

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

The Van Buren County Commission met in a Regular Meeting Tuesday, September 15, 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 Carter called the Meeting to Order. (Due to COVID-19 Governor's Orders this Meeting was conducted thru Zoom)

**Roll Call**

Member present: Joey Grissom, Bill Mosley, Mickey Robinson, and Henry Seamons. Thur Zoom members present: David Chandler, Terry Hickey, and William Maxwell. Absent: Brian Simmons, Robert Van Winkle and Michael Woodlee.

Also present: County Attorney Howard Upchurch, County Mayor Greg Wilson, and County Clerk Lisa Rigsby, Jay William with Zoom, Director of School's Cheryl Cole, and Preschool & Special Projects Denise Whittenburg.

**Approval of Minutes from August 10, 2020 Meeting**

Commissioner William Maxwell spoke up with a correction to the Minutes of the August 10, 2020 Meeting. (Correction being it was not a Special Called Meeting it was a Regular Meeting.) With the changes noted Mickey Robinson made a motion, second by Henry Seamons to approve the Minutes from the August 10, 2020 Meeting. **During that time Commissioner Brian Simmons entered back on Zoom which would make him present and he stated, "During a Zoom meeting all votes must be Roll call votes."**

Upon roll call: David Chandler, Joey Grissom, Terry Hickey, William Maxwell, Bill Mosley, Mickey Robinson, Henry Seamons, and Brian Simmons voted yes. Motion passed.

**Committee A Report**

**Committee A  
September 2, 2020**

**Roll Call:**

Members present: David Chandler, Henry Seamons, Mickey Robinson, Robert Van Winkle and Will Maxwell.

(This meeting was conducted through conference call due to Covid-19)

**Budget Amendments**

Jessica Grissom presented several budget amendments to be approved, See attachments for a list of affected accounts. Mr. Chandler made motion to approve to send to full commission the budget amendments as presented. Seconded by Mr. Van Winkle All Voted Yes.

**Waste services Contract**

The county has been approached by a company that would like to provide waste pick up to the county if feasible. This would be a contract to pick up house hold waste at each residence with in the county. This would have to go through a bid process and set some specs for the bid.

Mr. Chandler made a motion to allow the County Mayor to explore the project and look at some potential bid specs to determine if this would be feasible for the county. Seconded by Mr. Seamons, all voted yes.

### **Retroactive Resolutions**

The auditor has suggested that we draft a Resolution for approval of the commission for the Forgiveness of the solid waste money that was used to purchase the BDS Site. We had taken action at the January 2019 meeting to forgive this debt but we have now been instructed a Resolution is needed to make this final.

Mr. Van Winkle made a motion for the Mayor to draw up a Resolution to this effect for the next County commission meeting. Seconded by Mr. Robinson All Voted Yes

### **Cares Act**

Van Buren County Will receive \$86,475 in Grant money from the cares act to help with the cost of Covid-19 this money is not in the budget and needs to be included in the revenue as well as expenditure,

Revenue Code 46900 increase by \$86,475

Exp: Code 41100-309 increase by \$86,475

Motion was made by Mr. Seamons Seconded by Mr. Robinson All Voted yes

### **Covid-19 Policy and Resolution**

See attached:

Motion was made by Mr. Chandler to send to the full commission for approval of the presented policy seconded by Mr. Seamons, All Voted Yes

### **Maintenance vehicle**

Mr. Chandler brought up that our maintenance man was using his own truck to travel all around the county and also to pick up supplies and suggested that this could cause a liability issue for the county. After discussion with the committee it was asked that we ask the the county maintenance man to look at what he would need for his work and present it at the next meeting.

### **Questions from the Public:**

Question was asked by Administer of Election about his budget. Mr. Maxwell stated he had spoken in error and we were given a copy of the budget however it was sent with other paperwork and had been overlooked. However, it does appear that we have the correct values for the budget.

### **Debt policy question**

A citizen asked a question about the debt management policy dealing with the refinance of the administration building. The committee could not answer the questions at the present time. The caller did not feel that the policy had been followed and suggested that she would be seeking legal action because we could not answer her question and had not followed policy.

### **Adjourn**

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



Van Buren County, Tennessee

## **Policies and Procedures In Support of Emergency Situations**

### **Section 1. — Definitions**

For the purposes of this policy, the following terms shall be defined as:

**Official** — Meaning the County Executive, County Clerk, Register of Deeds, Assessor of Property, Trustee, Clerk and Master, Administrator of Elections, Circuit Court Clerk, Sheriff, or Highway Superintendent.

**Office** — Meaning the department(s), office(s), or employee group(s) overseen by an official.

### **Section 2. —Reduction of Work Hours**

From time to time it may be in the best interest of Van Buren County to temporarily suspend or reduce normal operating hours for certain offices of the county due to hazardous weather, a public health emergency or any other emergency which presents a threat to the safety of employees or the public. The County Mayor is hereby charged with determining if an event rises to a level necessary for the implementation of a temporary suspension or reduction of operating hours for county offices. The determination must be made in writing and be provided to all officials.

During times of emergency, as determined by the County Mayor, county offices may suspend work or reduce work hours for all or certain employees. The determination for either a temporary suspension of work or reduction of working hours for employees shall be made by the official tasked with overseeing the employees of the office. The official shall file, as soon as practically possible, a plan of their decision to temporarily suspend or reduce working hours of employees with the County Mayor and County Clerk, who shall be tasked with providing said notice to the County Legislative Body.

As a governmental entity, many of the services provided by county employees are essential for the continued operation of the government and the health, safety, and well-being of all citizens. Such services may include, but are not limited to, emergency services and public works. During emergencies, as determined by the County Mayor each official may designate certain employees as essential. Such employees shall work as directed by the official, whether that is by physical appearance at work or an alternative method. Essential employees must use leave to be excused from work. Employees designated as essential will not be compensated extra due to their designation as essential.

When employees are unable to, or have been asked not to, physically report for duty as a result of the emergency determination, they shall be entitled to receive their regular wages and benefits as if working. For the purposes of this section, regular wages and benefits shall mean the normal hours a full-time or part-time employee is scheduled to work in a typical week. This section shall not be construed as allowing employees to receive overtime pay, unless said employee would typically receive a set amount of overtime pay on a regular basis. In no event shall an employee receive wages in excess of that which is budgeted for the employee.



When the County Mayor emergency determination expires or is rescinded, all offices shall immediately revert back to normal operating procedures for employee absences including the use of vacation (annual) leave, compensatory leave, or sick leave as was practice prior to the County Mayor emergency determination.

**Section 3. — Leave Expiration**

During times of emergency, as determined by the County Mayor, it may be impossible or impractical for employees to use vacation (annual) leave or compensatory leave due to government imposed restrictions on travel or due to employees being considered essential during the time of the stated emergency. In order to allow employees the ability to safely and freely use the vacation (annual) leave or compensatory leave to which they are entitled, any vacation (annual) or compensatory leave set to expire during the time of the emergency determination or within three (3) months after its expiration or resection, shall be automatically extended an additional six (6) months. The County Mayor or his designee, shall publish to the various officials the dates which correspond with the aforementioned months. Nothing in this section shall be construed as limiting employees' ability to accrue additional leave during the period of extension.

**Section 4. — Telecommuting**

During times of emergency, as determined by the County Mayor it may be beneficial for the continued operation of the county to allow certain employees to work remotely. The determination if an employee can work remotely (telecommute) will be made by the official tasked with overseeing the employee. Not all jobs or county functions are conducive to telecommuting. However, when practical, the practice provides for a beneficial results for both the county and the employee.

When telecommuting is deemed appropriate, the official shall thoroughly review expectations for telecommuting with the employee and shall have the employee complete a telecommuting agreement, hereto attached and incorporated by reference. The official shall promptly notify the County Mayor or his designee, of any employee who will be telecommuting under this policy and provide a copy of an executed telecommuting agreement.

The telecommuting employee shall establish an appropriate work environment within his or her home or alternate work space. The county will not be responsible for costs associated with the setup or repair of the employee's alternative work space. The telecommuting employee shall not allow anyone other than county employees to utilize county provided services or equipment. The employee shall keep remote work and information confidential, in accordance with county policies, procedures, and applicable privacy laws.

The ability to telecommute should be considered a privilege, and not a right. Furthermore, the telecommuting employee should not assume any specified period of time for emergency telecommuting arrangements, and the employee's supervisor may require the employee to return to regular, in-office work at any time.

**Section 5. — Miscellaneous**

Where ambiguity may exist regarding the supervising official for any one employee or group of employees, the County Mayor shall be considered the supervisor of purposes of this policy.



VAN BUREN COUNTY, TENNESSEE

**Short-Term Telecommuting Agreement**

**Employee Information**

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Supervisor: \_\_\_\_\_

This temporary telecommuting agreement will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Temporary work location: \_\_\_\_\_

Employee schedule: \_\_\_\_\_

The employee agrees to the following conditions:

1. The employee will remain accessible and productive during scheduled work hours.
2. The employee will record all hours worked in accordance with regular timekeeping practices.
3. The employee will obtain supervisor approval prior to working unscheduled overtime hours.
4. The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
5. The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.
6. The employee will comply with all County rules, policies, practices and instructions that would apply if the employee were working at the usual County work location.
7. The employee will maintain satisfactory performance standards.
8. The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
9. The employee will maintain a safe and secure work environment at all times.
10. The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice.

11. The employee will report work-related injuries to his or her manager as soon as practicable.
12. The County will provide the following equipment: \_\_\_\_\_
13. The employee will provide the following equipment: \_\_\_\_\_
14. The employee agrees that County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on County equipment. The employee understands that all tools and resources provided by the County shall remain the property of the County at all times.
15. The employee agrees to protect County tools and resources from theft or damage and to report theft or damage to his or her manager immediately.
16. The employee agrees to comply with the County's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary County and customer information accessible from their home offices.
17. The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.
18. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
19. The employee agrees to return County equipment and documents within five days of termination of employment.

Employee Signature:Date: \_\_\_\_\_

Supervisor Signature:Date: \_\_\_\_\_

Official Signature:Date: \_\_\_\_\_



VAN BUREN COUNTY, TENNESSEE

September 15th, 2020

Van Buren Legislative Body  
Van Buren County Court House  
121 Taft Drive  
Spencer, Tennessee 38583  
Re: COVID-19 Emergency Policies and Procedures

Dear Commissioners,

We the undersigned officials of Van Buren County, Tennessee request that Resolution 18-04-2020 adopting Emergency Policies and Procedures in response to the COVID-19 health pandemic be approved by the Van Buren County Legislative Body when meeting in special session on Tuesday, September 15th, 2020. Furthermore, we hereby adopt these policies and procedures for use in our respective offices and agree to comply with any sunset provisions as established by the legislative body.

\_\_\_\_\_  
Greg Wilson, County Mayor

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

\_\_\_\_\_  
April Shockley, Register of Deeds

\_\_\_\_\_  
Anissa D. Hale, Assessor of Property

\_\_\_\_\_  
Tammy Clendenon, Trustee

\_\_\_\_\_  
Tina Shockley, Clerk and Master

\_\_\_\_\_  
Wayne Simons, Administrator of Elections

\_\_\_\_\_  
Brandy Baker, Circuit Court Clerk

\_\_\_\_\_  
Eddie Carter, Sheriff

\_\_\_\_\_  
Randy Oaks, Highway Superintendent



**VAN BUREN COUNTY, TENNESSEE**  
**RESOLUTION NO. 429 18-04-2020**  
**A RESOLUTION AMENDING POLICIES AND PROCEDURES TO ALL COUNTY GENERAL**  
**DEPARTMENTS, OFFICES AND VAN BUREN COUNTY HIGHWAY DEPARTMENT**

**WHEREAS**, the United State of America is in the midst of a global Health pandemic know as Coronavirus disease (COVID-19), and

**WHEREAS**, Van Buren County is not immune to the effects of COVID-19, and

**WHEREAS**, THE United States Centers for Disease Control and Prevention has advised that all persons should help prevent the spread of COVID-19 by practicing social distancing, and

**WHEREAS**, as a Government Entity, many of the services provided by County Employees are essential for the continued operation of the Government and the Health, safety, and well-being of all Citizens,

**WHEREAS**, Van Buren County is obligated to adhere to the guidelines and orders established by the United State Government and State of Tennessee for the well-being of its employees and Citizenry at large while also continuing to provide necessary services, and

**WHEREAS**, this pandemic has created an unprecedented time for our County which calls for an unprecedented response to help protect our employees and Citizens.

**NOW, THEREFORE, BE IT RESOLVED** by the Legislative Body of Van Buren County, Tennessee as follows:

**Section 1.** The Legislative Body hereby adopts the Emergency Policies and Procedures attached, and hereby incorporated by reference, which allow for alternative means and methods for the delivery of services by Van Buren County' employees in the face of the COVID-19 pandemic.

**Section 2.** The Policies and Procedures hereby adopted shall supplement all existing Policies and Procedures of the Van Buren County Government and of those officials who have so indicated their acceptance thereof. The Officials who have accepted these Policies and Procedures as supplemental to their own have indicated their concurrence by affixing their signature to the attached letter, which is hereby incorporated by reference.

**Section 3.** Nothing in these Policies or Procedures shall be construed as authorizing or sanctioning the dereliction of duties by any Official or employee. County Government operations, by their very nature, are essential to the successful functioning of a Local Community. Therefore, all Officials and employees are called upon to continue providing services to the Citizens of Van Buren County, to the greatest extent possible, during this public Health pandemic.

**Section 4.** All other Resolution, Orders, Policies, Procedures, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed, and this Resolution shall be in immediate effect from and after its adoption.

**BE IT FURTHER RESOLVED**, by the Legislative Body of Van Buren County, Tennessee that all rules, guidelines, and provisions of the Families First Coronavirus Response Act (FFCRA), which may apply to any employee of Van Buren County, granting a right to paid sick leave or expanded family medical leave is hereby incorporated in any employee Policy of Van Buren County as required by Federal Law.

Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the above Resolution be adopted.

On roll call, the vote was recorded as follows:

- A. YES: \_\_
- B. NO: \_\_

The above Resolution was passed on the 15<sup>th</sup> day of September, 2020.

**ATTEST:**

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

\_\_\_\_\_  
Chairman Joey Grissom

Approved the 15<sup>th</sup> day of September, 2020

\_\_\_\_\_  
Mayor Greg Wilson

Agenda  
Committee A  
September 2, 2020  
Van Buren County

1. Call Meeting to order
2. Amendments (page 1-5)
3. Library MOE (page 6-9)
4. Soil Conservation Raise (page 10-17)
5. Sheriff Grant (page 18-25)
6. Solid Waste Contract
7. Other Business
8. Adjourn

Van Buren Co. Executive

2020-2021 Budget Amendments

Fund 101

9/2/2020

Function	Obj.	Description	Explanation	Debit	Credit
51800	335	Maint on bldg	None was in budget (\$2008.12 spent YTD)		\$ 15,000.00
54110	599	Other Charges	Hwy safety Grant		\$ 1,000.00
55110	201	Social Security			\$ 200.00
	210	Unemployment			\$ 100.00
	212	Employer Medicare			\$ 100.00
	307	Communications			\$ 1,900.00
	355	Travel		\$ 800.00	
	413	Drugs & Medical		\$ 200.00	
	499	Other charges		\$ 5,300.00	
	599	Other Charges			\$ 24,961.44
54390	309	Contracts with Gov Agen	Yearly for Health Dept		\$ 24,510.00
56500	435	Office Supplies			\$ 438.00
57500	105	Soil Conservation			\$ 3,016.00
	201	Social Security			\$ 194.00
	204	Retirement			\$ 212.00
	210	Unemployment			\$ 35.00
	212	Employer Medicare			\$ 44.00
39000		Fund Balance		\$ 65,410.44	
		<b>Fund Balance</b>			
			Total	\$ 71,710.44	\$ 71,710.44

Van Buren Co. Executive

2020-2021 Budget Amendments

Fund 112

9/2/2020

Function	Obj. Code	Description	Explanation	Debit	Credit
51800	335	Maint bldg	(none budgeted)		5,000
39000		Fund Balance		5,000	
Total				5,000	5,000

Van Buren Co. Executive  
2020-2021 Budget Amendments

Revenue  
Fund 101

9/2/2020

Function	Obj. Code	Description	Explanation	Debit	Credit
46900		Other State Revenues		\$ 658,099.00	
		Other State Revenues		\$ 200.00	
39000		Fund Balance			\$ 658,299.00
		Fund Balance	Total	\$ 658,299.00	\$ 658,299.00

Van Buren Co. Executive  
2020-2021 Budget Amendments

Revenue  
Fund 116

9/2/2020

Function	Obj. Code	Description	Explanation	Debit	Credit
46900		Other State Revenues		\$ 25,000.00	
39000		Fund Balance			\$ 25,000.00
		<b>Fund Balance</b>	<b>Total</b>	\$ 25,000.00	\$ 25,000.00

DEPARTMENT BUDGET ANALYSIS  
**BUDGET YEAR: 2020-2021**  
**DEPARTMENT: VAN BUREN COUNTY HEALTH CENTER**  
 DATE ISSUED: \_\_\_\_\_  
 ACCOUNT NO#: 55110

ITEM	DESCRIPTION	FY 2019-2020	PROPOSED FY 2020-2021
162	CLERICAL SUPPORT-STATE CONTRACT	2,200	2,200
201	SOCIAL SECURITY- STATE CONTRACT	200	200
210	UNEMPLOYMENT COMPENSATION – STATE CONTRACT	100	100
212	EMPLOYER MEDICARE – STATE CONTRACT	100	100
307	COMMUNICATIONS	1,900	1,900
355	TRAVEL- STATE CONTRACT <i>Replanned</i>	1,100	1,100
413	DRUGS & MEDICAL	800	400
435	OFFICE SUPPLIES	200	200
499	OTHER SUPPLIES	FY 19-20	FY 20-21
		0	400
599	OTHER CHARGES:	FY 19-20	FY 20-21
	1. Supply Funds – State Contract:	3000	3000
	2. Appropriations Withheld		
	Primary Prevention Initiative Funds	490	490
	3. OTHER CHARGES	400	0
	4. BUILDING IMPROVEMENTS	<u>51,000</u>	<u>21,471.44</u>
		54,890	24,961.44
		54,890	21,471.44
55390-09	APPROPRIATIONS	24,510	24,510
	<b>TOTAL Local and Contract Funding</b>	<b>86,000</b>	<b>56,071.44</b>

*Not planning to use @ this time but contract in Northville was.*

\*STATE CONTRACTS WITH COUNTY-expenses reimbursed by State Government through monthly invoicing

*M. Doyle 6-23-2020*  
 Mindy Doyle, County Director

\_\_\_\_\_  
 Jessica Grissom, Finance Director

\_\_\_\_\_  
 Greg Wilson, County Mayor



## MOE information

Burritt Memorial Library <[burrittlibrary@blomand.net](mailto:burrittlibrary@blomand.net)>

Tue 9/1/2020 10:45 AM

To: Jessica Grissom <[jesssupermom@outlook.com](mailto:jesssupermom@outlook.com)>

 2 attachments (401 KB)

Copy of Van Buren County MOE 2020-2021.xlsx; 2020-2021 Library Approved Budget.jpg;

Hi, Amy.

I know it isn't much, but it sounds like the library is still \$438 away from meeting Maintenance of Effort. Unless there has been some sort of cut to every other county department, it does put state services at risk. Right now, I think it would be best if someone from the library board were to attend the meeting and ask that at least enough money be put back in to meet MOE, and I can provide you and the rest of the board with information regarding what's at risk. If that doesn't work for one reason or another, I can write a letter to the county mayor to reinforce that this is serious situation, but I find that often a reminder from the library board regarding the funding bodies' responsibilities often does the trick. In this case, for an additional \$438 in the budget, you get to retain over \$50,000 worth of services from the state, including \$5,858 in state funds for your materials. Just let me know what you need, and I'll make sure that you have it. I'm copying Shawn on this email just so he knows that we can provide you with as much information as you need.

Matt Kirby  
Regional Director  
Falling Water River Regional Library  
Tennessee State Library & Archives  
Office of Tennessee Secretary of State Tre Hargett  
208 Minnear Street  
Cookeville, TN 38501  
Phone: (931) 528-4304  
Fax: (931) 520-2460  
[matthew.kirby@tn.gov](mailto:matthew.kirby@tn.gov)

Amy Carter, Director  
Burritt Memorial Library  
Spencer, TN  
931-946-2575  
[burrittlibrary@blomand.net](mailto:burrittlibrary@blomand.net)

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**2020 - 2021 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT**  
**Office of the Secretary of State**  
**Tennessee State Library and Archives**

*Due to the Falling Water River Regional Library by October 31st*

Region: Falling Water River      County(ies):      **Van Buren**      Library/Library System: **Burritt Memorial Library**

The Office of the Secretary of State, Tennessee State Library and Archives, Regional Library is hereby notified that public funds were appropriated and expended for library services in the fiscal year just completed. This amount will be matched or exceeded during the current fiscal year. In addition, the total number of library operating hours will be maintained, per the *Public Library Service Agreement*. The undersigned acknowledge that failure to meet Maintenance of Effort (MOE) may result in the loss of all regional library services, including materials currently held at the local library(ies) paid for with State and Federal funds, and that responsibility for ensuring compliance with this agreement and the *Public Library Service Agreement* shall be shared by both the local funding entity and the Public Library Board of Trustees.

**Report only public tax dollars appropriated and expended for operation of local libraries. Do not include capital or one-time appropriations or expenditures, donated funds, or pass-through money appropriated by another County or City.**

**A. Appropriated and Expended by the County(ies):**

County(ies)	Appropriated FY 2018-2019	Expended FY 2018-2019	Appropriated FY 2019-2020	Expended FY 2019-2020	Appropriated FY 2020-2021
Van Buren	\$32,645.00	\$32,645.00	\$32,645.00		
<b>TOTAL</b>	<b>\$32,645.00</b>	<b>\$32,645.00</b>	<b>\$32,645.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**B. Appropriated and Expended by the City(ies):**

City(ies)	Appropriated FY 2018-2019	Expended FY 2018-2019	Appropriated FY 2019-2020	Expended FY 2019-2020	Appropriated FY 2020-2021
Spencer	\$2,000.00	\$2,000.00	\$2,000.00		
<b>TOTAL</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**C. Totals:**

	Appropriated FY 2018-2019	Expended FY 2018-2019	Appropriated FY 2019-2020	Expended FY 2019-2020	Appropriated FY 2020-2021
<b>TOTAL</b>	<b>\$34,645.00</b>	<b>\$34,645.00</b>	<b>\$34,645.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



101 GENERAL  
Statement of Proposed Operations  
For The Fiscal Year Ending JUNE 30, 2021

Account No.	Description	Budgetary Basis		
		2018-2019	2019-2020	Proposed 2020-2021
Appropriated/Actual Expenditures/Encumbrances				
50000	GENERAL GOVERNMENT			
56000	SOCIAL, CULTURAL, AND RECREATIO			
56500	LIBRARIES			
101-56500-101	COUNTY OFFICIAL	22,796	23,000	23,679
101-56500-169	PART-TIME PERSONNEL	400	1,669	2,200
101-56500-201	SOCIAL SECURITY	1,438	1,750	1,605
101-56500-204	STATE RETIREMENT	2,207	1,700	1,660
101-56500-210	EMPLOYMENT COSTS	303	325	363
101-56500-212	EMPLOYER MEDICAL INSURANCE	336	400	400
101-56500-307	COMMUNICATIONS			
101-56500-316	CONTRIBUTIONS	995	1,000	1,000
101-56500-320	DATA PROCESSING		50	
101-56500-348	DUES AND MEMBER FEES			
101-56500-355	POSTAL CHARGES			
101-56500-432	TRAVEL			
101-56500-435	LIBRARY BOOKS/MATERIALS	1,284	1,350	800
	OFFICE SUPPLIES	562	1,000	938
				increase to
<b>Total LIBRARIES</b>				
	Total SOCIAL, CULTURAL, AND RECREATIO	30,321	32,244	32,207
	Total GENERAL GOVERNMENT	30,321	32,244	32,207
	Total Expenditures	30,321	32,244	32,207
	Total Other Uses			
	Total Expend/Encumb & Other Uses	30,321	32,244	32,207
				<b>30945</b>
Excess of Estimated Revenue And Other Sources Over (Under) Estimated Expenditures And Other Uses				
	Estimated Beg Fund Bal JULY 01	30,321	32,244	32,207
	Undesignated Fund Bal			
	Reserves	0	0	0
	Designated Fund Bal	0	0	0
	Beginning Fund Bal	311,604		
	Excess (Diff) In Rev/Exp	30,321		
	Undesignated Fund Bal	281,283		
	Adjustment	0		
	Total Ending Fund Bal	281,283		
	Adjustment	0		
	Estimated End Fund Bal JUNE 30	281,283	249,039	216,832

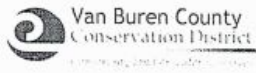
Added \$438 to  
101-56500-435 on  
amendment page

\$438 difference



**Van Buren Soil Conservation District  
Budget Request  
July 1, 2020- June 30, 2021**

<b>2020-2021</b>			
Soil Conservation	County Request	State & Federal Contributions	Total Combined
Total Soil Conservation Technician Gross Pay			
\$23.80 per hour	\$28,504.00	\$21,000.00	\$49,504.00
State Retirement	\$2,475.20	\$0.00	\$2,475.20
Social Security	\$3,042.73	\$0.00	\$3,042.73
Employer Medicare	\$717.81	\$0.00	\$717.81
Unemployment Compensation	<u>\$1,089.09</u>	<u>\$0.00</u>	<u>\$1,089.09</u>
<b><u>Total Soil Conservation</u></b>	<b><u>\$35,828.83</u></b>	<b><u>\$21,000.00</u></b>	<b><u>\$56,828.83</u></b>
	<i>\$46226 For County</i>	<i>\$3,000.00 increase in Federal Funding</i>	
Larry Davis, Van Buren SCD Charmin			



**Van Buren Soil Conservation District  
Budget Request  
July 1, 2020- June 30, 2021**

2020-2021 Bi-Weekly Pay Breakdown

Soil Conservation Technician Pay \$23.80 per hour @ 80 hrs	\$1,904.00
Federal Income Tax	\$79.31
State Retirement	\$95.20
Social Security	\$118.05
Employer Medicare	\$27.61
Other Deductions	\$76.16
Total Soil Conservation Technician Pay (after taxes and deductions)	<b><u>\$1,507.67</u></b>

Larry Davis, Van Buren SCD Charmin



**Van Buren Soil Conservation District  
Budget Request  
July 1, 2019- June 30, 2020**

<b>2018-2019</b>			
Soil Conservation	County Request	State & Federal Contributions	Total Combined
Total Soil Conservation Technician Gross Pay			
\$22.35 per hour	\$28,488.00	\$18,000.00	\$46,488.00
State Retirement	\$2,324.40	\$0.00	\$2,324.40
Social Security	\$2,857.36	\$0.00	\$2,857.36
Employer Medicare	\$674.08	\$0.00	\$674.08
Unemployment Compensation	<u>\$1,022.74</u>	<u>\$0.00</u>	<u>\$1,022.74</u>
Communication	\$0.00	\$0.00	\$0.00
<b><u>Total Soil Conservation</u></b>	<b><u>\$35,366.57</u></b>	<b><u>\$18,000.00</u></b>	<b><u>\$53,366.57</u></b>

Larry Davis, Van Buren SCD Charmin



**Van Buren Soil Conservation District  
Budget Request  
July 1, 2019- June 30, 2020**

2018-2019 Bi-Weekley Pay Breakdown.

Soil Conservation Technician Pay \$22.35 per hour @ 80 hrs	\$1,788.00
Federal Income Tax	\$74.48
State Retirement	\$89.40
Social Security	\$110.86
Employer Medicare	\$25.93
Other Deductions	\$71.52
Total Soil Conservation Technician Pay (after taxes and deductions)	<b><u>\$1,415.82</u></b>

Larry Davis, Van Buren SCD Charmin



To: Van Buren County Soil Conservation District Board  
 From: TDA Land and Water Stewardship Transmitted via Email  
 Date: August 4, 2020  
 Subject: **FY 2021 Contract Amendment Summary**

**\*\*\*NOTICE\*\*\***

**IT IS VERY IMPORTANT THAT NO APPROVALS TO COOPERATORS BE GIVEN OR ANY OTHER OBLIGATIONS FOR THESE NEW FUNDS BE MADE UNTIL THE SCD HAS RECEIVED A SIGNED, EXECUTED CONTRACT AMENDMENT FROM TDA.**

Board Members: Accompanying this memo is the FY 2021 grant contract amendment making the following funding allocations, per your submitted application:

Incentives for Agricultural BMPs	\$	36,000.00	
BMP Allocation Correction from FY 20	\$	9,000.00	
SCD Operational Grant	\$	2,100.00	
Per Diem for SCD Supervisors	\$	1,170.00	
Equipment (Drill)	\$	25,000.00	
Field Day or Other I&E Project	\$	500.00	
TDA Contribution Agreement Portion	\$	9,000.00	
Subtotal; ARCF Allocation	\$	82,770.00	
NRCS Contribution Agreement Portion	\$	12,000.00	← 3000.00 increase in Federal Funding
<b>Total Amendment Amount:</b>	\$	94,770.00	for Soil Raise

**Please have the contract amendment signed with the authorized signature, and return the whole document (3 pages) to this office VIA EMAIL to [Myra.Lilly@tn.gov](mailto:Myra.Lilly@tn.gov) within THREE BUSINESS DAYS OF RECEIPT, to avoid delays in processing.**

For equipment grants, if applicable, the District must obtain at least three quotes from vendors and submit the quotes to TDA prior to ordering the equipment.

The amounts allocated to you for the Supervisor Per Diems and if applicable, the TDA portion of the Contribution Agreement employees may be less than requested or previously allocated, as we are accounting for existing unexpended per diem balances and unspent state allocations for contribution agreement remaining in your account.

If you have questions about your allocations, contact John McClurkan; 615-837-5305 or [John.McClurkan@tn.gov](mailto:John.McClurkan@tn.gov).

Thanks for all you do through your district to lessen soil erosion and improve the water quality of Tennessee.

pg 14

AMENDMENT SIX  
OF GRANT CONTRACT 000000000000000000005325

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Agriculture, hereinafter referred to as the "State" and Van Buren County Soil Conservation District, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

1. Grant Contract Section C.1 is deleted in its entirety and replaced with the following:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Three Hundred Forty Nine Thousand Twenty Dollars (\$349,020.00). The Grant Budget, attached and incorporated hereto as Attachment 1, shall constitute the maximum amount due the Grantee for all service and Grantee obligations hereunder. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.


2. Grant Contract Attachment 1 is deleted in its entirety and replaced with the new Attachment 1 attached hereto.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective once all required approvals are obtained. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

VAN BUREN COUNTY SOIL CONSERVATION DISTRICT:

 8/31/00  
\_\_\_\_\_  
GRANTEE SIGNATURE DATE

LARRY DAVIS, CHAIRMAN

DEPARTMENT OF AGRICULTURE:

\_\_\_\_\_  
CHARLIE HATCHER, COMMISSIONER DATE





Trilec  
PO Box 1249  
Madisonville, TN 37354

8656798958  
Fax: 865-262-6060

Bill To  
Van Buren County Sheriff Dept  
Attn: Eddie Carter  
121 Taft Drive, Suite A  
Spencer, TN 38585

Ship To  
Van Buren County Sheriff Dept  
Attn: Eddie Carter  
121 Taft Drive, Suite A  
Spencer, TN 38585

*Copy of file  
G450 GRANT*

# Invoice

Invoice Date	Invoice #
7/28/20	1402

P.O. No.	Terms Net 30	Ship Date
PM Pktnn + Bat...	Net 30	7/28/20

Description	Unit Price	Qua...	Total
Powermoon POCKETMOON - 280 watts on 110v or 12volt-Lightweight light source with 11ft. tripod, magnet mount and carrying case . 12volt and 110v plug ins	525.00	2	1,050.00
LED Pocketmoon 3 hour Battery Pack w/charger cable one of each shipped from Trilec, 7/28/20, UPS tracking #1zw057v40397875831, est del 7/29/20	195.00	2	390.00
one of each shipped from Powermoon USA, 7/27/20, UPS tracking #1z264r6w0396302973 est del 7/29/20			
THSO discount applied. Thank you for your service!			

	<b>Subtotal</b>	\$1,440.00
	<b>Sales Tax (9.25%)</b>	\$0.00
	<b>Total</b>	\$1,440.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$1,440.00

If you have any questions, please contact Roy Stroud at 865-679-8958. Thank you for your business!

Late Payment Charge of 10% per month after 30 Days.

*pg 18*

# POWERMOON ESTIMATE

#2025  
7/23/20

Trilec  
P.O. Box 1249  
Madisonville, Tn 37354  
Phone 865.679.8958 Fax 865.262.6060

Van Buren County Sheriff's Department  
Sheriff Eddie Cater  
121 Taft Drive  
Spencer, TN 38585  
931-946-2118

QUOTE for Powermoon Pocketmoon X 2  
With 2 Battery packs

Estimate valid for 90 days

THSO Discount Applied !!

SALESPERSON	SHIPPING INFORMATION	PURCHASE ORDER	DELIVERY DATE	TERMS NET 30
Roy Stroud	Delivery or UPS	TBD	In Stock	
865-679-8958			4-5 days to delivery.	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
Pocketmoon X2	Powermoon Pocket Moon - 280 watts on 110v/12volt, light weight portable light source with 11 ft tripod, magnet mount, carrying case & 12v and 110v plug ins. Approximately 18K lumen. Weighs 13lbs with case.	\$525.00	\$1,050
Battery Pack X2	Rechargeable two hour battery pack with quarter turn connection( charger is included w Pocketmoon 110v converter.	\$195	\$390

SUBTOTAL	\$1,440
TN SALES TAX 9.25%	Exempt.
SHIPPING & HANDLING	included above
TOTAL DUE	\$1,440.00

pd 19

## Fwd: Van Buren Quote Trilec Estimate 2025-

From: Fred Sherrill (fredsherrill91@gmail.com)  
To: ecarter3276@yahoo.com  
Date: Thursday, July 23, 2020, 04:13 PM CDT

Please see quote for pocket moons. If you can get me po number I can get them on the way.  
LEL Fred

Sent from my iPhone

Begin forwarded message:

**From:** Roy Stroud <roy@trilecproducts.com>  
**Date:** July 23, 2020 at 3:38:13 PM CDT  
**To:** Fred Sherrill <fredsherrill91@gmail.com>  
**Subject: Re: Van Buren Quote Trilec Estimate 2025-**

Estimate #2025 for 2 Pocketmoon set ups with Batteries for Van Buren COSD \$1440.  
One set up on the shelf, may be a couple days till we get more Pocketmoon units in.

Thank you. Be safe and Have a Terrific Thursday afternoon!  
Roy

Roy Stroud  
865-679-8958  
[roy@trilecproducts.com](mailto:roy@trilecproducts.com)  
[www.trilecproducts.com](http://www.trilecproducts.com)  
Horizon: Temporary Portable Traffic Signals --videos-- <https://vimeo.com/horizonsignal/videos/>  
Powermoon: Portable glare free scene and work lights ---videos--- <https://www.youtube.com/watch?v=73hWqf9eXf8>  
Solar-Traffic-Control: Solar powered beacons and flashers

On Jul 23, 2020, at 1:15 PM, Fred Sherrill <[fredsherrill91@gmail.com](mailto:fredsherrill91@gmail.com)> wrote:

Can you put a quote together for Van Buren Sheriff Dept for (2) of the pocket moons kit (720.00)each.  
The Sheriff is wanting to get a couple of these with his HIVZ money...

Thanks LEL Fred



Vanburen.SO.Pkxm2 e2025.p.pdf  
74.9kB

pg 20

**VAN BUREN COUNTY  
COURTHOUSE SQUARE**

PO BOX 217  
SPENCER, TN 38585  
(931) 946-2314

**Purchase Order** No. 04595

DATE	REQUISITION NO.
7-27-2020	

TO

~~Governors Highway~~  
Trilic

SHIP TO

REQUISITIONED BY	SHIP BY	SHIP VIA	F.O.B. POINT	TERMS
E Carter				
QTY. ORDERED	QTY. REC'D	STOCK NO./DESCRIPTION	UNIT PRICE	TOTAL
		Highway Safety grant		1400.00

1. Please send \_\_\_\_\_ copies of your invoice.
2. Order is to be entered in accordance with prices, delivery and specifications shown above.
3. Notify us immediately if you are unable to ship as specified.
4. Our order number must appear on all invoices.

WHITE - ORIGINAL  
YELLOW - DUPLICATE

Printed by Rady Printing Co.

AUTHORIZED BY:

*Woodlee*



GT Distributors of Georgia  
 P.O. Box 458  
 Rossville GA 30741  
 (706) 866-2764 Ext. 0000

Quote	QTE0031612
Date	7/23/2020
Page:	1

**Bill To:**

Van Buren Co.Sheriff's Dept-TN  
 Attn: Accounts Payable  
 P.O. Box 87  
 Spencer TN 38585

**Ship To:**

Van Buren Co.Sheriff's Dept-TN  
 121 Taft Dr.  
 Suite A  
 Attn: Sheriff Eddie Carter  
 Spencer TN 38585

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
STL 7-23-2020	002683	02	OUR TRUCK	NET 30	0/0/0000	917,347
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
7	STL-75430	Streamlight Stinger LED HL AC/DC 2 Holders	EA	\$141.00	\$987.00	

All returns must be authorized by GT Distributors. Interest charges on past due invoices at the maximum rate allowed by law.

Fred Sherrill 423-421-3696  
 fredsherrill91@gmail.com  
 Your salesperson is Jeff Poe. Thank you.

Subtotal	\$987.00
Misc	\$0.00
Tax	\$0.00
Freight	\$13.00
<b>Total</b>	<b>\$1,000.00</b>

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Fwd: QTE0031612

From: Fred Sherrill (fredsherrill91@gmail.com)  
To: ecarter3276@yahoo.com  
Date: Thursday, July 23, 2020, 04:15 PM CDT

Here is quote for stingers If can get a po will relay to him have them on the way.  
LEL Fred

Sent from my iPhone

Begin forwarded message:


**From:** Jeff Poe <jeff.poe@gtdist.com>  
**Date:** July 23, 2020 at 4:09:11 PM CDT  
**To:** Fred Sherrill <fredsherrill91@gmail.com>  
**Cc:** Ryan Mowrer <Ryan.Mowrer@gtdist.com>  
**Subject:** QTE0031612

Hi Fred,

Here is the quote for the Streamlights for Van Buren Co. Just let me know when we should place the order or if you have any questions.

**Jeff Poe**

AL/TN Outside Sales  
G T Distributors, Inc.  
100 McFarland Ave.  
Rossville, GA 30741  
Cell: 1-615-516-5964  
GT Main: 1-800-775-5996  
[jeff.poe@gtdist.com](mailto:jeff.poe@gtdist.com)  
[www.gtdist.com](http://www.gtdist.com)

 Van Buren Co SO STL 7-23-2020.pdf  
28.2kB

Pg 23

**VAN BUREN COUNTY  
COURTHOUSE SQUARE**

PO BOX 217  
SPENCER, TN 38585  
(931) 946-2314

**Purchase Order** No. 04595

DATE	REQUISITION NO.
7-27-2020	

TO

Governors Highway  
Trilic

SHIP TO

REQUISITIONED BY	SHIP BY	SHIP VIA	F.O.B. POINT	TERMS
E. Carter				
QTY. ORDERED	QTY. REC'D	STOCK NO./DESCRIPTION	UNIT PRICE	TOTAL
		Highway Safety Grant		1470.00

1. Please send \_\_\_\_\_ copies of your invoice.
2. Order is to be entered in accordance with prices, delivery and specifications shown above.
3. Notify us immediately if you are unable to ship as specified.
4. Our order number must appear on all invoices, packages and correspondence.

WHITE - ORIGINAL  
YELLOW - DUPLICATE

Printed by Brady Printing Co.

AUTHORIZED BY:

*Woodlee*

**VAN BUREN COUNTY  
COURTHOUSE SQUARE**  
PO BOX 217  
SPENCER, TN 38585  
(931) 946-2314

**Purchase Order** No. 04594

DATE	REQUISITION NO.
7-27-2020	

TO

GT Distributors

SHIP TO

REQUISITIONED BY	SHIP BY	SHIP VIA	F.O.B. POINT	TERMS
E. Carter				
QTY. ORDERED	QTY. REC'D	STOCK NO./DESCRIPTION	UNIT PRICE	TOTAL
		Highway Safety grant		1000.00

1. Please send \_\_\_\_\_ copies of your invoice.
2. Order is to be entered in accordance with prices, delivery and specifications shown above.
3. Notify us immediately if you are unable to ship as specified.
4. Our order number must appear on all invoices, packages and correspondence.

WHITE - ORIGINAL  
YELLOW - DUPLICATE

Printed by Brady Printing Co.

AUTHORIZED BY:

*[Signature]*

pg 25

**Committee A Chairman William Maxwell brought forward action that needs to be taken by the Full Commission from the September 2, 2020 Committee Meeting.**

**Budget Amendments**

Financial Director Jessica Grissom presented several budget amendments to Committee A that need approval from the Full Commission listed below:

**Van Buren County Executive**

<b>2020-2021 Budget Amendments</b>			<b>Fund 101</b>	<b>9/2/2020</b>	
<b>Function</b>	<b>obj.</b>	<b>Description</b>	<b>Explanation</b>	<b>Debit</b>	<b>Credit</b>
51800	335	maint on bldg.	None was in budget (\$2008.12 spent YTD)		15,000.00
54110	599	other charges	hwy safety grant		1,000.00
55110	201	social security			200.00
	210	unemployment			100.00
	212	employer Medicare			100.00
	307	communications			1,900.00
	355	travel		800.00	
	413	drugs & medical		200.00	
	499	other charges		5,300.00	
	599	other charges			24,961.44
54390	309	contracts with gov agent yearly for health dept.			24,510.00
56500	435	office supply			438.00
57500	105	soil conservation			3,016.00
	201	social security			194.00
	204	retirement			212.00
	210	unemployment			35.00
	212	employer Medicare			44.00
39000		Fund Balance		65,410.44	
		<b>Fund Balance</b>	<b>Total</b>	<b>71,710.44</b>	<b>71,710.44</b>
<b>Fund 112</b>					
51800	335	maint bldg.	None budgeted		5,000.00
39000		Fund Balance		5,000.00	
		<b>Total</b>		<b>5,000.00</b>	<b>5,000.00</b>
<b>Fund 101</b>					
46900		other State revenues		658,099.00	
		other State revenues		200,000.00	
39000		Fund Balance			658,299.00
		Fund Balance		658,299.00	658,299.00

		<b>Total</b>	<b>858,099.00</b>
		<b>Fund 116</b>	
46900	other State revenue		25,000.00
39000	Fund Balance		25,000.00
	Fund Balance		
		<b>Total</b>	<b>25,000.00 25,000.00</b>

William Maxwell made a motion, second by David Chandler to approve these Budget Amendment as presented to Committee.

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

**Waste Service Contract**

A Waste Contract was discussed in Committee A Meeting that would provide Solid Waste pick up to Van Buren County residence. Committee A is just exploring options with Solid Waste. William Maxwell made a motion, second by David Chandler to allow the County Mayor to explore options and look at some potential bid specs to determine if this would be feasible for the County.

Upon roll call: David Chandler, Joey Grissom, Terry Hickey, William Maxwell, Bill Mosley, Mickey Robinson, Henry Seamons, and Brian Simmons voted yes. No changes to any yes vote. Motion passed. **(Commissioner Robert Van Winkle entered into the Meeting on Zoom which makes him present.)**

**Retro-active Resolution**

**RESOLUTION NO. 427**  
**VAN BUREN COUNTY BOARD OF COUNTY COMMISSIONERS**  
**RESOLUTION CONFIRMING FORGIVENESS OF VAN BUREN COUNTY**  
**FUND 116 SOLID WASTE FUND \$125,000.00 OBLIGATION DUE AND OWING**  
**VAN BUREN COUNTY FUND 151 GENERAL DEBT SERVICE FUND AS PREVIOUSLY ADDRESSED**  
**BY JANUARY 15, 2019 ACTION OF THE VAN BUREN COUNTY BOARD OF COMMISSIONERS**

**WHEREAS**, Van Buren County Fund 116 Solid Waste Fund previously borrowed from and incurred a \$125,000.00 obligation and debt to Van Buren County fund 151 General Debt Service Fund; and

**WHEREAS**, pursuant to action taken at a Regular called meeting on January 15, 2019 by the Van Buren County Board of Commissioners as reflected in the minutes of this meeting, the \$125,000.00 obligation of Van Buren County Fund 116 Solid Waste Fund to Van Buren County Fund 151 General Debt Service Fund was forgiven; and

**WHEREAS**, an appropriate Resolution was not then presented and passed reflecting the January 15, 2019 action and the forgiveness of this obligation, nor following the January 15, 2019 meeting of the Van Buren County Board of Commissioners; and

**WHEREAS**, the Van Buren County Board of County Commissioners hereby desires to formerly adopt a Resolution with an effective date of June 30, 2020 declaring said \$125,000.00 obligation of Van Buren County Fund 116 Solid Waste Fund due and in favor of Van Buren County Fund 151 General debt Service Fund to be forgiven and fully released in accordance with the January 15, 2019 action of the Board of Commissioners.

**NOW THEREFORE, BE IT RESOLVED** that the \$125,000.00 Van Buren County Fund 116 Solid Waste Fund debt and obligation due and in favor of Van Buren County Fund 151 General debt Service Fund shall be and is hereby forgiven and fully released in accordance with action taken by the Van Buren County Board of Commissioners at a Regular meeting on January 15, 2019.

**BE IT FURTHER RESOLVED** that this Resolution shall and is hereby declare to be retroactive and effective as of June 30, 2020 the public welfare of Van Buren County so requiring.

**PRESENTED AND PASSED ON THIS, THE 15<sup>TH</sup> DAY OF SEPTEMBER, 2020**

\_\_\_\_\_  
County Mayor Greg Wilson

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

The auditor had suggested that the Commission draft a Resolution for approval for the forgiveness of the Solid Waste money that was used to purchase the BDS site. The Commission had taken action at the January 2019 Meeting to forgive this debt but now have been instructed to approve this Resolution to make it final. County Attorney Howard Upchurch drew the Resolution up and sent it to the Comptroller's office as well. William Maxwell made a motion, second by Henry Seamons to approve this Retro-active Resolution as presented.

Upon roll call: David Chandler, Terry Hickey, William Maxwell, Mickey Robinson, Henry Seamons, Brian Simmons, and Robert Van Winkle voted yes. Joey Grissom and Bill Mosley abstained. 7-yes votes. 2-abstained. No changes to any yes vote. Motion passed.

### **Cares Act**

The County will receive \$86,475.00 in Grant money from the Cares Act to help with the cost of COVID-19. This money was not added to the Budget. William Maxwell made a motion, second by Mickey Robinson to enter \$86,475.00 into the Budget to be included in the revenue as well as expenditures. **Revenue code 46900 increase by \$86,475.00, expenditure code 51100-309 increase by \$86,475.00.**

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.

**COVID-19 Policy & Resolution**

**VAN BUREN COUNTY, TENNESSEE  
RESOLUTION NO. 429 18-04-2020**

**A RESOLUTION AMENDING POLICIES AND PROCEDURES TO ALL COUNTY GENERAL  
DEPARTMENTS, OFFICES AND VAN BUREN COUNTY HIGHWAY DEPARTMENT**

**WHEREAS**, the United State of America is in the midst of a global Health pandemic know as Coronavirus disease (COVID-19), and

**WHEREAS**, Van Buren County is not immune to the effects of COVID-19, and

**WHEREAS**, THE United States Centers for Disease Control and Prevention has advised that all persons should help prevent the spread of COVID-19 by practicing social distancing, and

**WHEREAS**, as a Government Entity, many of the services provided by County Employees are essential for the continued operation of the Government and the Health, safety, and well-being of all Citizens,

**WHEREAS**, Van Buren County is obligated to adhere to the guidelines and orders established by the United State Government and State of Tennessee for the well-being of its employees and Citizenry at large while also continuing to provide necessary services, and

**WHEREAS**, this pandemic has created an unprecedented time for our County which calls for an unprecedented response to help protect our employees and Citizens.

**NOW, THEREFORE, BE IT RESOLVED** by the Legislative Body of Van Buren County, Tennessee as follows:

**Section 1.** The Legislative Body hereby adopts the Emergency Policies and Procedures attached, and hereby incorporated by reference, which allow for alternative means and methods for the delivery of services by Van Buren County' employees in the face of the COVID-19 pandemic.

**Section 2.** The Policies and Procedures hereby adopted shall supplement all existing Policies and Procedures of the Van Buren County Government and of those officials who have so indicated their acceptance thereof. The Officials who have accepted these Policies and Procedures as supplemental to their own have indicated their concurrence by affixing their signature to the attached letter, which is hereby incorporated by reference.

**Section 3.** Nothing in these Policies or Procedures shall bae construed as authorizing or sanctioning the dereliction of duties by any Official or employee. County Government operations, by their very nature, are essential to the successful functioning of a Local Community. Therefore, all Officials and employees are called upon to continue providing services to the Citizens of Van Buren County, to the greatest extent possible, during this public Health pandemic.

**Section 4.** All other Resolution, Orders, Policies, Procedures, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed, and this Resolution shall be in immediate effect from and after its adoption.



**BE IT FURTHER RESOLVED**, by the Legislative Body of Van Buren County, Tennessee that all rules, guidelines, and provisions of the Families First Coronavirus Response Act (FFCRA), which may apply to any employee of Van Buren County, granting a right to paid sick leave or expanded family medical leave is hereby incorporated in any employee Policy of Van Buren County as required by Federal Law.

Motion made by William Maxwell and seconded by Mickey Robinson that the above Resolution be adopted.

On roll call, the vote was recorded as follows:

- A. YES: 9
- B. NO: 0

The above Resolution was passed on the 15<sup>th</sup> day of September, 2020.

**ATTEST:**

---

County Clerk Lisa Rigsby

---

Chairman Joey Grissom

Approved the 15<sup>th</sup> day of September, 2020

---

Mayor Greg Wilson



Van Buren County, Tennessee

## **Policies and Procedures In Support of Emergency Situations**

### **Section 1. — Definitions**

For the purposes of this policy, the following terms shall be defined as:

**Official** — Meaning the County Executive, County Clerk, Register of Deeds, Assessor of Property, Trustee, Clerk and Master, Administrator of Elections, Circuit Court Clerk, Sheriff, or Highway Superintendent.

**Office** — Meaning the department(s), office(s), or employee group(s) overseen by an official.

### **Section 2. —Reduction of Work Hours**

From time to time it may be in the best interest of Van Buren County to temporarily suspend or reduce normal operating hours for certain offices of the county due to hazardous weather, a public health emergency or any other emergency which presents a threat to the safety of employees or the public. The County Mayor is hereby charged with determining if an event rises to a level necessary for the implementation of a temporary suspension or reduction of operating hours for county offices. The determination must be made in writing and be provided to all officials.

During times of emergency, as determined by the County Mayor, county offices may suspend work or reduce work hours for all or certain employees. The determination for either a temporary suspension of work or reduction of working hours for employees shall be made by the official tasked with overseeing the employees of the office. The official shall file, as soon as practically possible, a plan of their decision to temporarily suspend or reduce working hours of employees with the County Mayor and County Clerk, who shall be tasked with providing said notice to the County Legislative Body.

As a governmental entity, many of the services provided by county employees are essential for the continued operation of the government and the health, safety, and well-being of all citizens. Such services may include, but are not limited to, emergency services and public works. During emergencies, as determined by the County Mayor each official may designate certain employees as essential. Such employees shall work as directed by the official, whether that is by physical appearance at work or an alternative method. Essential employees must use leave to be excused from work. Employees designated as essential will not be compensated extra due to their designation as essential.

When employees are unable to, or have been asked not to, physically report for duty as a result of the emergency determination, they shall be entitled to receive their regular wages and benefits as if working. For the purposes of this section, regular wages and benefits shall mean the normal hours a full-time or part-time employee is scheduled to work in a typical week. This section shall not be construed as allowing employees to receive overtime pay, unless said employee would typically receive a set amount of overtime pay on a regular basis. In no event shall an employee receive wages in excess of that which is budgeted for the employee.

When the County Mayor emergency determination expires or is rescinded, all offices shall immediately revert back to normal operating procedures for employee absences including the use of vacation (annual) leave, compensatory leave, or sick leave as was practice prior to the County Mayor emergency determination.

**Section 3. — Leave Expiration**

During times of emergency, as determined by the County Mayor, it may be impossible or impractical for employees to use vacation (annual) leave or compensatory leave due to government imposed restrictions on travel or due to employees being considered essential during the time of the stated emergency. In order to allow employees the ability to safely and freely use the vacation (annual) leave or compensatory leave to which they are entitled, any vacation (annual) or compensatory leave set to expire during the time of the emergency determination or within three (3) months after its expiration or resection, shall be automatically extended an additional six (6) months. The County Mayor or his designee, shall publish to the various officials the dates which correspond with the aforementioned months. Nothing in this section shall be construed as limiting employees' ability to accrue additional leave during the period of extension.

**Section 4. — Telecommuting**

During times of emergency, as determined by the County Mayor it may be beneficial for the continued operation of the county to allow certain employees to work remotely. The determination if an employee can work remotely (telecommute) will be made by the official tasked with overseeing the employee. Not all jobs or county functions are conducive to telecommuting. However, when practical, the practice provides for a beneficial results for both the county and the employee.

When telecommuting is deemed appropriate, the official shall thoroughly review expectations for telecommuting with the employee and shall have the employee complete a telecommuting agreement, hereto attached and incorporated by reference. The official shall promptly notify the County Mayor or his designee, of any employee who will be telecommuting under this policy and provide a copy of an executed telecommuting agreement.

The telecommuting employee shall establish an appropriate work environment within his or her home or alternate work space. The county will not be responsible for costs associated with the setup or repair of the employee's alternative work space. The telecommuting employee shall not allow anyone other than county employees to utilize county provided services or equipment. The employee shall keep remote work and information confidential, in accordance with county policies, procedures, and applicable privacy laws.

The ability to telecommute should be considered a privilege, and not a right. Furthermore, the telecommuting employee should not assume any specified period of time for emergency telecommuting arrangements, and the employee's supervisor may require the employee to return to regular, in-office work at any time.

**Section 5. — Miscellaneous**

Where ambiguity may exist regarding the supervising official for any one employee or group of employees, the County Mayor shall be considered the supervisor of purposes of this policy.



VAN BUREN COUNTY, TENNESSEE

**Short-Term Telecommuting Agreement**

**Employee Information**

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Supervisor: \_\_\_\_\_

This temporary telecommuting agreement will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Temporary work location: \_\_\_\_\_

Employee schedule: \_\_\_\_\_

The employee agrees to the following conditions:

1. The employee will remain accessible and productive during scheduled work hours.
2. The employee will record all hours worked in accordance with regular timekeeping practices.
3. The employee will obtain supervisor approval prior to working unscheduled overtime hours.
4. The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
5. The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.
6. The employee will comply with all County rules, policies, practices and instructions that would apply if the employee were working at the usual County work location.
7. The employee will maintain satisfactory performance standards.
8. The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
9. The employee will maintain a safe and secure work environment at all times.
10. The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice.

11. The employee will report work-related injuries to his or her manager as soon as practicable.
12. The County will provide the following equipment: \_\_\_\_\_  
\_\_\_\_\_
13. The employee will provide the following equipment: \_\_\_\_\_  
\_\_\_\_\_
14. The employee agrees that County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on County equipment. The employee understands that all tools and resources provided by the County shall remain the property of the County at all times.
15. The employee agrees to protect County tools and resources from theft or damage and to report theft or damage to his or her manager immediately.
  
16. The employee agrees to comply with the County's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary County and customer information accessible from their home offices.
17. The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.
18. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
19. The employee agrees to return County equipment and documents within five days of termination of employment.

Employee Signature:Date: \_\_\_\_\_

Supervisor Signature:Date: \_\_\_\_\_

Official Signature:Date: \_\_\_\_\_



VAN BUREN COUNTY, TENNESSEE

September 15th, 2020

Van Buren Legislative Body  
Van Buren County Court House  
121 Taft Drive  
Spencer, Tennessee 38583  
Re: COVID-19 Emergency Policies and Procedures

Dear Commissioners,

We the undersigned officials of Van Buren County, Tennessee request that Resolution 18-04-2020 adopting Emergency Policies and Procedures in response to the COVID-19 health pandemic be approved by the Van Buren County Legislative Body when meeting in special session on Tuesday, September 15th, 2020. Furthermore, we hereby adopt these policies and procedures for use in our respective offices and agree to comply with any sunset provisions as established by the legislative body.

\_\_\_\_\_  
Greg Wilson, County Mayor

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

\_\_\_\_\_  
April Shockley, Register of Deeds

\_\_\_\_\_  
Anissa D. Hale, Assessor of Property

\_\_\_\_\_  
Tammy Clendenon, Trustee

\_\_\_\_\_  
Tina Shockley, Clerk and Master

\_\_\_\_\_  
Wayne Simons, Administrator of Elections

\_\_\_\_\_  
Brandy Baker, Circuit Court Clerk

\_\_\_\_\_  
Eddie Carter, Sheriff

\_\_\_\_\_  
Randy Oaks, Highway Superintendent

Mayor Wilson explained to the Full Commission the COVID-19 Policy and Resolution is required if the County has an employee who goes out on quarantined or they have COVID-19 they will not have to take their leave and will be paid for that time. The Commission has to pass this in order for the County to get reimbursed for that money. Mayor Wilson stated, "An employee would have to take their leave without this Policy and the County would not get reimbursed." William Maxwell made a motion, second by Mickey Robinson to approve this Policy and 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.

### **Committee B Report**

## **Committee B September 1, 2020**

Members present: Brian Simmons, Terry Hickey, Michael Woodlee, Bill Mosley,  
Absent (Joey Grissom)

Also present Mayor Greg Wilson and Committee A member Will Maxwell

Bids for commercial real estate agent fees for BDS property and Masonic Lodge property. Mayor Wilson presented to committee members that he and members of the solid waste Committee would like to put out for bid Van Buren County's solid waste and the county would no longer operate the solid waste department. This would be put out as two Bids. One bid would offer Van Buren County citizens county wide curbside household trash Pickup. The second bid would be the purchase of the BDS property and equipment. After much discussion and questions, it was decided to send this to the solid waste Committee to draw up the bid proposals and to bring those before the full commission, Chairman Simmons asked that the bid proposal for curbside pick-up have a choice for Citizens to not be required to sign up for the curbside pick-up but have a choice to haul Their own trash to the BDS site and pay by the pound to dispose of it. A motion was made by Bill Mosley and second by Terry Hickey to send to the solid waste committee. Roll call vote: Bill Mosely (yes) Terry Hickey (yes) Michael Woodley (yes) Brian Simmons (yes)

Because the BDS property and the Masonic property were done on the same vote Mayor Wilson was not able to solicit bids for a Commercial real estate broker for the Masonic Lodge property alone. Since the full commission had already gave approval for the bids on both properties we decided to take a vote to allow the Mayor to solicit bids for a Commercial real estate broker to sell the masonic lodge as a separate property. A motion was made by Bill Mosley Second by Michael Woodlee Roll call vote: Bill Mosley (yes) Terry Hickey (yes) Michael Woodlee (Yes) motion carried

Chairman Simmons brought to the attention of the committee that he had received an Email from the American Legion post 207 that they would like to make an offer on the Masonic lodge property. They would like to offer \$10,000.00. The committee discussed this and thought the proper thing would be once a Commercial Broker is contracted by The County, the legion should make their offer through the broker.

Mayor Wilson updated committee B on the COVID situation at administration building and how some of the offices are going to have to be closed because of cases within the Staff. Also the building is going to be required to have a deep clean and disinfect.

With no other business the meeting was opened to questions from citizens with none Motion was made by Terry Hickey to adjourn, second by Bill Mosely, Roll Call vote Bill (yes) Terry (yes) Michael (yes) Brian (yes) meeting adjourned.

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**Committee B Chairman Brian Simmons brought forward the Minutes from the September 1, 2020 Committee B Meeting and no action was taken.**

**Commercial Real Estate Bids for Masonic Building**

Mayor Wilson brought to the Full Commission that he had received a bid on the Masonic Building but it was passed the dead-line today. (1 hr. and 45 mins late) The Full Commission discussed with the County Attorney's input on the different ways the County could put this back on the market. It could be re-bid out for a Commercial Real Estate Firm or take bids on it. After much discussion on this matter, Bill Mosley made a motion, second by Henry Seamons to repost it with a Commercial Real Estate Agent for a re-bid.

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.



**Old Business**

Resolution for 5 day Rule

**SEPTEMBER 15, 2020**

**RESOLUTION NO. 428**

**VAN BUREN COUNTY BOARD OF COUNTY COMMISSIONERS**

**RESOLUTION ESTABLISHING REQUIREMENT FOR DELIVERY OF AGENDAS AND AGENDA MATERIALS FIVE DAYS PRIOR TO MEETING OF BOARD OF COUNTY COMMISSIONERS**

**WHEREAS**, the Van Buren County Board of County Commissioners previously adopted a Resolution requiring Agenda and accompanying materials scheduled for consideration by the Board of County Commissioners at the Board's Regular meetings or special called meetings to be delivered to each individual County Commissioner ten (10) days prior to such meetings; and

**WHEREAS**, due to the direct and collateral consequences of the COVID-19 pandemic and the financial/budgeting distress facing the Van Buren County Government identified by auditors, and/or the requirement for immediate action often to be taken by the Board of County Commissioners in response to rapidly developing events or exigencies, the Board of County Commissioners hereby desires to adopt a Resolution reducing the period of time for delivery of Agendas and accompanying materials to five (5) days prior to the Board's Regular meetings or Special called meetings, subject however, to matters properly presented at such regular meetings under new business or to matters properly presented at all meetings as otherwise authorized by law and the rules of procedure applicable to meetings of the Board of County Commissioners.

**NOW THEREFORE, BE IT RESOLVED** by the Van Buren County Board of Commissioners that the previous Resolution of the Board of County Commissioners for Van Buren County, Tennessee requiring the delivery of Agendas and accompanying materials to each individual Commissioner ten (10) days prior to Board meetings shall be and is hereby amended and modified as set forth herein.

**BE IT FURTHER RESOLVED** that for all Regular meetings and special called meetings of the Van Buren County Board of County Commissioners occurring after the passage of this Resolution, all Agendas and accompanying materials shall be delivered to each individual Commissioner five (5) days prior to the meeting, in order for consideration by the Board of such Agenda matters at Regular meetings or special called meeting.

**BE IT FURTHER RESOLVED** that this Resolution shall not prohibit the consideration of matters properly presented to the Van Buren County Board of County Commissioners at the Board's Regular called meetings under new business or the consideration of such other matters properly presented to the Board at all meetings in accordance with law and the rules or procedures applicable to meetings of the Van Buren Board of County Commissioners, the public welfare so requiring.

**PRESENTED AND PASSED ON THIS, THE 15<sup>TH</sup> DAY OF SEPTEMBER, 2020.**

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County Mayor Greg Wilson

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County Clerk Lisa Rigsby

Van Buren County previously adopted a Resolution requiring agenda's and materials for consideration before a meeting to be delivered to each Commissioner 10 days prior to each meeting but because of COVID-19 pandemic and immediate action that needs to be taken by the Full Commission for the County, they would like to change this to 5 days prior to the meetings. This was discussed at a prior meeting requesting the County Attorney to draw up a new Resolution on this matter. William Maxwell made a motion, second by Mickey Robinson to accept this Resolution to change from a 10 day rule to a 5 day rule for submission of paperwork.

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

#### New Business

##### **Notary for Karla Hillis-Cochran**

Mickey Robinson made a motion, second by Henry Seamons to approve the Notary renewal for Karla Hillis-Cochran.

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.

##### **Questions about the Wheel Tax**

Commissioner Bill Mosley asked Mayor Wilson to explain to the Citizens on Zoom about the confusion if the Wheel Tax is voted in if the amount is raised or lowed in the future would it go back on the Ballot for the people to vote on. Mayor Wilson explained that he had spoken to County Attorney Howard Upchurch on this matter today. Mayor Wilson stated, "You can't raise the Wheel tax unless the people vote on this." "Anytime a Wheel tax is voted on by the people the only way that it can be changed is through the vote of the people." County Attorney Howard Upchurch stated, "I know what Mr. Mosley is talking about because the Ballot question is somewhat limited and condensed, you don't print the whole Resolution and the enabling Statue for a Ballot purpose." Mr. Upchurch prepared the Ballot that he is required to do as the County Attorney. Mr. Upchurch stated, "The Ballot does not change the statue, General Law will require action by the voters to amend that tax rate that is established regardless of what the Ballot says." Mayor Wilson stated, "In the future five days down the road or two years down the road if the Commission decides that they want to raise it, it has to go straight to the Ballot." Commissioner Mosley thank them for explaining this to the Citizens of the County.

##### **Election Commissioner**

William Maxwell spoke at the last meeting about Committee A not receiving a Budget from the Election Commissioner, Mr. Maxwell stated, "I spoke in error, I apologize, I did have that Budget in an e-mail that was sent back in June, I did not see that, I wasn't aware." "I just wanted to clear that up and let everyone know I was wrong. I will take full responsibility for that."

**Amendment for the General Purpose School's and Cafeteria Budget**

Director of School's was present at the Meeting to address the Full Commission because of the recent Approval of the School/Cafeteria Budget needing Budget Amendments in order to meet our 3% Fund Balance. Ms. Cole passed out a new Budget with these Amendments added. County Attorney Upchurch asked if the School Board had approved these amendments but they were not meeting until the next evening for approval. So after much discussion on this matter the Commission decided to have a Special Called Meeting Wednesday September 23<sup>rd</sup> at 6:00 p.m. giving time for approval by the School Board and to alert the Public of the Special Called Meeting.

**1981 Law**

Mayor Wilson addressed the Full Commission on his thoughts on the 1981 Law. He would like for the Commission to consider going to the 1981 Law, now we are under the General Law. If the County goes to the 1981 Law there will be a Financial Director hired and Mayor Wilson thinks this would be an asset for Van Buren County for all departments. There are very few Counties in the State that is still under General Law. He would like for the Commission to be thinking on this matter for the Future.

**Van Buren County Citizens**

Chairman Joey Grissom had two Citizens that previously asked to address the Full Commission with some questions and concerns.

**Adjournment**

William Maxwell made a motion, second by Mickey Robinson to adjourn. All agreed by voice vote. Motion passed. Meeting adjourned at 7:06 p.m.

\_\_\_\_\_  
Chairman Joey Grissom

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

