

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

The Van Buren County Commission met in a Regular Meeting on March 19, 2019 at 6:00 p.m. at the Van Buren County Administrative Facility & Justice Center. The following action was taken as recording in Minute Book, "R".

**Call the Meeting to Order**

Sheriff Eddie Carter called the Meeting to order.

**Roll Call**

Member present: Michael Woodlee, David Chandler, Joey Grissom, Bill Mosley, William Maxwell, Mickey Robinson, Henry Seamons, Brian Simmons and Robert Van Winkle. Zach Fletcher was absent.

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

**Approval of Minutes from the February 19, 2019 Meeting**

Henry Seamons made a motion, second by Michael Woodlee to approve the Minutes from the February 19, 2019 Meeting with an amendment to approve the Blanket Bond of the County unless there is a change in the Elected or Appointed Officials with the following positions and names to be covered by the Blanket Bond of the County in compiling with TCA § 4-4-108 for Blanket bonds and TCA § 8-19-101 as replacement for individual Official bonds.

|                               |                         |
|-------------------------------|-------------------------|
| <b>Coroner</b>                | <b>Tiawanna Bricker</b> |
| <b>Register of Deeds</b>      | <b>April Shockley</b>   |
| <b>County Clerk</b>           | <b>Lisa Rigsby</b>      |
| <b>Assessor of Property</b>   | <b>Darlene Hale</b>     |
| <b>County Mayor</b>           | <b>Greg Wilson</b>      |
| <b>Sheriff</b>                | <b>Eddie Carter</b>     |
| <b>Trustee</b>                | <b>Tammie Clendenon</b> |
| <b>Circuit Court Clerk</b>    | <b>Brandy Baker</b>     |
| <b>Clerk and Master</b>       | <b>Tina Shockley</b>    |
| <b>Highway Superintendent</b> | <b>Randy Oakes</b>      |

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



**Local Government Insurance Pool**  
26 Century Blvd. Nashville, TN 37214

**General Change Endorsement**

Prepared For: Van Buren County

Member # 0048

Policy Term: July 1, 2018 to July 1, 2019

**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:** Memorandum of Coverage C. Crime Employee Dishonesty - Faithful Performance

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:

Coroner  
Register of Deeds  
County Clerk  
Assessor of Property  
County Mayor  
Sheriff  
Trustee  
Circuit Court Clerk

Endorsement Effective Date: September 1, 2018

Endorsement Number: 1

LOCAL GOVERNMENT PROPERTY AND CASUALTY FUND

By:

Robert M. Wormsley  
President, Chief Executive Officer

Coverage Period 12:01 a.m. July 1, 2018 to 12:01 a.m. July 1, 2019



**Local Government Insurance Pool**  
26 Century Blvd. Nashville TN 37214

**General Change Endorsement**

Prepared For: Van Buren County

Member # 0048

Policy Term: July 1, 2018 to July 1, 2019

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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:

Clerk and Master

Endorsement Effective Date: December 16, 2018

Endorsement Number: 2

LOCAL GOVERNMENT PROPERTY AND CASUALTY FUND

By:

Robert M. Wonnley  
President/Chief Executive Officer

Coverage Period 12:01 a.m. July 1, 2018 to 12:01 a.m. July 1, 2019



**Local Government Insurance Pool**  
26 Century Blvd. Nashville, TN 37214

**General Change Endorsement**

Prepared For: VanBuren County Highway

Member # 0049

Policy Term: July 1, 2018 to July 1, 2019

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Highway Superintendent

Endorsement Effective Date: September 1, 2018

Endorsement Number: 3

LOCAL GOVERNMENT PROPERTY AND CASUALTY FUND

By:

Robert M. Wornsley  
President, Chief Executive Officer

Coverage Period 12:01 a.m. July 1, 2018 to 12:01 a.m. July 1, 2019

### Notary Renewal for Lisa Rigsby

Mickey Robinson made a motion, second by David Chandler to approve the Notary Renewal for Lisa Rigsby.

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

### Approval for County Clerk, Trustee, and Circuit Court Clerk's Personnel Policies

Robert Van Winkle made a motion, second by Michael Woodlee to approve the Personnel Policies for the Trustee, Circuit Court Clerk and County Clerk.

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

#### VAN BUREN COUNTY TRUSTEE'S OFFICE PERSONNEL POLICY 2018

**A. Purpose and Objectives**

The purpose of these policies is to establish a high degree of understanding, cooperation, efficiency and unity and to provide uniform policies for all employees without regard of race, sex, age, national origin, creed and disability.

**B. Administration**

These rules shall be administered by the Trustee and in conformity with the Fair Labor Standard Act. No policy, benefit, or procedure contained herein creates an employment contract for any period of time. All employees will be considered employee-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer but they shall not be terminated for a discriminatory or illegal purpose.

**C. Personnel Files**

An Individual personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the employer. Employees are also responsible for reporting to the Trustee any change in the information which they have previously provided.

**D. Workweek**

An employee will be paid regular weekly salary which covers all hours worked up to 37.5 hours during each work week. Employees shall work a set schedule Monday through Friday from 8:00 a.m. until 4:00 p.m. There will be half hour during which the employee is totally relieved of all duties. At any time the Trustee's Office is closed during the work week, employee will still be paid regular salary.

**E. Employment Year**

The Employment year shall consist of July 1 end on June 30.

**F. Overtime or Compensatory Time**

In the event overtime should occur, time will be given off as compensatory time at one and a half time or paid at time and half. In the event that the County personnel which are employed at various locations are paid for a holiday, and it is necessary that this office remain open on that day, the Deputy clerk will receive those hours as Compensatory hours.

Compensatory time must be taken within a 12 month period of the date which it is acquired or it will be lost.

**G. Sick Leave**

Sick leave shall be considered a benefit and a privilege and not a right. Full time employees; full time being 37.5 hour week, will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of 1 day per month. There is no maximum accumulation of sick leave credits. No advance notice is required to take your sick leave days, however you will be required to call or have a doctor's statement if you are absent more than three (3) days and have used all the sick leave that you have accumulated. Accumulated sick leave has no value. In the situation all sick leave has been taken and yet more time off is needed, it will be determined by the Trustee on a case-by-case basis.

**H. Vacation Leave**

Vacation leave of one day per month will be granted to any full time employee. Employees begin accruing vacation time as of the day of their employment. Vacation time will be used for personal days, and/or Vacation time. Vacation time will not exceed 120 hours. Once the employee has reached the maximum 120 hours, all hours until reduced shall be converted to sick time. All vacation days must be approved by the Trustee.

**I. Family Leave**

Under the Federal Family Medical Leave Act, eligible employees are entitled up to twelve (12) work weeks of unpaid leave during each twelve month period beginning July 1 and ending June 30, of each year. The Family Medical Leave Act stated the following reasons for this leave time:

- A. Birth of a child.
- B. The placement of a child for adoption or foster care.
- C. A serious health condition of the employee that makes the employee unable to perform the functions of his or her job.
- D. The serious health condition of a spouse, son, daughter, or parent which requires the employee's presence.

Eligible employees are those who have been employed for at least twelve (12) months and who have worked at least 2000 hours during the past twelve months.

The Van Buren County Trustee's Office will comply with all rules and regulations of the Family Medical Leave Act.

**J. Bereavement Leave**

In the case of death in the employee's immediate family, the employee will be given three (3) working days paid leave which will not be charged to vacation leave. Immediate leave shall be defined as spouse, parent, child, brother or sister, mother-in-law, father-in-law, grandparents, grandchildren of the employee and legal guardians or dependents.

**K. Voting Leave**

Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The employer may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime computation.

**L. Jury and Court Duty**

The employer encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State Courts. Therefore, the following procedures shall apply when an employee is called for jury duty, or subpoenaed to court.

1. Upon receiving a summons to report for jury duty, the employees shall on the next day she/he is working, show the summons to his or her supervisor.
2. The employee will be granted a leave of absence when the employee is subpoenaed or directed by proper authority to appear in Federal or State Court as a witness or juror.
3. The employee will receive his or her regular compensation during time served on jury duty or when subpoenaed as a witness.
4. The employee may retain all compensation or fees received for serving as a juror or a witness.

5. If the employee is relieved from jury duty during working hours after serving less than three (3) hours, the employee must report back to the employer. If the employee is relieved from being a witness during working hours, the employee will report back to the employer.

**M. Sexual Harassment**

Unfortunately sexual harassment of one employee by another employee potentially might occur. All employees of this County should be aware that sexual harassment of any type will not be tolerated. If any employee feels that the employee has been subjected to sexual harassment, the employee should immediately report such treatment to the employer in accordance with the procedures set out in the County's equal employment opportunity policy.

**N. Observed Holidays**

The following holidays will be declared official holidays and employees will be excused from work without charged leave.

**New Year's Day**  
**President's Day**  
**Good Friday**  
**Martin Luther King Day**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Election Day**  
**Veterans Day**  
**Columbus Day**  
**Thanksgiving Day and the day after**  
**Christmas Eve and Christmas Day**  
**Employees Birthday**

When a holiday falls on a Saturday, the Friday prior to the holiday is substituted. When a holiday falls on Sunday, the Monday following the holiday is substituted.

**O. Administrative Leave with Pay**

Absence with pay for administrative purposes may be granted by the employer. Such leave must be for a good cause as determined by the employer. This leave shall not exceed five (5) working days per year unless exceptional circumstances exist.

**P. Amendment of Rules**

It is the responsibility of all employees to carry out and comply with the rules and regulations contained in this policy. The employee should be aware that these rules and regulations are subject to periodic review and change by the Trustee. Before relying upon the provisions set out herein, it is the employee's responsibility to check with the Trustee to see if any changes have occurred.

**TENNESSEE CODE ANNOTATED 39-16-505**

**A. It is unlawful for any person to:**

1. Knowingly make a false entry in, or false alteration of a governmental record
2. Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as genuine governmental record or
3. Intentionally and lawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

**B. A violation of this section is a Class A misdemeanor.**

Acknowledgement of Receipt of Personnel Policy for Van Buren County Trustee's Office.

As indicated by my signature below, I hereby acknowledge receipt of a copy of the Van Buren County Trustee's Personnel Policy. I further acknowledge that:

1. I will read the policy and any questions which I have will be addressed to my employer or I will seek the assistance of my personal attorney if I do not understand any of the rules and regulations; and
2. I understand that my employment will be subject to the provisions contained in the policy along with any subsequent changes or amendments.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee's Signature

\_\_\_\_\_  
Date

**I do hereby certify that I have reviewed the personnel policy for the Van Buren County Trustee's Office.**

\_\_\_\_\_  
County Attorney for Personnel Law

\_\_\_\_\_  
Date

**VAN BUREN COUNTY CIRCUIT COURT CLERKS  
PERSONNEL POLICY 2018**

**A. Purpose and Objectives**

The purpose of these policies is to establish a high degree of understanding, cooperation, efficiency and unity and to provide uniform policies for all employees without regard of race, sex, age, national origin, creed and disability.

**B. Administration**

These rules shall be administered by the Circuit Court Clerk and in conformity with the Fair Labor Standard Act. No policy, benefit, or procedure contained herein creates an employment contract for any period of time. All employees will be considered employee-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer but they shall not be terminated for a discriminatory or illegal purpose.

**C. Personnel Files**

An Individual personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the employer. Employees are also responsible for reporting to the Circuit Court Clerk any change in the information which they have previously provided.

**D. Workweek**

An employee will be paid regular weekly salary which covers all hours worked up to 37.5 hours during each work week. Employees shall work a set schedule Monday through Friday from 8:00 a.m. until 4:00 p.m. There will be half hour during which the employee is totally relieved of all duties. At any time the Circuit Court Clerk's Office is closed during the work week, employee will still be paid regular salary.



**E. Employment Year**

The Employment year shall consist of July 1 end on June 30.

**F. Overtime or Compensatory Time**

In the event overtime should occur, time will be given off as compensatory time at one and a half time or paid at time and half. In the event that the County personnel which are employed at various locations are paid for a holiday, and it is necessary that this office remain open on that day, the Deputy clerk will receive those hours as Compensatory hours.

Compensatory time must be taken with a 12 month period of the date which it is acquired or it will be lost.

**G. Sick Leave**

Sick leave shall be considered a benefit and a privilege and not a right. Full time employees; full time being 37.5 hour week, will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of 1 day per month. There is no maximum accumulation of sick leave credits. No advance notice is required to take your sick leave days, however you will be required to call or have a doctor's statement if you are absent more than three (3) days and have used all the sick leave that you have accumulated. Accumulated sick leave has no value. In the situation all sick leave has been taken and yet more time off is needed, it will be determined by the Circuit Court Clerk on a case-by-case basis.

**H. Vacation Leave**

Vacation leave of one day per month will be granted to any full time employee. Employees begin accruing vacation time as of the day of their employment. Vacation time will be used for personal days, and/or Vacation time. Vacation time will not exceed 120 hours. Once the employee has reached the maximum 120 hours, all hours until reduced shall be converted to sick time. All vacation days must be approved by the Circuit Court Clerk.

**I. Family Leave**

Under the Federal Family Medical Leave Act, eligible employees are entitled up to twelve (12) work weeks of unpaid leave during each twelve month period beginning July 1 and ending June 30, of each year. The Family Medical Leave Act stated the following reasons for this leave time:

1. Birth of a child.
2. The placement of a child for adoption or foster care.
3. A serious health condition of the employee that makes the employee unable to perform the functions of his or her job.
4. The serious health condition of a spouse, son, daughter, or parent which requires the employee's presence.

Eligible employees are those who have been employed for at least twelve (12) months and who have worked at least 2000 hours during the past twelve months.

The Van Buren County Circuit Court Office will comply with all rules and regulations of the Family Medical Leave Act.

**5. Bereavement Leave**

In the case of death in the employee's immediate family, the employee will be given three (3) working days paid leave which will not be charged to vacation leave. Immediate leave shall be defined as spouse, parent, child, brother or sister, mother-in-law, father-in-law, grandparents, grandchildren of the employee and legal guardians or dependents.

**6. Voting Leave**

Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The employer may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime computation.

**7. Jury and Court Duty**

The employer encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State Courts. Therefore, the following procedures shall apply when an employee is called for jury duty, or subpoenaed to court.

6. Upon receiving a summons to report for jury duty, the employees shall on the next day she/he is working, show the summons to his or her supervisor.
7. The employee will be granted a leave of absence when the employee is subpoenaed or directed by proper authority to appear in Federal or State Court as a witness or juror.
8. The employee will receive his or her regular compensation during time served on jury duty or when subpoenaed as a witness.
9. The employee may retain all compensation or fees received for serving as a juror or a witness.
10. If the employee is relieved from jury duty during working hours after serving less than three (3) hours, the employee must report back to the employer. If the employee is relieved from being a witness during working hours, the employee will report back to the employer.

#### **8. Sexual Harassment**

Unfortunately, sexual harassment of one employee by another employee potentially might occur. All employees of this County should be aware that sexual harassment of any type will not be tolerated. If any employee feels that the employee has been subjected to sexual harassment, the employee should immediately report such treatment to the employer in accordance with the procedures set out in the County's equal employment opportunity policy.

#### **9. Observed Holidays**

The following holidays will be declared official holidays and employees will be excused from work without charged leave.

**New Year's Day**

**Presidents Day**

**Good Friday**

**Martin Luther King Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Election Day**

**Veterans Day**

**Columbus Day**

**Thanksgiving Day and the day after**

**Christmas Eve and Christmas Day**

**Employees Birthday**

When a holiday falls on a Saturday, the Friday prior to the holiday is substituted. When a holiday falls on Sunday, the Monday following the holiday is substituted.

#### **10. Administrative Leave with Pay**

Absence with pay for administrative purposes may be granted by the employer. Such leave must be for a good cause as determined by the employer. This leave shall not exceed five (5) working days per year unless exceptional circumstances exist.

#### **11. Amendment of Rules**

It is the responsibility of all employees to carry out and comply with the rules and regulations contained in this policy. The employee should be aware that these rules and regulations are subject to periodic review and change by the Circuit Court Clerk. Before relying upon the provisions set out herein, it is the employee's responsibility to check with the Circuit Court Clerk to see if any changes have occurred.

#### **TENNESSEE CODE ANNOTATED 39-16-505**

- A. It is unlawful for any person to:
  4. Knowingly make a false entry in, or false alteration of a governmental record

5. Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as genuine governmental record or
6. Intentionally and lawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

B. A violation of this section is a Class A misdemeanor.

Acknowledgement of Receipt of Personnel Policy for Van Buren County Circuit Court Clerk's Office.

As indicated by my signature below, I hereby acknowledge receipt of a copy of the Van Buren County Circuit Court Clerk's Personnel Policy. I further acknowledge that:

3. I will read the policy and any questions which I have will be addressed to my employer or I will seek the assistance of my personal attorney if I do not understand any of the rules and regulations; and
4. I understand that my employment will be subject to the provisions contained in the policy along with any subsequent changes or amendments.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Circuit Court Clerk's Signature

\_\_\_\_\_  
Date

**I do hereby certify that I have reviewed the personnel policy for the Van Buren County Circuit Court Clerk's Office.**

\_\_\_\_\_  
County Attorney for Personnel Law

\_\_\_\_\_  
Date

**VAN BUREN COUNTY CLERK'S OFFICE  
PERSONNEL POLICY 2018**

**A. Purpose and Objectives**

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**B. Administration**

These rules shall be administered by the County Clerk and in conformity with the Fair Labor Standard Act. No policy, benefit, or procedure contained herein creates and employment contract for any period of time. All employees will be considered employee-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer but they shall not be terminated for a discriminatory of illegal purpose.

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**E. Employment Year**

The Employment year shall consist of July 1 end on June 30.

**F. Overtime or Compensatory Time**

In the event overtime should occur, time will be given off as compensatory time at one and a half time or paid at time and half. In the event that the County personnel which are employed at various locations are paid for a holiday, and it is necessary that this office remain open on that day, the Deputy clerk will receive those hours as Compensatory hours.

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Eligible employees are those who have been employed for at least twelve (12) months and who have worked at least 2000 hours during the past twelve months.

The Van Buren County Clerk's Office will comply with all rules and regulations of the Family Medical Leave Act.

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Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The employer may specify the time the employee may be

absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime computation.

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**Labor Day**

**Election Day**

**Veterans Day**

**Columbus Day**

**Thanksgiving Day and the day after**

**Christmas Eve and Christmas Day**

**Employees Birthday**

When a holiday falls on a Saturday, the Friday prior to the holiday is substituted. When a holiday falls on Sunday, the Monday following the holiday is substituted.

#### **8. Administrative Leave with Pay**

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#### **9. Amendment of Rules**

It is the responsibility of all employees to carry out and comply with the rules and regulations contained in this policy. The employee should be aware that these rules and regulations are subject to periodic review and change by the County.

Clerk. Before relying upon the provisions set out herein, it is the employee's responsibility to check with the County Clerk to see if any changes have occurred.

**TENNESSEE CODE ANNOTATED 39-16-505**

- A. It is unlawful for any person to:
1. Knowingly make a false entry in, or false alteration of a governmental record
  2. Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as genuine governmental record or
  3. Intentionally and lawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.
- B. A violation of this section is a Class A misdemeanor.

Acknowledgement of Receipt of Personnel Policy for Van Buren County Clerk's Office.

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1. I will read the policy and any questions which I have will be addressed to my employer or I will seek the assistance of my personal attorney if I do not understand any of the rules and regulations; and
2. I understand that my employment will be subject to the provisions contained in the policy along with any subsequent changes or amendments.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk's Signature

\_\_\_\_\_  
Date

**I do hereby certify that I have reviewed the personnel policy for the Van Buren County Clerk's Office.**

\_\_\_\_\_  
County Attorney for Personnel Law

\_\_\_\_\_  
Date

# Committee A

## March 6<sup>th</sup> 2019

**Roll Call:**

Members present: Robert Van Winkle, Henry Seamons, David Chandler, Mickey Robinson and Will Maxwell. Mayor Greg Wilson, EMS Director Tawanna Bricker, Sheriff Eddie Carter, Register of deeds April Shockley, Trustee Tammy Clendenon and Assessor of property Darlene Hale. Also several county residences.

**Budget Hearing**

A discussion was had about pay scales and pay adjustments. All departments have expressed to the committee that they are having trouble retaining employees because the county employees are no longer in a competitive pay range for their job and we are losing employees to other places for better pay. The committee will be looking at a competitive pay adjustment for all employees for the 2019-2020 budget.

**Budget Amendment**

- The County Court Clerk had presented an amendment to budget to move \$800 from 52500-349 (Printing, Stationery and Forms) to 52500- 106 (Deputy Clerk). No action was taken.
- A problem was discussed with the committee from several elected officials about proper signage in the building to direct the public to proper offices. It was noted that with current signs visitors are unable to navigate the building effectively.

Mr. Chandler made a motion to take to full commission to move the following amounts from each budget:

|  |       |
|--|-------|
| 101-52500-349 (Printing, Stationery and Forms) ----- | \$500 |
| 101-52300-435 (Office Supplies) -----                | \$500 |
| 101-51600-435 (Office Supplies) -----                | \$500 |
| 101-52400-349 (Printing, Stationery and Forms) ----- | \$500 |
| 101-53100-349 (Printing, Stationery and Forms) ----- | \$500 |
| 101-53400-435 (Office Supplies) -----                | \$500 |

Total -----\$3000

To County Buildings line 101-51800-335 to purchase signs for the building to help with this issue. Seconded by Mr. Van Winkle. All Voted YES

- A budget amendment was presented to transfer \$137,350 out of general fund 99100 to EMS 49800 and increase the line 55130-718 to \$137,350 to make the purchase of the ambulance remount.

Mr. Chandler made a motion to send this above amendment to the full commission seconded by Mr. Seamons. All voted yes

- The following budget amendments were presented for the general fund to increase the following lines:

|   |          |
|---|----------|
| 101-51100-210 (Unemployment) -----                | \$23     |
| 101-51300-599 (Other Services) -----              | \$2,100  |
| 101-51500-399 (Contracted Services) -----         | \$17,800 |
| 101-51800-338 (Maint. And Repair Vehicles) -----  | \$25     |
| 101-51800-338 (Custodial Supplies) -----          | \$10,000 |
| 101-51800-415 (Electricity) -----                 | \$35,000 |
| 101-51800-425 (Gasoline) -----                    | \$435    |
| 101-53100-508 (Bond) -----                        | \$75     |
| 101-54110-338 (Maint. and Repairs Vehicles) ----- | \$2,812  |
| 101-57500-204 (Retirement) -----                  | \$18,500 |

To be moved from fund balance 101-39000

Mr. Robinson made the motion to take to the full commission the above listed amendments in general fund. Seconded by Mr. Seamons. All Voted Yes

- The following amendments were presented for the Courthouse & Jailhouse Maintenance fund and Solid Waste

|                                |        |
|--------------------------------|--------|
| 112-51800-425 (Gasoline) ----- | \$4695 |
|--------------------------------|--------|

To be moved from fund balance 102-39000

|  |         |
|--|---------|
| 116-55731-336 (Maint. & Repair) -----    | \$3500  |
| 116-55731-412 (Diesel) -----             | \$8000  |
| 116-55732-204 (Retirement) -----         | \$1200  |
| 116-55732-510 (Trustee Commission) ----- | \$1,900 |
| 116-55732-599 (Other Charges) -----      | \$700   |

To be moved from Fund balance 112-39000 and 116-3900

Mr. Chandler made motion to take to the full commission to the above listed amendments in Courthouse & Jailhouse Maintenance fund and Solid Waste fund Seconded by Mr. Van Winkle All Voted Yes

**Lease of Solid Waste Transport Vehicle**

Mr. Chandler made a motion to bring to full commission the lease of the Solid waste transport vehicle from RDK for \$4,003.00 per month Seconded by Mr. Van Winkle. All Voted Yes



**Amortization Amendment**

Mr. Robinson made motion to amending General debt services 82110-602 by increasing to \$326,959 and reducing 82210-604 down to \$233,042 seconded by Mr. Chandler All Voted Yes.

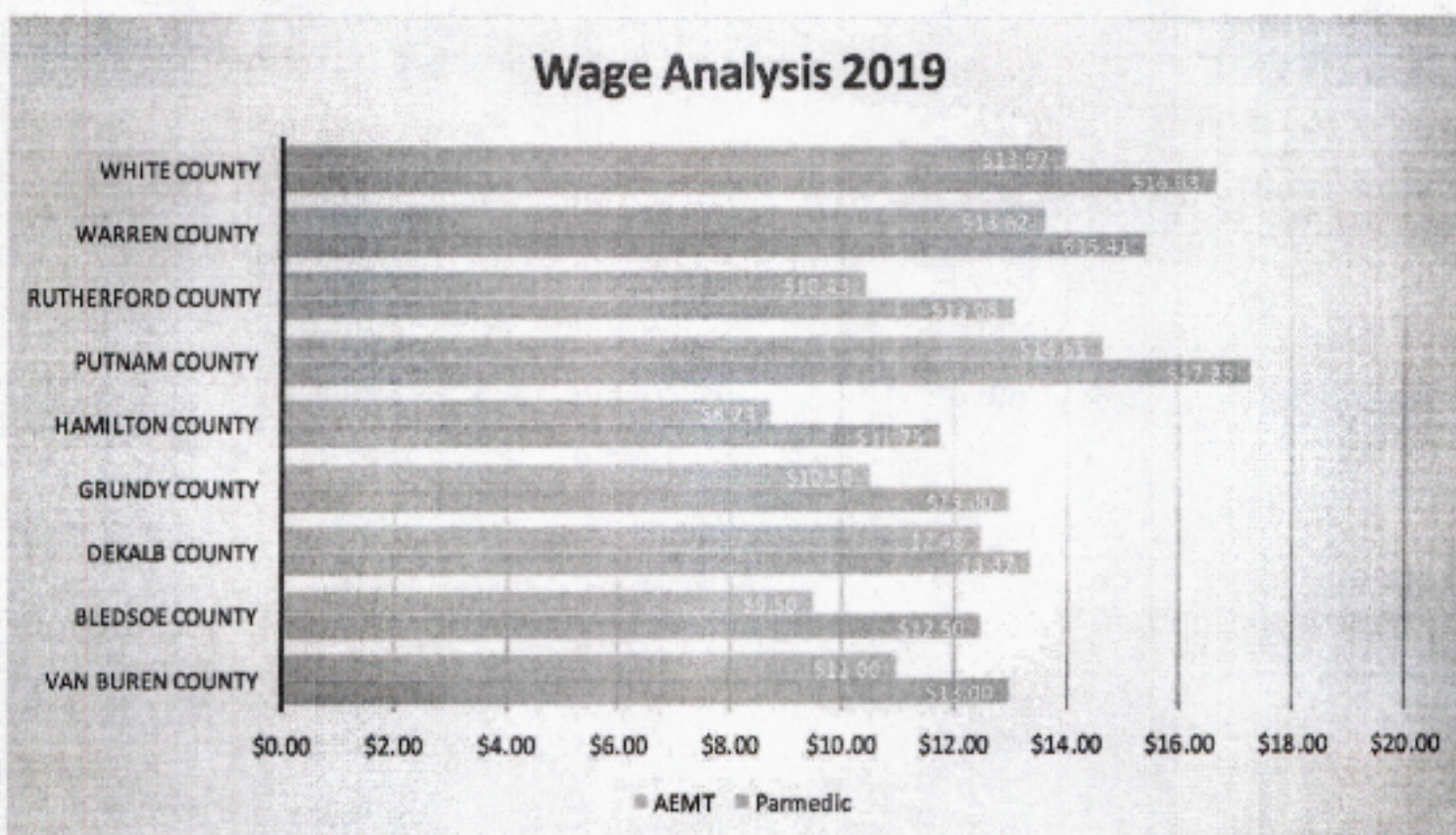
See Attachments

**Adjourn**

Motion was made by Mr. Robinson to Adjourn and seconded by Mr. Seamons All Voted Yes

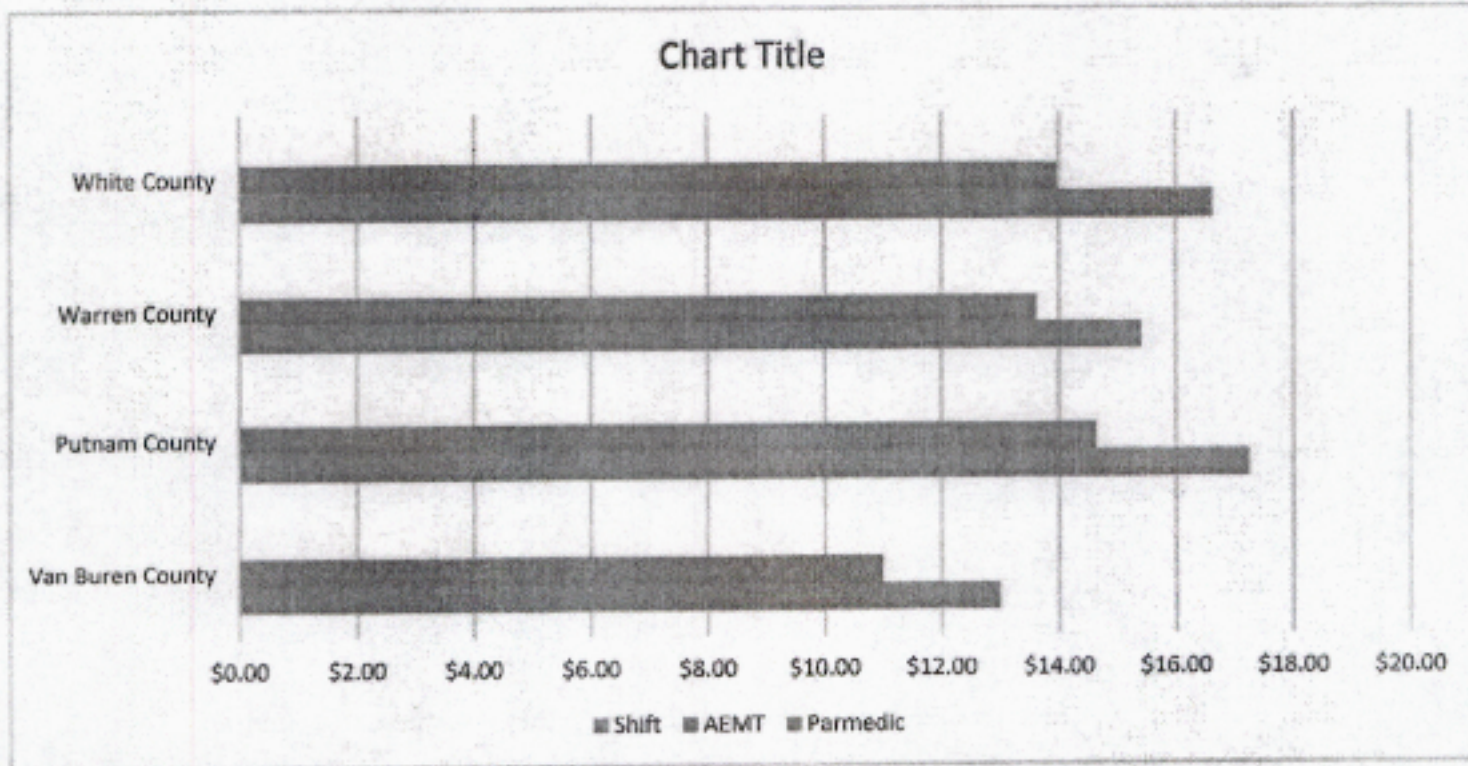
### Wage Analysis 2019

| Service           | Paramedic | AEMT    | Shift          |
|-------------------|-----------|---------|----------------|
| Van Buren County  | \$13.00   | \$11.00 | 24 on / 48 off |
| Bledsoe County    | \$12.50   | \$9.50  | 24 on / 48 off |
| Dekalb County     | 13.37     | 12.48   | 24 on / 48 off |
| Grundy County     | \$13.00   | \$10.50 | 24 on / 48 off |
| Hamilton County   | \$11.75   | \$8.74  | 24 on / 48 off |
| Putnam County     | \$17.25   | \$14.65 | 7 on / 7 off   |
| Rutherford County | \$13.08   | \$10.43 | 24 on / 48 off |
| Warren County     | \$15.41   | \$13.62 | 24 on / 48 off |
| White County      | \$16.63   | \$13.97 | 7 on / 7 off   |



## Wage Analysis of Competition Counties 2019

| Service          | Parmedic | AEMT    | Shift          |
|------------------|----------|---------|----------------|
| Van Buren County | \$13.00  | \$11.00 | 24 on / 48 off |
| Putnam County    | \$17.25  | \$14.65 | 7 on / 7 off   |
| Warren County    | \$15.41  | \$13.62 | 24 on / 48 off |
| White County     | \$16.63  | \$13.97 | 7 on / 7 off   |



3/5/2019

Yahoo Mail - Requested Pay scale

## Requested Pay scale

---

From: Lorie Jeffries (ljeffries@spartatn.gov)

To: ecarter3276@yahoo.com

Date: Tuesday, March 5, 2019, 1:27 PM CST

---

|                     |    |    |        |    |        |
|---------------------|----|----|--------|----|--------|
| Police Chief        | 10 | \$ | 62,029 | \$ | 76,288 |
| Police Investigator | 6  | \$ | 38,873 | \$ | 53,547 |
| Police Lieutenant   | 6  | \$ | 38,873 | \$ | 53,547 |
| Police Sergeant     | 5  | \$ | 34,708 | \$ | 42,686 |
| Police Officer      | 4  | \$ | 30,989 | \$ | 38,113 |

Please let me know if you need any other information.

Thanks,

Lorie Spivey Jeffries

City of Sparta

931-836-3248

Find messages, documents, photos or people



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Compose

Back Forward Stop Archive Move Delete Spam

- Inbox
- Unread
- Starred
- Drafts 136
- Sent
- Archive
- Spam
- Trash
- Less
- Views Show
- Folders Hide
- New Folder
- Notes
- Synced Messages
- untitled

FW: Pay scale

Yahoo! Inbox

Bryan Denton <BDenton@mcminnville.gov> Mar 5 at 3:4 PM  
To: beerte3276@yahoo.com

Hope this helps

From: Jennifer Rigby (mailto:jrigby@mcminnvilletn.gov)  
Sent: Tuesday, March 05, 2019 2:55 PM  
To: Bryan Denton <BDenton@mcminnvillepd.com>  
Subject: Pay scale

Officers:  
 Certified \$16.03 \$35,428.80  
 Non \$14.28 \$31,580.80

These are based off current salary plus a 1% raise for taking a new position. Most do not start at the bottom of the scale. There is no top end for any of our positions.

Sergeant \$18.33 +  
 LT \$20.63 +

Jennifer Rigby  
 HR Administrator  
 City of McMinnville  
 Phone: 531.473.1208  
 Fax: 531.473.6636



Bryan Denton <BDenton@mcminnvillepd.com>

Hot

**ESPN+**  
 Serie A Soccer All Season  
 Long On ESPN+  
 Stream Live and On Demand 24/7  
 START YOUR FREE TRIAL

SPENCER P.D.  
 OFFICER

16.43



**WARREN COUNTY  
SHERIFF'S DEPARTMENT**  
108 SECURITY CIRCLE  
McMINNVILLE, TENNESSEE 37110  
(931)473-7863 · (931)473-8032 · (931)473-8230  
Fax (931)473-5447 · (931)474-7878  
*Tommy Myers, Sheriff*



**PROJECTED PAY SCALE FOR SEPTEMBER 1, 2018 THROUGH JUNE 30, 2018**

| POSITION                   | RATE<br>PER HOUR | BASE PAY   | OVERTIME<br>RATE | ANNUAL PAY  |
|----------------------------|------------------|------------|------------------|-------------|
| CHIEF DEPUTY               | \$24.45          | \$2,102.70 | \$36.68          | \$54,670.20 |
| CHIEF DEPUTY – PROBATION   | \$19.90          | \$1,711.40 | \$29.86          | \$44,496.40 |
| MAJOR                      | \$22.53          | \$1,937.58 | \$33.80          | \$50,377.08 |
| INVESTIGATOR – PROBATION   | \$17.98          | \$1,546.28 | \$26.97          | \$40,203.28 |
| INVESTIGATOR – 6 MONTHS    | \$18.88          | \$1,623.68 | \$28.33          | \$42,215.68 |
| INVESTIGATOR – 1 YEAR      | \$19.90          | \$1,711.40 | \$29.86          | \$44,496.40 |
| CAPTAIN                    | \$21.82          | \$1,876.52 | \$32.73          | \$48,789.52 |
| CAPTAIN – PROBATION        | \$18.73          | \$1,610.78 | \$28.40          | \$41,880.28 |
| LIEUTENANT                 | \$19.90          | \$1,711.40 | \$29.86          | \$44,496.40 |
| LIEUTENANT – PROBATION     | \$19.03          | \$1,636.58 | \$28.55          | \$42,551.08 |
| SERGEANT                   | \$19.39          | \$1,667.54 | \$29.09          | \$43,356.04 |
| CORPORAL                   | \$19.03          | \$1,636.58 | \$28.55          | \$42,551.08 |
| DEPUTY – 1 YEAR            | \$18.88          | \$1,623.68 | \$28.33          | \$42,215.68 |
| DEPUTY – 6 MONTHS          | \$17.98          | \$1,546.28 | \$26.97          | \$40,203.28 |
| DEPUTY – PROBATION         | \$17.47          | \$1,502.42 | \$26.21          | \$39,062.92 |
| JAIL ADMINISTRATOR         | \$21.82          | \$1,876.52 | \$32.73          | \$48,789.52 |
| GUARD – SUPERVISOR         | \$17.72          | \$1,523.92 | \$26.58          | \$39,621.92 |
| GUARD – ASST. SUPERVISOR   | \$17.57          | \$1,511.02 | \$26.36          | \$39,286.52 |
| GUARD – 1 YEAR             | \$17.47          | \$1,502.42 | \$26.21          | \$39,062.92 |
| GUARD – 6 MONTHS           | \$16.76          | \$1,441.36 | \$25.14          | \$37,475.36 |
| GUARD – PROBATION          | \$16.03          | \$1,378.58 | \$24.05          | \$35,843.08 |
| COMMISSARY                 | \$17.47          | \$1,502.42 | \$26.21          | \$39,062.92 |
| CLERICAL – INMATE RECORDS  | \$19.91          | \$1,592.80 | \$29.85          | \$41,412.80 |
| CLERICAL – OFFICE MANAGER  | \$19.00          | \$1,520.00 | \$28.50          | \$39,520.00 |
| CLERICAL – PAYROLL/FINANCE | \$18.76          | \$1,500.80 | \$28.15          | \$39,020.80 |
| CLERICAL – 1 YEAR          | \$18.48          | \$1,478.40 | \$27.73          | \$38,438.40 |
| CLERICAL – 6 MONTHS        | \$17.66          | \$1,412.80 | \$26.50          | \$36,732.80 |
| CLERICAL – PROBATION       | \$16.98          | \$1,358.40 | \$25.48          | \$35,318.40 |
| FOOD SERVICE               | \$16.76          | \$1,340.80 | \$25.14          | \$34,860.80 |
| RN NURSE – SUPERVISOR      | \$29.01          | \$2,320.80 | \$43.52          | \$60,340.80 |
| NURSE                      | \$22.37          | \$1,789.60 | \$33.56          | \$46,529.60 |
| BAILIFF – NOT CERTIFIED    | \$17.47          | \$1,502.42 | \$26.21          | \$39,062.92 |
| CERTIFIED COURT OFFICER    | \$18.88          | \$1,623.68 | \$28.33          | \$42,215.68 |
| CIVIL PROCESS SERVER       | \$19.60          | \$1,685.60 | \$29.41          | \$43,825.60 |

**To: Committee A  
Budget Committee**

**From: Lisa Rigsby  
Van Buren County Clerk**

**Date: January 23, 2019**

**Subject: Budget Transfer**

**I have a total of \$800.00 left in line item 52500-349 and would like to transfer that amount into line item 106 – Deputy line item.**

**Respectfully,  
Lisa Rigsby**

---

Van Buren Co. Executive

2018-2019 Budget Amendments

Fund 101

3/6/2019

| Function         | Obj. Code      | Description              | Explanation                                   | Debit          | Credit            |
|------------------|----------------|--------------------------|---|----------------|-------------------|
| ✓ 51100          | 210            | Unemployment             | Fletcher on payroll                           |                | 23                |
| ✓ 51300          | 599            | Other Charges            | Mail Out to every citizen                     |                | 2,100             |
| ✓ 51500          | 399            | Contracted Services      |   |                | 17,800            |
| ✓ 51800          | 338            | *Maint & Repair Vehicles |   |                | 25                |
|                  | 410            | Custodial Supplies       |   |                | 10,000            |
|                  | 415            | Electricity              |   |                | 35,000            |
|                  | 425            | *Gasoline                |   |                | 435               |
| ✓ 53100          | 508            | Bond                     | (add to budget)                               |                | 75                |
| ✓ 54110          | 338            | *Maint & Repair Vehicles |   |                | 2,812             |
| ✓ 57500          | 204            | Retirement               |   |                | 1,850             |
| <del>58908</del> | <del>599</del> | <del>Other Charges</del> | <del>(Amis Remount, total \$137,350.00)</del> |                | <del>86,400</del> |
| 39000            |                |                          |   | 156,520        |                   |
|                  |                | <b>Fund Balance</b>      |   |                |                   |
|                  |                |                          | <b>Total</b>                                  | <b>156,520</b> | <b>156,520</b>    |



Van Buren Co. Executive  
 2017-2018 Budget Amendments

Fund 112

3/6/2019

| Function       | Obj. Code | Description | Explanation              | Debit | Credit |
|----------------|-----------|-------------|--------------------------|-------|--------|
|                |           |             | To increase expenditures |       |        |
| 51800<br>39000 | 425       | Gasoline    |                          | 4,695 | 4,695  |
| Total          |           |             |                          | 4,695 | 4,695  |

Van Buren Co. Executive  
2018-2019 Budget Amendments

Fund 116

3/6/2019

| Function | Obj. Code | Description        | Explanation | Debit  | Credit |
|----------|-----------|--------------------|-------------|--------|--------|
| 55731    | 336       | Maint & Repair     |             |        | 3,500  |
| 55731    | 412       | Diesel             |             |        | 8,000  |
| 55732    | 204       | Retirement         |             |        | 1,200  |
|          | 510       | Trustee Commission |             |        | 1,900  |
|          | 599       | Other Charges      |             |        | 700    |
| 39000    |           | Fund Balance       |             | 15,300 |        |
|          |           | Fund Balance       | Total       | 15,300 | 15,300 |

K231

Schedule (01)

EXHIBIT B  
PAYMENT SCHEDULE

RE: Government Obligation Contract dated as of November 16, 2018, between Leasing 2, Inc. (Obligee) and Van Buren County, Tennessee (Obligor)

|                              |                   |
|------------------------------|-------------------|
| Date of First Payment:       | December 16, 2018 |
| Original Balance:            | \$168,900.00      |
| Total Number of Payments:    | Fourteen (14)     |
| Number of Payments Per Year: | Twelve (12)       |
| Actual Rate:                 | 6.637%            |

| Pmt No. | Due Date  | Contract Payment | Applied to Interest | Applied to Principal | *Purchase Option Price |
|---------|-----------|------------------|---------------------|----------------------|------------------------|
| 1       | 16-Dec-18 | \$4,002.69       | \$934.15            | \$3,068.54           | Not Available          |
| 2       | 16-Jan-19 | \$4,002.69       | \$917.28            | \$3,085.51           | \$166,977.62           |
| 3       | 16-Feb-19 | \$4,002.69       | \$900.11            | \$3,102.58           | \$163,485.60           |
| 4       | 16-Mar-19 | \$4,002.69       | \$882.95            | \$3,119.74           | \$159,982.90           |
| 5       | 16-Apr-19 | \$4,002.69       | \$865.70            | \$3,136.99           | \$156,469.49           |
| 6       | 16-May-19 | \$4,002.69       | \$848.35            | \$3,154.34           | \$152,945.34           |
| 7       | 16-Jun-19 | \$4,002.69       | \$830.90            | \$3,171.79           | \$149,410.41           |
| 8       | 16-Jul-19 | \$4,002.69       | \$813.36            | \$3,189.33           | \$145,864.67           |
| 9       | 16-Aug-19 | \$4,002.69       | \$795.72            | \$3,206.97           | \$142,308.08           |
| 10      | 16-Sep-19 | \$4,002.69       | \$777.98            | \$3,224.71           | \$138,740.62           |
| 11      | 16-Oct-19 | \$4,002.69       | \$760.15            | \$3,242.54           | \$135,162.25           |
| 12      | 16-Nov-19 | \$4,002.69       | \$742.21            | \$3,260.48           | \$131,572.99           |
| 13      | 16-Dec-19 | \$4,002.69       | \$724.18            | \$3,278.51           | \$127,972.63           |
| 14      | 16-Jan-20 | \$128,364.00     | \$706.03            | \$127,657.97         | \$0.00                 |

Van Buren County, Tennessee

*Greg Wilson*

Signature  
Greg Wilson  
Printed Name and Title

\*Assumes all Contract Payments due to date are paid

Please list the Source of Funds (Fund Item in Budget) for the Contract Payments that come due under Exhibit B of this Contract.

Source of Funds : Solid Waste Fund

7700 WENTZ  
Cleveland, Ohio 44125

800.825.1255 toll free  
216.901.8006 fax

# PREMIER

Truck Sales & Rental, Inc.

www.premiertrucksales.com

rental@premiertrucksales.com

## 2019 Kenworth T-880, Mack GU713 & Peterbilt 367 Tandem, Tri & Quad Axle Roll Off Trucks Auto Tarper, Pintle Hitch Ready

### SHORT TERM

Weekly Rate: \$1,900

4 Week Rate: \$6,500

### SEASONAL - 6 MONTH MIN

\$5,800 per 4 weeks

### LONG TERM - 12 MONTH MIN

\$5,150 per 4 Weeks



Stinger Tail Available\*  
Scale Available on Request\*

#### Kenworth & Peterbilt

- Cummins X15 @ 485 HP Engine Brake
- Allison 4500 Automatic Transmission or Eaton 8L Transmission
- 20 FA / 46 RA on Chalmers Suspension
- Air Ride Cab
- 80,000lb GAWB or 75,000lb American Hoist
- Tri Axle
  - 24" Outside Rails
  - 20,000lb Steerable Lift Axle
- Tandem Axle - Kenworth Only
  - 22" Outside Rails
- Quad Axle - Kenworth Only
  - 24" Outside Rails
  - 2 - 13,200lb Steerable Lift Axles

#### Mack

- Mack MP8 @ 455 HP Engine Brake
- Allison 4500 Automatic or Eaton Fuller 8L
- 18 FA / 46 RA on MR Ride Suspension
- Air Ride Cab
- 80,000lb GAWB Hoist
- 22" Outside Rails
- Tandem
  - 22" Outside Rails
- Tri Axle
  - 22" Outside Rails
  - 20,000lb Steerable Lift Axle

#### Terms and Conditions

1. All trucks are approved throughout the contiguous United States.
2. GVW is based on federal bridge law unless an increase is requested.
3. Local and long distance delivery quotes are available upon request. Freight charges are one-way unless otherwise specified.
4. Certificate of Insurance showing a minimum of \$1,000,000.00 (one million dollars) liability, Motor Auto Physical Damage, and \$1,000.00 Deductible is required. Premier Truck Sales & Rental, Inc. must be named as the additional insured as follows page 2.
5. Short Term Rental has a 1-week minimum. Seasonal has a 6-month minimum and Long Term Rental has a 12-month minimum. The penalty for early termination is \$2,000.00 for each month of use.
6. \$5,000.00 credit card deposit per truck.
7. Payment is DUE UPON RECEIPT of invoice. All outstanding balances must be paid in full at time of vehicle return. In the event that customer fails to provide payment with payment, customer authorizes Premier to charge balance due to customer's credit card.
8. Additional use charge may be applicable if unit is used over 30 hours per week.
9. Customer is responsible for all regular maintenance as suggested by the manufacturer and annual inspection if due. This includes, but is not limited to, regular oil changes and the maintenance. A fee will be assessed for failure to properly maintain equipment.
10. Units must be returned clean. Trucks must be returned with the same amount of fuel as received.
11. Customer agrees to furnish Premier Truck Sales with all receipts for fuel used in vehicle for the entire rental period.
12. 25% of rental billed may be applied to purchase of rental unit.
13. Pricing does not include applicable sales tax.
14. For rentals over 30 days, USDOT number and customer name must be on the truck.
15. Any and all accidents involving Premier's equipment must be reported to Premier immediately.
16. Must be returned in accordance with Trade Terms. (Apply to Long Term)
17. Returned truck will be in (1) customer's care, custody, and control.

Prices subject to change without notice.

© 2018 Premier Truck Sales & Rental, Inc. All rights reserved.

BTR SUPPLEMENTAL AGREEMENT



Company Address 5001 W. Lemon St  
Tampa FL 33609  
Prepared By Scott Smith

Created Date 9/24/2018  
Email scott@bigtruckrental.com  
Quote Number 00010798

CUSTOMER INFORMATION

Billing Customer Van Buren County Solid Waste  
Billing Contact Dale Cole  
Billing Address 879 Shockey Rd  
Spencer TN 38685  
Billing Email dalecole@comcast.net  
Billing Phone 831-235-3551

Rental Customer Van Buren County Solid Waste  
Shipping Contact Dale Cole  
Shipping Address 879 Shockey Rd  
Spencer TN 38685  
Shipping Email dalecole@comcast.net  
Shipping Phone 831-235-3551

Product Details

| Asset Number | Year | Chassis Make | Chassis Model | Chassis VIN       | Product Family | License Plate | Miles  | Hours | Truck Location |
|--------------|------|--------------|---------------|-------------------|----------------|---------------|--------|-------|----------------|
| 5018004      | 2019 | Mack         | GUB18         | 1M2AX13C4KM042920 | ROLLOFF        | GA31CE        | 22,546 | 730   | El Paso, TX    |

Pricing Details

| Quantity | Sales Price | Total Product Price | Transportation Cost | Security Deposit | Rental Start Date | Rental End Date |
|----------|-------------|---------------------|---------------------|------------------|-------------------|-----------------|
| 4.00     | \$1,625.00  | \$6,500.00          | \$3,987.50          | \$1,500.00       | 10/1/2018         | 10/29/2018      |

RENTAL CONTRACT PRICING SUMMARY

Order Subtotal \$6,900.00 Total Amount Due \$11,987.50  
 Total Security Deposit \$1,500.00  
 Total Transportation Cost \$3,987.50

RENTAL REMINDERS

**MASTER RENTAL AGREEMENT:** This document supplements the Master Rental Agreement which the Customer signed and is subject to all provisions therein.

**INSURANCE:** This Supplemental Rental Agreement utilizes the insurance information provided in the Master Rental Agreement. Customer is required to provide continued proof of insurance at the inception of this Supplemental Rental Agreement and through the duration of the same.

**RENTAL RATE:** Customer is to use the Vehicle for a maximum of one (1) shift, which is defined as not more than 50 hours per week. If Customer uses the Vehicle beyond one shift, Customer agrees that it will pay an additional charge for such use. The additional charge shall be calculated in the following manner: (a) If the Customer uses the Vehicle more than 50 hours per week but less than 80 hours per week, then Customer shall pay an additional charge equal to one-half (1/2) times the Rental Rate; (b) If the Customer uses the Vehicle 80 or more hours per week, then Customer shall pay an additional charge equal to one (1) times the Rental Rate.

**MAINTENANCE:** Customer is responsible for all routine maintenance of the truck and body while in the care and control of the Customer. Refer to Section 6 of the Master Agreement for detailed responsibility.

**DAMAGE:** Customer will be back called for any damage to the rented property which Big Truck Rental (operator) need to be beyond normal wear and tear. In addition, if the damage to a rented vehicle prevents Big Truck Rental from re-letting the vehicle resulting in additional downline and lost rental revenue for Big Truck Rental, then this Supplemental Rental Agreement shall automatically extend and Customer shall be billed for the additional rental revenue. The customer's responsibility for any damage to the rented property shall be determined by Big Truck Rental.

**Committee A Chairman William Maxwell brought forward action that needs to be taken by the Full Commission from the March 6, 2019 Meeting.**

**Budget Amendments for signage**

In the Committee A Meeting there was a discussion with several elected officials about proper signage in the building to navigate the public to the proper offices. William Maxwell would like to amend the following line items:

|  |               |
|--|---------------|
| 101-52500-349 (Printing, Stationery and Forms) ----- | \$500         |
| 101-52300-435 (Office Supplies) -----                | \$500         |
| 101-51600-435 (Office Supplies) -----                | \$500         |
| 101-52400-349 (Printing, Stationery and Forms) ----- | \$500         |
| 101-53100-349 (Printing, Stationery and Forms) ----- | \$500         |
| 101-53400-435 (Office Supplies) -----                | \$500         |
| <br>   |               |
| Total -----  | <b>\$3000</b> |

In order to purchase these signs at \$500.00 for each office to take care of the signs to make every office more visible to find. This amount will be moved to County Building line 101-51800-335 to make those purchases. William made a motion, second by David Chandler to approve these changes.

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

**The Ambulance Remount**

The Remount is complete on one of the Ambulances. Money was allocated for this remount in a previous meeting but was done incorrectly. The funds were first moved from the General Fund to the Ambulance Fund and that was unnecessary. William Maxwell made a motion, second by Robert Van Winkle to create a Motor Vehicle line item 58900-718 General Fund Motor Vehicles and move \$50,000.00 from Other Charges in the same Fund 599, we will also move \$87,350.00 out of Fund Balance into that Motor Vehicle Fund with a total of \$137,350.00.

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

Van Buren Co. Executive  
2019-2020 Budget Amendments

Fund 101

| Function | Obj. Code | Description              | Explanation               | Debit          | Credit         |
|----------|-----------|--------------------------|---------------------------|----------------|----------------|
| 58900    | 599       | Other Charges            | moving this amount to 718 | 50,000         |                |
|          | 718       | Motor Vehiles            |                           |                | 137,350        |
| 39000    |           | Fund Balance             |                           | 87,350         |                |
|          |           | Remount of the Ambulance |                           |                |                |
|          |           | <b>Fund Balance</b>      | <b>Total</b>              | <b>137,350</b> | <b>137,350</b> |

5527

**Budget Amendments, General Fund**

William Maxwell made a motion, second by Henry Seamons to approve the following budget amendments for the General Fund to increase the following lines and move from Fund Balance 101-39000:

|   |          |
|---|----------|
| 101-51100-210 (Unemployment) -----                | \$23     |
| 101-51300-599 (Other Services) -----              | \$2,100  |
| 101-51500-399 (Contracted Services) -----         | \$17,800 |
| 101-51800-338 (Maint. And Repair Vehicles) -----  | \$25     |
| 101-51800-338 (Custodial Supplies) -----          | \$10,000 |
| 101-51800-415 (Electricity) -----                 | \$35,000 |
| 101-51800-425 (Gasoline) -----                    | \$435    |
| 101-53100-508 (Bond) -----                        | \$75     |
| 101-54110-338 (Maint. and Repairs Vehicles) ----- | \$2,812  |
| 101-57500-204 (Retirement) -----                  | \$18,500 |

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

**Budget Amendments for Courthouse & Jail Maintenance Fund and Solid Waste**

The following Budget Amendments were presented to Committee A for approval for the Courthouse & Jailhouse Maintenance Fund and Solid Waste. William Maxwell made a motion, second by Mickey Robinson to approve the following Budget Amendments:

|                                |        |
|--------------------------------|--------|
| 112-51800-425 (Gasoline) ----- | \$4695 |
|--------------------------------|--------|

To be moved from fund balance 102-39000

|  |         |
|--|---------|
| 116-55731-336 (Maint. & Repair) -----    | \$3500  |
| 116-55731-412 (Diesel) -----             | \$8000  |
| 116-55732-204 (Retirement) -----         | \$1200  |
| 116-55732-510 (Trustee Commission) ----- | \$1,900 |
| 116-55732-599 (Other Charges) -----      | \$700   |

To be moved from Fund balance 112-39000 and 11639000

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



**Lease of Solid Waste Transport Vehicle**

William Maxwell made a motion, second by Robert Van Winkle to approve the lease of the Solid Waste Transport Vehicle from RDK for \$4,003.00.

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

**Amortization Amendment**

This is the Payment for the New Building. This was set up in one line item and needs to be separated out with the interest verses the principal. William Maxwell made a motion, second by David Chandler to amend General Debt Services 82110-602 by increasing to \$326,959.00 and reducing 82210-604 down to \$233,042.00.

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

**Approval of Economic Council Members**

Mayor Greg Wilson had spoken about the Economic Council in last month's meeting through the Three Star Program and requested approval for the following to be added to that board:

**Chris Binkley  
Daniel Owens  
Dr. Sue Bailey  
Stacy Mills  
Kenny Delon  
Kathy Johnson  
Glenece Cole  
David Chandler**

William Maxwell made a motion, second by Michael Woodlee to approve the members as presented to the Economic Council.

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

**Old Business**

None

### **New Business**

Sheriff Eddie Carter addressed the Full Commission seeking approval for the Departments K-9 "Ello" for retirement as surplus equipment. Sheriff Carter has contacted a K-9 handler who is willing to take Ello into his home and let him live out a full healthy life from here forward. William Maxwell made a motion, second by Brian Simmons to declare this surplus property and authorize the Sheriff to dispose of in that fashion. All approved by voice vote. Motion passed.

Sheriff Carter explained to the Full Commission about a misconception about him not housing State Inmates in the Jail. He would like to clear the rumors that are out there because they are completely false statements. Sheriff Carter explained, "We currently are housing 13 State inmates and last month we had 15." "What I did for informational purposes, I retrieved from the State of Tennessee reports from 2013 thru 2017 with totaling \$511,525.00 from State inmates that were jailed in Van Buren County." "I had nothing to do with anything prior to 2013." "Totaling up to date is \$594,281.00." "I have these statements if anyone would like to see them after the meeting."

### **Hawks Bluff's Bridge**

County Mayor Greg Wilson addressed the Full Commission stating, "A couple of months ago the County Attorney Howard Upchurch was authorized to do a declaratory Judgement for the Hawks Bluff Bridge. He has submitted that and the Judge will sign it on Monday." If the Judge signs this Mayor Wilson is asking for authorization to go ahead and get estimates for the cost to fix the bridge. Committee A would be able to look over the estimates before the next Month's meeting to bring before the Full Commission. Brian Simmons made a motion, second by Michael Woodlee to approve the Mayor to go ahead and get estimates.

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

### **2019 TNECD County Marketing Assistance Program Kick-Off**

The TNECD County Marketing Assistance Program is something that Van Buren County has been chosen for out of 95 Counties. We were one of 12 Counties for this Program. The Mayor will be on a conference call this Thursday morning on this matter. The Design Sensory is the one that was chosen by the State of Tennessee to help Counties create content elements and videos that emphasize economic strengths and business advantages to attract large business and jobs to each County. They will be coming to Van Buren County probably toward the end of April to highlight our County. They will be doing a video for Marketing at no cost to the County. They will be looking at Industry, Agriculture, and Retail. The Chamber of Commerce and the City of Spencer will also be involved as well.

**Property Tax, where does it come from?**

The County Mayor shared with everyone where the Property Tax comes from. Also the Mayor was ask to look at the four major Sub-divisions. The percentages are listed below:

|                                |            |
|--------------------------------|------------|
| <b>Residential</b>             | <b>60%</b> |
| <b>Farm/Agriculture/Timber</b> | <b>30%</b> |
| <b>Commercial</b>              | <b>7%</b>  |
| <b>Minerals</b>                | <b>2%</b>  |
| <b>Industrial</b>              | <b>1%</b>  |

**The four major Sub-Divisions of the Residential (out of the 60% of Residential)**

|                           |             |
|---------------------------|-------------|
| <b>Long Branch Lakes</b>  | <b>7.1%</b> |
| <b>Hawks Bluff</b>        | <b>6.4%</b> |
| <b>Grandview</b>          | <b>1.9%</b> |
| <b>Rock Island Shores</b> | <b>1.2%</b> |

The 4 Major Sub-Divisions make up 16.6% of the Residential Taxes in Van Buren County.

**The 2020 Census**

Sherry Jackson from the Census addressed the Full Commission stating, "We are a year out on the 2020 Census and it is very critical to get a complete population count in the United States." There will three ways of responding to the Census: Internet, phone, and paper. People can response however you desire. There will be part-time jobs paying \$14.00 per hour. All employees will have to have a background check and are sworn to confidentiality for life. The Census doesn't share anyone's personal information. The Census is safe, confidential and so worth it to help in the future of our Children and Grandchildren.

**Overtime in Sheriff's Department**

William Maxwell stated there has been a difference in our overtime in the Sheriff's Department in the Deputies and in the Correctional Officers. The Sheriff is running short staff and another employee left this week. We have been averaging about \$1700.00 per pay period in overtime. We have seven pay rolls left in this fiscal year. We have Budget \$7500.00 for the Deputies and we need \$16,000.00 more. In the Correctional Officers we budgeted \$10,000.00 and we need to add \$5,000.00. All these operations run 24 hours a day 7 days a week. Overtime is inevitable at this time due to lack of staff. Sheriff Carter stated, "I appreciate the Boards support and the publics as well." Commissioner Bill Mosley questioned, "I have noticed a lot of people quitting or resigning going to other Counties, Why?" Sheriff Carter replied, "To the best of my knowledge its

dollars and cents, more involvement in Law Enforcement, some are wanting to go to areas where they can make more arrest and get more drugs off the streets." Joey Grissom asked, "What is the pay difference between us and other County's?" Sheriff Carter stated, "\$4.00 to \$9.00 dollars an hour more." William Maxwell made a motion, second by Henry Seamons to approve the amendments in line item 54100-187 Deputies Overtime, 54210-187 Correctional Officer Overtime, \$16,000.00 Deputies and Correctional \$5,000.00 total of \$21,000.00 in fund Balance.

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

Van Buren Co. Executive  
2019-2020 Budget Amendments

Fund 101

3/19/19

| Function | Obj. Code | Description                   | Explanation | Debit  | Credit |
|----------|-----------|-------------------------------|-------------|--------|--------|
| 54100    | 187       | Deputy Overtime               |             |        | 16,000 |
| 54210    | 187       | Correctional Officer Overtime |             |        | 5,000  |
| 39000    |           | Fund Balance                  |             | 21,000 |        |
|          |           | Fund Balance                  | Total       | 21,000 | 21,000 |

- There are 7 payrolls left in this fiscal year.
- Deputies were averaging \$1700.00 per pay period. Another Deputy resigned last week. Overtime is inevitable @ this time, due to lack of staff.
- Correctional Officers were averaging \$500.00 per pay period. They had no overtime last pay period. They have had 2 c/o's to resign last week.
- Both line items are over @ this time (attached)

General Ledger Detail Listing  
MARCH 31, 2019

101 GENERAL

| Fnd-Funct-Obj      | Sub Cost<br>Fnd-Centr-Obj | Sub<br>Fnd-Centr-Obj | Budget/Beg Bal | Activity   | Balance     | Encumbered | Unencumbered | Percent |
|--------------------|---------------------------|----------------------|----------------|------------|-------------|------------|--------------|---------|
| 101-54110-101      |                           |                      | 73,226.00-     | 53,511.22  | 19,714.78-  | 0.00       | 19,714.78-   | 73.08   |
| 101-54110-106      |                           |                      | 265,000.00-    | 169,871.53 | 95,128.47-  | 0.00       | 95,128.47-   | 64.10   |
| 101-54110-119      |                           |                      | 31,668.00-     | 23,142.00  | 8,526.00-   | 0.00       | 8,526.00-    | 73.08   |
| 101-54110-140      |                           |                      | 5,400.00-      | 0.00       | 5,400.00-   | 0.00       | 5,400.00-    | 0.00    |
| 101-54110-170      |                           |                      | 20,000.00-     | 9,600.00   | 10,400.00-  | 0.00       | 10,400.00-   | 48.00   |
| 101-54110-187      | Deputy                    | OT                   | 7,500.00-      | 9,116.39   | 1,616.39    | 0.00       | 1,616.39     | 121.55  |
| 101-54110-196      |                           |                      | 4,500.00-      | 310.00     | 4,190.00-   | 0.00       | 4,190.00-    | 6.89    |
| 101-54110-201      |                           |                      | 27,300.00-     | 16,205.60  | 11,094.40-  | 0.00       | 11,094.40-   | 59.36   |
| 101-54110-204      |                           |                      | 42,500.00-     | 24,861.15  | 17,638.85-  | 0.00       | 17,638.85-   | 58.50   |
| 101-54110-210      |                           |                      | 9,700.00-      | 1,238.78   | 8,461.22-   | 0.00       | 8,461.22-    | 12.77   |
| 101-54110-212      |                           |                      | 6,500.00-      | 3,790.04   | 2,709.96-   | 0.00       | 2,709.96-    | 58.31   |
| 101-54110-320      |                           |                      | 1,100.00-      | 1,000.00   | 100.00-     | 0.00       | 100.00-      | 90.91   |
| 101-54110-338      |                           |                      | 0.00           | 2,811.59   | 2,811.59    | 0.00       | 2,811.59     | 0.00    |
| 101-54110-349      |                           |                      | 1,000.00-      | 0.00       | 1,000.00-   | 0.00       | 1,000.00-    | 0.00    |
| 101-54110-355      |                           |                      | 2,000.00-      | 0.00       | 2,000.00-   | 0.00       | 2,000.00-    | 0.00    |
| 101-54110-425      |                           |                      | 30,000.00-     | 17,698.86  | 12,301.14-  | 0.00       | 12,301.14-   | 59.00   |
| 101-54110-435      |                           |                      | 17,227.00-     | 15,221.11  | 2,005.89-   | 0.00       | 2,005.89-    | 88.36   |
| 101-54110-451      |                           |                      | 7,000.00-      | 6,662.70   | 337.30-     | 0.00       | 337.30-      | 95.18   |
| 101-54110-599      |                           |                      | 3,000.00-      | 408.00     | 2,592.00-   | 0.00       | 2,592.00-    | 13.60   |
| 101-54110-708      |                           |                      | 3,500.00-      | 0.00       | 3,500.00-   | 0.00       | 3,500.00-    | 0.00    |
| 101-54110-718      |                           |                      | 31,000.00-     | 25,285.00  | 5,715.00-   | 0.00       | 5,715.00-    | 81.56   |
| 101-54210-149      |                           |                      | 39,480.00-     | 17,630.39  | 21,849.61-  | 0.00       | 21,849.61-   | 44.66   |
| 101-54210-160      |                           |                      | 384,384.00-    | 258,574.35 | 125,809.65- | 0.00       | 125,809.65-  | 67.27   |
| 101-54210-187      | Clo's                     | OT                   | 10,000.00-     | 10,562.13  | 562.13      | 0.00       | 562.13       | 105.62  |
| 101-54210-201      |                           |                      | 27,000.00-     | 17,489.41  | 9,510.59-   | 0.00       | 9,510.59-    | 64.78   |
| 101-54210-204      |                           |                      | 42,000.00-     | 27,327.00  | 14,673.00-  | 0.00       | 14,673.00-   | 65.06   |
| 101-54210-210      |                           |                      | 9,545.00-      | 2,558.12   | 6,986.88-   | 0.00       | 6,986.88-    | 26.80   |
| 101-54210-212      |                           |                      | 6,300.00-      | 4,090.28   | 2,209.72-   | 0.00       | 2,209.72-    | 64.93   |
| 101-54210-317      |                           |                      | 2,000.00-      | 697.77     | 1,302.23-   | 0.00       | 1,302.23-    | 34.89   |
| 101-54210-335      |                           |                      | 500.00-        | 3.50       | 496.50-     | 0.00       | 496.50-      | 0.70    |
| 101-54210-340      |                           |                      | 115,000.00-    | 88,976.14  | 26,023.86-  | 0.00       | 26,023.86-   | 77.37   |
| 101-54210-422      |                           |                      | 85,000.00-     | 55,583.79  | 29,416.21-  | 0.00       | 29,416.21-   | 65.39   |
| 101-54210-599      |                           |                      | 9,500.00-      | 7,544.30   | 1,955.70-   | 0.00       | 1,955.70-    | 79.41   |
| Total EXPENDITURES |                           |                      | 1,319,830.00-  | 871,771.15 | 448,058.85- | 0.00       | 448,058.85-  | 66.05   |
| Total GENERAL      |                           |                      | 1,319,830.00-  | 871,771.15 | 448,058.85- | 0.00       | 448,058.85-  | 66.05   |

G/L Month Sub Cost Sub  
 Beginning: 101-54110-  
 Ending: MARCH 03 2019 101-54210-ZZZ-ZZZZ-ZZZ

\* End of Report: VAN BUREN CO EXECUTIVE \*

**Chairman Joey Grissom had a list set out to sign if anyone wanted to address the Full Commission.**

**Chris Binkley from UT Extension gave thanks to the County for the partnership they have together. March is UT Extension Month and the Office was challenged to highlight UT Extension in their County. Just some of the highlights that were done in 4-H in Van Buren County is that we have a chief of the All Star Council, 4-H Speaker of the House and a youngman that got 2<sup>nd</sup> place in the State speaking contest. Mr. Binkley praised the Commission and County Mayor for their support in all the accomplishments that were made. Ms. Paula May is working with our Senior Citizens program doing exercise and UT Extension is hoping to tie into the Diabetes Grant that the County has applied for and do all they can with it. They have made raised bed gardens over by the Farmers Market. UT Extension puts on programs to help the Community, one of those being Leadership Van Buren which helps trains future leaders, adults and Youth. We as a County are so grateful for all that Mr. Binkley, Mrs. May and Ms. Sharon do for our Children and County.**

#### **The Southern Standard Newspaper**

**Hansel Moore works for The Southern Standard Newspaper out of McMinnville Tennessee. He has been covering Van Buren County for several years and is requesting the County Commission to consider changing Newspapers. At this previous time the Sparta Expositor is the County's Newspaper passed by the County Commission. After much discussion on this matter, this matter will go to the Committee "A" April 9<sup>th</sup> at 5:00 for discussion.**

#### **Solid Waste Exemption for Churches**

**Michael Woodlee made a motion, second by Robert Van Winkle to exempt churches from the Solid Waste fee.**

**Upon roll call: Michael Woodlee, David Chandler, Joey Grissom, William Maxwell, Mickey Robinson, Brian Simmons and Robert Van Winkle voted yes. Bill Mosley and Henry Seamons voted no. 7-yes votes, 2-no votes. Motion passed.**

#### **Adjournment**

**Mickey Robinson made a motion, second by Michael Woodlee to adjourn. All voted yes by voice vote. Motion passed. Meeting adjourned at 6:02 p.m.**