

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

The Van Buren County Commission met in a Regular Meeting Tuesday May 19, 2020 at 6:00 p.m. at the Van Buren County Administrative Facility & Justice Center. The following action was taken as recorded in Minute Book, "R".

Call to Order

Chairman Joey Grissom called the Meeting to Order.

Roll Call

Members present: Joey Grissom and Henry Seamons. Via-phone: David Chandler, Terry Hickey, William Maxwell, Bill Mosley, Mickey Robinson, Brian Simmons and Robert Van Winkle. Michael Woodlee was absent.

Also present: County Mayor Greg Wilson and County Clerk Lisa Rigsby. Via-phone: County Attorney Howard Upchurch, Financial Analyst Meghan Huffstutter, Lorie Barnard, Betsy Knotts, and Sheila Reed from the Tennessee Comptrollers Division of Local Government Finance. Larry Stone also was present.

Mayor Greg Wilson led us in prayer.

Approval of Minutes for April 21, 2020 Meeting

Mickey Robinson made a motion, second by Bill Mosley to approve the Minutes from the April 21, 2020 Meeting. All approved by voice vote. Motion passed.

Approval of Quarterly Reports

William Maxwell made a motion, second by Robert Van Winkle to approve all Quarterly Reports as presented.

Upon Roll Call: David Chandler, Joey Grissom, Terry Hickey, William Maxwell, Bill Mosley, Mickey Robinson, Henry Seamons, Brian Simmons and Robert Van Winkle voted yes. No changes to any yes vote. Motion passed.

Committee A Report

**Committee A
February 24th 2020**

Roll Call:

Members present: David Chandler, Mickey Robinson, Robert Van Winkle, Henry Seamons, and Will Maxwell. Mayor Greg Wilson also in attendance and several people from the State of Tennessee Comptroller's office (This meeting was conducted through conference call due to Covid-19)

Audit Recommendations:

Several employs of the State of Tennessee comptroller's Office spoke with the committee on ways to resolve a Past audit finding where we borrowed funds from one fund to another. They will be putting together some guidance for us on how to handle this issue.

Solid Waste Exemptions:

Gina Haley, 1683 Rogers Rd. Exempt
Mt. Top, 263 Mtn. Top Rd. Single Commercial Charge
Doug Dodson, 795 McElroy Ford Rd. Exempt.
Melba Sullivan, 339 McCoy St. Denied

Mr. Chandler made the motion to approve the exemptions and rate adjustments listed above
Seconded by Mr. Van Winkle. All Voted Yes

Transfer of funds from General to GDS

Mr. Chandler made a motion to transfer \$110,000 from General Fund to Debt Service due to the
loss of Hotel /Motel Tax Seconded by Mr. Robinson All Voted yes

Grant from Children services of \$15,000

Mr. Chandler made the motion to allow the Mayor to use the grand funds to establish and
support a Food Bank for the County Seconded Mr. Robinson All Voted Yes

Next meeting

A meeting was scheduled for May 28th at 10 am

Adjourn

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

**Committee A Chairman William Maxwell brought forward action that needs to be taken by the
Full Commission from the Committee A February 24, 2020 Meeting.**

Transfer of funds from General to General Debt Service

William Maxwell made a motion, second by David Chandler to transfer \$110,000.00 from General
Fund to Debt Service due to the loss of Hotel/Motel Tax.

Upon Roll Call: David Chandler, Joey Grissom, Terry Hickey, William Maxwell, Bill Mosley, Mickey
Robinson, Henry Seamons, Brian Simmons and Robert Van Winkle voted yes. No changes to any
yes vote. Motion passed.

Grant from Children Services of \$15,000.00

William Maxwell made a motion, second by Mickey Robinson to allow the Mayor to use the Grant
funds to establish and support a Food Bank for the County.

Upon Roll Call: David Chandler, Joey Grissom, Terry Hickey, William Maxwell, Bill Mosley, Mickey
Robinson, Henry Seamons, Brian Simmons and Robert Van Winkle voted yes. No changes to any
yes vote. Motion passed.

Notary renewal for Don Hollingsworth

Bill Mosley made a motion, second by Brian Simmons to approve the Notary renewal for Don
Hollingsworth. All agreed by voice vote. Motion passed.

Bond Approval for Director of School

David Chandler made a motion, second by Brian Simmons to approve the Bond for the Director
of School. All agreed by voice vote. Motion passed.

Resolution for 2020/2021 Litter Grant

RESOLUTION NUMBER 420

Resolution authorizing submission of an application for a Litter, Trash, and Recycle Grant for FY 2020-2021 from the Tennessee Department of Transportation and authorizing the acceptance of said Grant.

WHEREAS, Van Buren County Commission intends to apply for the aforementioned Grant from the Tennessee Department of Transportation and,

WHEREAS, the contract for the Grant for FY 2020-2021 will impose certain legal obligations upon Van Buren County.

THEREFORE, BE IT RESOLVED:

Greg Wilson, Van Buren County Executive, is authorized to apply on behalf of Van Buren County, for a Litter and Trash collecting Grant for FY 2020-2021 from Tennessee Department of Transportation.

That should said application be approved the Tennessee Department of transportation, then Greg Wilson, Van Buren County Executive of Van Buren County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance for the Litter and Trash Collecting Grant by Van Buren County.

Approved at the Regular Meeting held on the 19th day of May, 2020.

William Maxwell, Solid Waste chairman
Van Buren County Commission Vice-Chairman

Greg Wilson, Van Buren County Executive

Lisa Rigsby, Van Buren County Clerk

William Maxwell made a motion, second by Bill Mosley to approve this Resolution as presented. Upon Roll Call: David Chandler, Joey Grissom, Terry Hickey, William Maxwell, Bill Mosley, Mickey Robinson, Henry Seamons, Brian Simmons and Robert Van Winkle voted yes. No changes to any yes vote. Motion passed.

3 Star Confirmation Letter



Date:

Fiscal strength and Efficient Government Fiscal Confirmation Letter Three Star Program Requirements

This document confirms that Van Buren County has taken the following actions in accordance with the requirements of the Three Star Program:

- The County Mayor has reviewed with the County Commission at an official Meeting the County's Debt management policy that is currently on file with the Comptroller of the Treasury Office. The purpose of this requirement is to ensure that local Elected Officials are aware and knowledgeable of the County's Debt management policy.
- The County Mayor and County Commission acknowledge that an annual cash flow forecast must be prepared and submitted to the Comptroller prior to issuance of debt. The purpose of this requirement is to ensure Elected Officials are aware that prior to the issuance of debt the County must go through the process of accessing the County's cash flow. This is done to evaluate the County's finances and confirm that sufficient revenues are available to cover additional debit service associated with the proposed issuance of debt.
- The County Mayor and County Commission acknowledge that all County Offices are required to have documented system of Internal Controls (TCA Section 9-18-102).

Debt Management Policy

This is an acknowledgement that the Debt Management Policy of Van Buren County is on file with the Office of the Comptroller of the Treasury and reviewed with the members of the Van Buren County Commission present at the Meeting held on the 1st day of January, 2012.

X Minutes of this Meeting have been included as documentation of this agenda item.

Annual Cash Flow Forecast

This an acknowledgement that prior to the issuance of debt an annual cash flow forecast was prepared for the appropriate fund and submitted to the Comptroller's Office and was reviewed with the members of the Van Buren County commission present at the Meeting held on the 19th day of May, 2020.

X Minutes of this Meeting have been included as documentation of this agenda item.

Confirmation of documented Internal Controls Requirement

This is an acknowledgement that Van Buren County Commission understands that all County offices are required to develop a documented system of Internal Control for all Offices, funds, and Departments under the Authority and Administration of the Elected Officials of Van Buren County in compliance with section 9-18-102 (a), Tennessee Code Annotated.

Acknowledged this 19th day of May, 2020

County Mayor Greg Wilson

Signature

Mayor Greg Wilson introduce to the Full Commission a Letter confirming that Van Buren County has taken all action in accordance to be a part of the Governor's Three Star Program. Brian Simmons made a motion, second by Mickey Robinson to approve. All agreed by voice vote. Motion passed.

Old Business

None

New Business

Mayor Wilson, the Full Commission and the Tennessee Comptroller of Treasury discussed Audit Finding and ways of Correction for these findings.

Adjournment

Bill Mosley made a motion, second by Mickey Robinson to adjourn. All agreed by voice vote. Motion passed. Meeting at adjourned at 6:20 p.m.

Chairman Joey Grissom

County Clerk Lisa Rigsby