in a local newspaper.

The Audit Committee has met four (4) times this fiscal year (July 1, 2015 thru June 30, 2016).

**Meeting #1 November 19, 2015:**

Chairperson Rogers reported that 10 signs, ordered from the Comptroller's Office, displaying the (1-800-232-5454) hotline # had been received by the County, and were posted in all public buildings that receive State or Federal funds. Now employees, taxpayers, or other Citizens can confidentially report suspected illegal, improper, wasteful, or fraudulent activity under provisions of T.C.A., Section 9-406

The audit findings and recommendations for the FYE 2015 had not been officially released by the Comptroller's Office by this date; however, Mayor Wilson discussed possible findings and how the County would address these findings. Mayor Wilson also stated that all Official Businesses receiving County Funds must now complete a form from the Comptroller's Office which will account for Income and Expenditures, (this was a recommendation by the VBCAC to the County Commission on the Annual Financial Report FYE 2015). We Adjourned.

**Meeting #2 December, 10, 2015:**

Notification of the Van Buren County Audit Release, by the Comptroller's Office, was on December 7, 2015; therefore, the purpose of this meeting was to discuss the official findings and recommendations with each County Official and let them respond to a corrective action plan. It

was also noted that CTAS would be holding a meeting in January, 2016 to address the segregation of duties issue, VBC Official will be attending.

**Meeting # June 2, 2016:**

We welcomed our newest VBCAC member, Mr. Barry Austin and our reappointed member Mr. Walter Hillis. Mr. Hillis was unanimously appointed as Vice Chairperson. He replaced Mr. Wayne Measles who had moved to another County.

Chairperson Rogers reported her meeting on March 18, 2016 with Legislative Auditors Brandon Marks and Tyler Music to answer a few questions designed for our Audit Committee. Chairperson Rogers gave a positive response to all questions, and she praised each Official for their integrity and their ability to fulfill the duties they were elected to do.

Again, we discussed prior year findings and any corrective actions taken. Mayor Wilson discussed his plans for segregation of duties and actions already taken to correct most of the prior year findings. We adjourned.

**Meeting # 4 June 23, 2016**

Welcomed another VBCAC member, Mr. Don Hollingsworth. Don rounded out or 5 person Committee.

The Committee had discussed previously about accepting \$50.00 per meeting approved by the County Commission, but we had never followed through on a vote. A vote was called for accepting this money beginning July 1, 2016. The vote was unanimous to accept the money.

New Statute Requiring Internal Controls – Section 9-18-102(a), Tennessee Code Annotated (T.C.A.) To Comply with this statute officials should document their internal controls and have them available for audit inspection. This statute takes effect on June 30, 2016. All documentation was not completed by the date of this meeting. We adjourned. However, Chairperson Rogers followed up with each Official and determined that documentation of internal controls was completed on time and was ready for audit inspection. Good job Officials!

The Committee's recommendations to the Commissioners are:

- 1) Officials should give a verbal response and a written corrective action plan to the County Commission on each documented Audit Finding by legislative Auditors.
- 2) All entities receiving County money should produce a revenue and expenditure statement to account for this money. If they did not comply, they should appear before the County Commission before more monies are budgeted to them.

It should be understood that the Audit Committee is not an enforcement body.

Respectfully Submitted,  
The Van Buren County Audit Committee

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June Rogers, Chairperson

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Walter Hillis, Vice Chairperson

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Barry Austin

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George Rogalle, Secretary

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Don Hollingsworth

Rip Van Winkle moved that the Audit Committee Minutes and Report be accepted and laid on the Minutes of the County Commission. Second by William Maxwell. All approved by voice vote. Motion passed.

**Bond for County Coroner Tiwana Bricker**

Rip Van Winkle made a motion, second by Mickey Robinson to approve the bond for Tiwana Bricker. All agreed by voice vote. Motion passed.

**Adjournment**

William Maxwell made a motion, second by Mickey Robinson to adjourn. All agreed by voice vote. Motion passed. Meeting adjourned at 6:42 p.m.