

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

The Van Buren County Commission met in a Regular Meeting on Tuesday January 19, 2021 at 6:00 p.m. at the Van Buren County Administrative Facility & Justice Center. The following action was taken as recorded in Minute Book, "S".

Call to Order

Commissioner David Chandler called the Meeting to Order. **(This meeting was conducted through Zoom due to Covid-19)**

Mayor Greg Wilson led us in prayer.

Roll Call

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

Also present: Standing in for County Attorney Howard Upchurch was Stacey Farmer, County Mayor Greg Wilson, County Clerk Lisa Rigsby and Jay Williams with Zoom.

Approval of December 15, 2020 Meeting Minutes

Mickey Robinson made a motion, second by Henry Seamons to approve the Minutes from the December 15, 2020 Meeting.

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

Committee A Report

**Committee A
January 6, 2021**

Roll Call:

Members present: David Chandler, Henry Seamons, Mickey Robinson, Robert Van Winkle and Will Maxwell. Also, Mayor Greg Wilson, Director of School Cheryl Cole, Finance Director Jessica Grissom, and Jail Administrator Jarred Campbell

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

Solid Waste Fee Exemption

The following fee exemptions were submitted for review:

Delma Dishman, 199 Old Dunlap St.
Joyce Prater, 5076 Old State Hwy 111
Van Buren County, several locations across the county

Motion was made by Mr. Seamons to exempt the aforementioned locations of the solid waste fee. Seconded by Mr. Robinson. All Voted Yes

Bid approval of lease of Solid Waste Truck

One bid was received in the amount of \$3988.00 monthly by RDK truck sales.

Motion was made by Mr. Chandler to accept the bid, Seconded by Mr. Van Winkle All Voted Yes.

Bid approval for Insurance for County Volunteer Fire Personnel

One bid was received from VFIS for \$50,358.00 yearly.

Motion was made by Mr. Seamons to accept the bid and Seconded by Mr. Robinson. All Voted Yes.

Bid approval of employee medical insurance

One bid was received from BCBS of Tennessee with a monthly rate of \$7,930.95.

Motion was made by Mr. Chandler to accept Seconded by Mr. Robinson. All Voted Yes.

CDBG Grant Resolution

Mayor Wilson ask for approval of a Resolution to be presented to the full commission for the application of the CDBG grant to be used for fire equipment for the County Fire Departments.

Motion was made by Mr. Robinson and seconded by Mr. Van Winkle. All Voted Yes.

BDS Property Bids

No Bids were received

Board of Education Request for \$84,000 as part of the lost revenue from FCF Grant

Director of Schools Cheryl Cole requested that the County pay a portion of the \$84,000 to the School System for the grant that was received for the lost revenue due to closure of Fall Creek Falls Hotel and Convention Center.

Motion was made by Mr. Robinson to approve, Seconded by Mr. Van Winkle. All Voted Yes.

EMS Bad Debt Forgiveness

A list of accounts was presented to the committee for forgiveness of uncollectable debt from past EMS bills. This is under the advice of the Auditor.

Motion to approve was made By Mr. Seamons, seconded by Mr. Robinson. All Voted Yes.

Jail Covid-19 Relief Grant

Jail Administrator Jarred Campbell presented two grants that he received for the Jail for supplies due to Covid-19. He did not have the proper budget forms to move forward with a budget amendment. He will work with the Finance Director to get the proper paperwork.

Additional Committee A Meeting

A Committee A meeting will be held 1/12/21 at 10:00 a.m.

2021-2022 initial budget hearing date

2/4/2021 at 10:00 a.m.

New Business

None

Solid waste Disposal Fee

Bids were taken for the disposal of the Solid Waste collected in Van Buren County. A bid was presented from Southern Central for **\$46.50** per ton.

Motion was made by Mr. Chandler to accept the bid and seconded by Mr. Van Winkle. All voted yes.

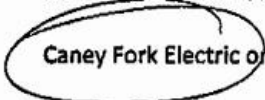
Adjourn

Motion was made by Mr. Robinson to Adjourn and seconded by Mr. Van Winkle.

Date: 12-9-19

Name Delma Dishman
Address 199 Old Dunlap St Spencer
Account# 209029-107683

Send to Van Buren County Mayor 121 Taft Drive Spencer, TN 38585.



Caney Fork Electric or Fall Creek Falls Utility District (Please circle one)

I am submitting this letter of appeal to be excluded from the Solid Waste Fee of Van Buren County for the following reasons.

old house used for storage - Branford Madewells
old house

Signed: Delma Dishman :Resident of Van Buren
County

Date: 12-14-20

Name Joyce Prater
Address 5076 Old State Hwy 111 Spencer
Account# 209318 107931

Send to Van Buren County Mayor 121 Taft Drive Spencer, TN 38585.

Caney Fork Electric or Fall Creek Falls Utility District (Please circle one)

I am submitting this letter of appeal to be excluded from the Solid Waste Fee of Van Buren County for the following reasons.

This is a garage we lived in when house
burned - it is only a garage now & has
been for many years. Please remove
sanitation I pay it on my house. Thank you

Signed: Joyce Prater :Resident of Van Buren
County

Date: 1/16/2021

Name Van Buren County

Address _____

Account# _____

Send to Van Buren County Mayor 121 Taft Drive Spencer, TN 38585.

Caney Fork Electric or Fall Creek Falls Utility District (Please circle one)

I am submitting this letter of appeal to be excluded from the Solid Waste Fee of Van Buren County for the following reasons.

County listed as commercial.

Signed: [Signature] _____: Resident of Van Buren
County

Date: 1/12/2021

Name Van Buren County

Address 121 Taft Dr.

Account# 002-03570-001

Send to Van Buren County Mayor 121 Taft Drive Spencer, TN 38585.

Caney Fork Electric or Fall Creek Falls Utility District (Please circle one)

I am submitting this letter of appeal to be excluded from the Solid Waste Fee of Van Buren County for the following reasons.

Listed as Commercial.

Signed: [Signature] :Resident of Van Buren
County

Caney Fork:

205074-104290	VBC Dumpster
205076-104292	Bone Cave Comm Center
002387-013730	VBC Farmers Market
002150-012512	VBC Stage
211617-109912	VBC EMA
002262-013103	VBC Information Center
002436-110105	VBC Cummingsville
211852-110106	Solid Waste
211658-110105	Masonic Lodge
211655-109938	Library
211624-109919	Old Courthouse
211449-109778	VBC Health Dept
211443-109773	Senior Citizens Bldg
212031-110271	Fair Bldg
002218-110105	Administrative Bldg
212034-110273	Burritt College
212363-110539	Ambulance Bldg



3214 Adamo Drive, Tampa, FL 33605
 t. 8132410711 f. 8132410414

QUOTE

Number RPRQ1165-0
Date Dec 9, 2020

Sold To

Van Buren County
 Greg Wilson
 PO Box 217
 121 Taft Street
 Spencer, TN 38585

Ship To

Phone (931) 946-2314
Fax

Salesperson		P.O. Number	Ship Via	Terms
Rane Robinson				
Line	Qty	Description	Unit Price	Ext. Price
1	1	2021 FREIGHTLINER MODEL 114SD ROLL OFF CHASSIS 60000LB OUTSIDE RAIL HOIST, FOLDING ICC BUMPER, ROLLER PROTECTION HOUSINGS W BOLT ON ROLLER PINS. TOP MOUNT HYDRAULIC TANK, LED LIGHTING, HOIST UP ALARM, TOOLBOX, PIONEER4500 SARG TARPING SYSTEM		
2	410	DELIVER TO DESTINATION		
			SubTotal	\$168,851.20
			Tax	\$0.00
			Shipping	\$0.00
			Total	\$168,851.20

13 MONTH LEASE, \$3988.00 PER MONTH

RDK Leases are administered by CCG Commercial Credit Group of Charlotte NC

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Date: December 8, 2020

To: Van Buren County
121 Taft Drive
Spencer, TN 38585

**“Insurance Bid Proposal for Van Buren
County Volunteer Fire Department”**

This is a Bid Proposal for the insurance of the Van Buren County
Volunteer Fire Department.

Proposal presented by: Brian Frost
VFIS/The Steve Frost Agency
PO Box 2499
313 E. Main St. Suite 3
Hendersonville, TN 37077
800-332-8347
615-824-6541
615-822-3677 – fax
bfrostvfis@aol.com



*The World's Leading Provider of Insurance and Training Services for
Emergency Service Organizations.*

Over 50 years ago, VFIS developed the first specialized insurance program to meet the unique needs of the Fire Service. Today, we are the largest insurance provider for Fire Departments in the World. What can the Van Buren County Volunteer Fire Department expect from VFIS? At VFIS, we provide...

- **The best insurance contracts in the industry!** Our Property & Casualty is currently rated "A+" (Superior) and our Accident & Sickness is rated "A" (Excellent).
- Experience and quick responsiveness to **CLAIMS**. We have over 150 knowledgeable and experienced people in our claims department, who exclusively handle claims for Fire Departments day in and day out. Since 1980, VFIS has paid well over **500,000 CLAIMS** and that number grows every day!
- **Quality Training**, whether it is Driver-Training or Employment-Related Training. VFIS is recognized nationally as the official provider for EVOG (Emergency Vehicle Operators Course). Also, in Tennessee, VFIS wrote the Vanessa K. Free Driver Training Course, which is the standard requirement for ALL emergency responders in our state. We provide an extensive library, both in-person and on-line, of resources that are **FREE** of charge to our clients.
- Most importantly, **we provide Freedom for your Fire Department.**
 - VFIS, has **no restrictions on territory**. Van Buren VFD can respond anywhere for anything. (i.e., Hurricane in Florida, Wildfires in Gatlinburg, Earthquake in Memphis, etc.)
 - We encourage our clients to play sports, lift weights, and be healthy.
 - We encourage our clients to have Junior and/or Auxiliary Members
 - We encourage you to be active in Public Relations Events (i.e., school functions, fire truck rides, fairs, etc.)
 - We will fully cover the use of deputized bystanders/citizens.
 - We encourage our clients to participate in Fire Games or other Training activities.
- Also, **VFIS offers coverage you cannot get anywhere else.**
 - Heart and circulatory malfunction coverage, which is the leading killer in the fire service. (56% of all Firefighter Deaths are due to heart/circulatory malfunction)
 - Intentional Acts Coverage
 - All inclusive Medical Malpractice
 - Commandeered Property & Auto – Unlimited
 - Liability Limits that exceed the Tort Limits. (For responding on Federal Lands, out of the State, or your Jurisdiction.)
 - Cyber Liability and Privacy Crisis Management Coverage

VFIS insures over 16,000 Fire Departments across the country. Because of this fact we have learned what is important to our men and women who protect our communities. We have designed the best insurance contracts to meet these unique needs and our success is demonstrated by our clients.

Named Insured:

Van Buren County Volunteer Fire Department

Additional Named Insureds:

Cedar Grove Volunteer Fire Department
Fall Creek Falls Volunteer Fire Department
Piney Volunteer Fire Department
Rocky River Volunteer Fire Department
Spencer Volunteer Fire Department
Van Buren County Emergency Management Agency

VFIS Premium Summary Page:

Accident & Sickness	\$4,825.00
General Liability	\$751.00
Management Liability	\$365.00
Crime	\$657.00
Property	\$9,091.00
Portable Equipment	\$3,431.00
Automobile	\$31,238.00

Total Annual Premium: \$50,358.00



The World's Leading Provider of Insurance and Training Services for Emergency Service Organizations.

VFIS Coverage Highlights

Accident and Sickness

Death	\$50,000
Memorial Fund	\$5,000
Spouse Fund	\$15,000
Seat Belt Fund	\$12,500
Safety Vest Benefit	\$12,500
Military Death Benefit	\$15,000
Scholarship Fund (Each Child)	\$30,000
Dependent Elder Benefit (Per Person)	\$5,000
Repatriation Benefit (30 Miles or Greater)	\$2,500
PPI-Permanent Physical Impairment	\$50,000
Medical (Excess of WC)	\$100,000
Family Expense	\$100 per day
Post-Traumatic Stress Disorder Benefit	\$25,000
Cosmetic Plastic Surgery	\$25,000
Home & Vehicle Alteration	\$50,000
Weekly Income	\$800/\$500

Weekly Income: Benefit changes in the 5th week from \$800 to (up to) \$500 and the benefit is for 10 years. PPI Weekly Income: Benefit begins in the 11th year and provides lifetime income to an insured that suffers a 50% or greater impairment.



The World's Leading Provider of Insurance and Training Services for Emergency Service Organizations.

VFIS Coverage Highlights (Cont'd)

General Liability

\$1,000,000 Liability
Full Medical Malpractice
Full Intentional Acts
Full Patient Handling

Full Pollution
Full Good Samaritan
Products
Liquor Liability

Management Liability

\$1,000,000 Liability
Dispatching/Response
Sexual Harassment
Civil Rights/Discrimination

Errors and Omissions
Directors and Officers
Hiring/Firing Practices
Training/Equipment/SOPs

Crime

Fidelity Bond
Employee Dishonesty/Computer Fraud/Identity Fraud Expense

Property - Quote is based on 8 Locations valued at \$1.295 million.

Building - Guaranteed Replacement Cost
Contents - Replacement Cost
\$250.00 Deductible/Coverage is for "All Risks"
Commandeered Property - Unlimited
Money & Securities Included / \$ 30,000 Limit
Flood and Earthquake Included

Portable Equipment

Blanket Coverage - No Inventory Required
Replacement Cost/\$500.00 Deductible
Member's Personal Effects (No Deductible)

Automobile - Quote is based on 29 Fire Trucks valued at \$1.685 million.

\$1,000,000 Liability/\$1,000,000 Uninsured Motorists
Hired and Non-owned Auto
Commandeered or Borrowed Auto - Unlimited
Full Glass Coverage - No Deductible
Deductibles: \$250.00 Comprehensive and Collision
Member's Personal Auto Deductible Reimbursement



The World's Leading Provider of Insurance and Training Services for Emergency Service Organizations.



EHB Medical Renewal

Composite Rates
Issued For Larry R. Sprouse
Effective March 1, 2021

Group: Van Buren County

Group ID: 130393

Plan Information

Effective Date: 03/01/2021 Business Location: Van buren County Rating Area: 7
Benefit Date: 03/01/2021 Rep Name: David Lawson III Employees: 14
Network: Blue Network S COBRA: Yes with INL Members: 17

Renewal Plan	Plan Description	Office Visit	PhysicianNow
Silver 107	\$7,150/\$8,550/50%	\$35/\$75	\$10 Copay
Urgent Care	IP Hospital	Emergency Room	
\$75	Ded/Coin	Ded/Coin	
Pharmacy	Rx Formulary	Monthly Premium	
\$10/\$75/\$150	Essential	\$7,931.70	
Current Plan	Plan Description	Office Visit	PhysicianNow
Silver 87	\$6,500/\$8,000/50%	\$35/\$75	\$10 Copay
Urgent Care	IP Hospital	Emergency Room	
\$75	Ded/Coin	Ded/Coin	
Pharmacy	Rx Formulary		
\$10/\$75/\$150	Essential		

Composite Rate Information

Tier	Counts	Current Rates	Renewal Rates
Employee Only	13	\$535.90	\$534.07
Employee/Spouse	0	\$1,071.81	\$1,068.15
Employee/Child	1	\$991.42	\$988.04
Family	0	\$1,527.32	\$1,522.11

Monthly Premium: \$7,930.95

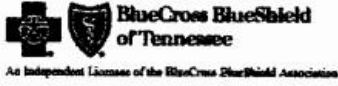
****Total Increase: -0.3%**

Base Plan increase: - 1.5%

Demographic Increase: 1.1%

Commission Disclosure: The rates presented in this proposal include standard commissions, and may include additional compensation. If you have questions, please contact your broker or BCBST representative.

- EHB composite rate quotes should be submitted to the home office prior to the effective/renewal date. Composite rating may not be available for late submissions.
- Rates are not final until confirmed by BCBST home office.
- COBRA Admin charge of \$0.33 is included in the member rate.
- Benefit Administration Period is from January through December.
- This is not a grandfathered health plan, as permitted by the ACA.
- 50% of net eligible employees must be enrolled (employees w/ other coverage are excluded from the calculation)
- No minimum employer contribution required.
- Rates and benefits offered are based on employer attestation of group size, if provided. If employer attestation not provided,



EHB Medical Renewal

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Issued For Larry R. Sprouse
Effective March 1, 2021

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\$75	Ded/Coin	Ded/Coin	
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\$10/\$75/\$150	Essential		\$7,931.70
Current Plan	Plan Description	Office Visit	PhysicianNow
Silver 87	\$6,500/\$8,000/50%	\$35/\$75	\$10 Copay
Urgent Care	IP Hospital	Emergency Room	
\$75	Ded/Coin	Ded/Coin	
Pharmacy	Rx Formulary		
\$10/\$75/\$150	Essential		

Composite Rate Information

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Family	0	\$1,527.32	\$1,522.11

Monthly Premium: \$7,930.95
****Total Increase: -0.3%**

Base Plan Increase: - 1.5%
Demographic Increase: 1.1%

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RESOLUTION NO. _____

A RESOLUTION TO APPLY TO THE TENNESSEE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, Van Buren County, Tennessee, is eligible for grant funds under the Community Development Block Grant (CDBG) Program administered by the Tennessee Department of Economic and Community Development; and

WHEREAS, Van Buren County needs improved fire equipment to meet the needs of the citizens of the Van Buren County; and

WHEREAS, Livability projects are eligible activities under the CDBG Program; and

WHEREAS, Van Buren County, Tennessee, is eligible for a maximum grant of four hundred twenty thousand dollars (\$420,000.00) under the CDBG Livability category including the Three-Star bonus of twenty thousand (\$20,000.00); and

WHEREAS, Van Buren County has agreed to pay the required 12% of the total project cost (based on the Van Buren County 20% Ability-to-Pay rate with the ThreeStar 4-point and COVID-19 4-point match reductions), plus any additional funding required to complete the project beyond the grant amount.

NOW, THEREFORE BE IT RESOLVED, by the Van Buren County Commission that:

1. The County Executive be authorized and directed to:
 - A. Execute and submit an application for Community Development Block Grant funds to the Tennessee Department of Economic and Community Development in order to provide fire equipment for the community.
 - B. Enter into the necessary agreements with the Tennessee Department of Economic and Community Development to receive and administer said grant funds.
 - C. Execute necessary agreements for Administrative services without further action by the Council, contingent upon approval by the funding agencies.
2. The Upper Cumberland Development District (UCDD) shall prepare all necessary documents for the completion of said application for the proposed project at no charge to Van Buren County. Should said CDBG grant be approved, UCDD shall be engaged to perform all administrative services for said project upon state approval.

DULY PASSED AND ADOPTED this the _____ day of December 2020, the public welfare requiring it.

County Executive

Date

County Clerk

Ricky Walling, *Chairman*
Barry Austin, *Member*
Ronnie Hitchcock, *Member*
Tim Hodges, *Member*
Davy Shockley, *Member*



Cheryl Cole
Director of Schools

VAN BUREN COUNTY BOARD OF EDUCATION

Where Kids Come First

October 30, 2020

Mayor Greg Wilson and County Commissioners:

The Van Buren County Board of Education is requesting payment of our portion of the Direct Appropriation Grant that was given to the county to supplement the loss of revenue from FCF Inn. The school's portion should have been 42% of \$200,000 for fiscal year 20-21. That amount should be \$84,000. That amount can be paid in two separate payments of \$42,000 (January and April).

This money is not part of the Maintenance of Effort.

The school system is also requesting the payment of our portion for the fiscal year 19-20. The school's portion should have been \$80,000.

In the event that the county receives a fourth year payment, the school system is also requesting their portion.

Sincerely,



Cheryl Cole

293 Sparta Street • P.O. Box 98 • Spencer, Tennessee 38585 • Phone: (931) 946-2242 • Fax: (931) 946-2858

Director of Special Projects & Pre-School

Dr. Denise Whittenberg
Supervisor of Instruction & Federal Programs
Genece Cole
Supervisor of Special Education
Vignia Baker

Supervisor of Attendance & Transportation

Billie J. Grissom
Supervisor of Nutrition
Pat Thacker
Supervisor of Technology
Chris Hargrove

Instructional Technology & Accountability

Jared Copeland
Testing Coordinator & Math Instruction
Teresa Roberts
School Psychologist
Monica Sullivan

Coordinated School Health & Safety

Kelly Lewis
Pre-School & Safety
Phyllis Sullivan
Grants
Jan Smith

Re: van buren co. solid waste

Selk Sanitation <selksanitation@gmail.com>

Mon 12/14/2020 12:24 PM

To: Heather Woodlee <Heather.Woodlee@outlook.com>

1 attachments (160 KB)

12-14-20 Van Buren County Solid Waste Quote.pdf;

Heather,

Chris and I have attached the waste disposal quote for your review.

We are here for you!

Thank you,
Yvonne Selk, Owner
931-267-0544



On Mon, Dec 14, 2020 at 12:06 PM Heather Woodlee <Heather.Woodlee@outlook.com>
wrote:

please see attached. Bid is due at 2pm today

Thanks

Heather

Sent from [Outlook](#)

Per ton disposal on solid waste bid

Dispatch <dispatch@southerncentraltn.com>

Mon 12/14/2020 12:09 PM

To: Jessica Grissom <jesssupermom@outlook.com>

Rate per ton on Disposal \$46.50 per ton

Payment terms Net 30 days

Jonathan Hall

Southern Central

615-878-2981 Mobile

931-668-8044 ext 2 Office

jhall@southerncentraltn.com

Committee A
January 12, 2021

Roll Call:

Members present: David Chandler, Henry Seamons, Mickey Robinson, Robert Van Winkle and Will Maxwell. Also, Mayor Greg Wilson, Sheriff Eddie Carter, and Jail Administrator Jarred Campbell

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

Budget Amendments

Three budget amendment Resolutions were presented for approval. (see attached)

Motion was made by Mr. Robinson to approve the Amendments, Seconded by Mr. Robinson. All Voted Yes.

Line item creation for the payment to the School System

Motion was made by Mr. Chandler to create line item 101-99100 for transfer out to General Purpose School line 49-800 in the amount of \$42,000, seconded by Mr. Robinson. All Voted Yes.

Jail Grant Approval

Motion was made by Mr. Chandler to approve the grants in the amount of \$40,000 for the Jail Covid Grant Line 101-51100-399 in the amount of \$40,000 and Revenue line 46980. Seconded by Mr. Robinson, all voted yes.

New Business

Jail Administrator Jarred Campbell ask the Committee to allow the Sheriff's Department to complete a Credit application to establish an account with the Video surveillance company for service of the cameras in the Jail.

Motion was made by Mr. Chandler to approve, seconded by Mr. Robinson. All Voted Yes.

Adjourn

Motion was made by Mr. Robinson to Adjourn and seconded by Mr. Chandler.

-
1. Budget Amendments
 2. Line item Creation for School Payment of \$42,000
 3. Grants for VBC Jail (Jarod Campbell) to present
 4. New Business
 5. Adjourn

Resolution # _____

To the Van Buren Commission meeting in regular session this 19th day of January 2021:

Whereas, it appears there will be budget overruns in various department expenditures in the General Government operations.

Therefore, be it resolved that the following budget amendments be adopted by the Van Buren County Commission.

**Van Buren Co. Executive General Fund
2020-2021 Budget Amendments Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
51100	309	Contracts with Gov	This is for Covid Grant for Jail		\$ 40,000.00
	590	Transfer to other funds	School repay for Inn Revenue from State		\$ 42,000.00
51220	191	Beer Board	No money was placed for meeting		\$ 200.00
51300	332	Legal Notices	Every ad comes out of this line item Commission meeting, bids, etc Spent \$937.60 YTD spent		\$ 500.00
53100	599	Other Charges	Wants to use some of her Reserved money to purchase, a laptop, printer, and drop box She has \$37,596.57 in her reserve account.		\$ 2,050.00
53400	599	Other Charges	Wants to use some of her reserved money to purchase a laptop She has \$15869.68 in her reserve account		\$ 300.00
39000		Fund Balance		\$ 85,050.00	
			Total	\$ 85,050.00	\$ 85,050.00

Sponsor: _____
County Commissioner

Date : _____

Approval: _____
County Mayor

Attest: _____
County Clerk

Resolution # _____

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Van Buren Co. Executive General Fund
2020-2021 Budget Amendments Fund 101

Function	Obj.	Description	Explanation	Debit	Credit
46980		Other State Grants	Increase Revenue for COVID grant for jail	\$ 40,000.00	
39000		Fund Balance			\$ 40,000.00
			Total	\$ 40,000.00	\$ 40,000.00

Sponsor: _____
County Commissioner

Date : _____

Approval: _____
County Mayor

Attest: _____
County Clerk

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**Van Buren Co. Executive
2020-2021 Budget Amendments**

**Solid Waste
Fund 116**

12/15/2020

Function	Obj.	Description	Explanation	Debit	Credit
55731	336	Maint and Repair	<i>Truck Repair</i>		\$ 2,000.00
39000		Fund Balance		\$ 2,000.00	
			Total	\$ 2,000.00	\$ 2,000.00

Sponsor: _____
County Commissioner

Date: _____

Approval: _____
County Mayor

Attest: _____
County Clerk

Committee A Chairman William Maxwell brought forward action that needs to be taken from the Full Commission from the January 6th & 12th, 2021 Meetings.

Bid approval of lease of Solid Waste Truck

There were one bid for the Solid Waste Truck from RDK Truck Sales in the amount of \$3,988.00. The lease is for 13 months with a lease/purchase option. After much discussion on this matter, William Maxwell made a motion, second by Henry Seamons to except the Bid for the Solid Waste Truck in the amount of \$3,988.00.

Upon roll call: David Chandler, Joey Grissom, Terry Hickey, William Maxwell, Mickey Robinson, Henry Seamons, Brian Simmons, Robert Van Winkle and Michael Woodlee voted yes. Bill Mosley voted no. 9-yes votes, 1-no vote. Motion passed. **Quote as following:**



3214 Adamo Drive, Tampa, FL 33605
t. 8132410711 f. 8132410414

QUOTE

Number RPRQ1165-0

Date Dec 9, 2020

Sold To

Van Buren County
Greg Wilson
PO Box 217
121 Taft Street
Spencer, TN 38585

Ship To

Phone (931) 946-2314
Fax

Salesperson	P.O. Number	Ship Via	Terms
Rane Robinson			

Line	Qty	Description	Unit Price	Ext. Price
1	1	2021 FREIGHTLINER MODEL 114SD ROLL OFF CHASSIS 60000LB OUTSIDE RAIL HOIST, FOLDING ICC BUMPER, ROLLER PROTECTION HOUSINGS W BOLT ON ROLLER PINS. TOP MOUNT HYDRAULIC TANK, LED LIGHTING, HOIST UP ALARM, TOOLBOX, PIONEER4500 SARG TARPING SYSTEM		
2	410	DELIVER TO DESTINATION		

SubTotal	\$168,851.20
Tax	\$0.00
Shipping	\$0.00
Total	\$168,851.20

13 MONTH LEASE, \$3988.00 PER MONTH

RDK Leases are administered by CCG Commercial Credit Group of Charlotte NC

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Bid approval for Insurance for County Volunteer Fire Personnel

There were one bid proposal received for Van Buren County Volunteer Fire Department from VFIS in the amount of \$50,358.00 yearly. VFIS is the County's Current provider and the yearly amount is taken out of the Local Purpose Tax. William Maxwell made a motion, second by Michael Woodlee to except the bid of \$50,358.00 yearly for the County Fire Departments.

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

Bid approval of Employee Medical Insurance

One bid was received from BCBS of Tennessee with a monthly rate of \$7,930.95. The County is responsible for one half and the employee pays one half of this amount. v William Maxwell made a motion, second by Mickey Robinson to approve the bid from BCBS in the amount of \$7,930.95 monthly.

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

CDBG Grant Resolution

Mayor Wilson ask for approval of a Resolution for the application of the CDBG Grant to be used for Fire equipment for the County Fire Departments. William Maxwell made a motion, second by Henry Seamons to approve this Resolution.

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

RESOLUTION NO. 434

A RESOLUTION TO APPLY TO THE TENNESSEE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, Van Buren County, Tennessee, is eligible for grant funds under the Community Development Block Grant (CDBG) Program administered by the Tennessee Department of Economic and Community Development; and

WHEREAS, Van Buren County needs improved fire equipment to meet the needs of the citizens of the Van Buren County; and

WHEREAS, Livability projects are eligible activities under the CDBG Program; and

WHEREAS, Van Buren County, Tennessee, is eligible for a maximum grant of four hundred twenty thousand dollars (\$420,000.00) under the CDBG Livability category including the Three-Star bonus of twenty thousand (\$20,000.00); and

WHEREAS, Van Buren County has agreed to pay the required 12% of the total project cost (based on the Van Buren County 20% Ability-to-Pay rate with the ThreeStar 4-point and COVID-19 4-point match reductions), plus any additional funding required to complete the project beyond the grant amount.

NOW, THEREFORE BE IT RESOLVED, by the Van Buren County Commission that:

1. The County Executive be authorized and directed to:
 - A. Execute and submit an application for Community Development Block Grant funds to the Tennessee Department of Economic and Community Development in order to provide fire equipment for the community.
 - B. Enter into the necessary agreements with the Tennessee Department of Economic and Community Development to receive and administer said grant funds.
 - C. Execute necessary agreements for Administrative services without further action by the Council, contingent upon approval by the funding agencies.
2. The Upper Cumberland Development District (UCDD) shall prepare all necessary documents for the completion of said application for the proposed project at no charge to Van Buren County. Should said CDBG grant be approved, UCDD shall be engaged to perform all administrative services for said project upon state approval.

DULY PASSED AND ADOPTED this the _____ day of December 2020, the public welfare requiring it.

County Executive

Date

County Clerk

EMS Bad Debt Forgiveness

A list of accounts was presented to the Full Commission for forgiveness of uncollectable debt from past EMS bills. William Maxwell made a motion, second by Robert Van Winkle to approve the debt forgiveness.

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

Solid Waste Disposal fee

Bids were taken for the disposal of the solid Waste collected in Van Buren County. A bid was presented from Southern Central for \$46.50 per ton. William Maxwell made a motion, second by Bill Mosley to approve the bid from Southern Central for \$46.50 per ton.

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

Budget Amendments

Three Budget Amendment Resolutions were presented for approval. William Maxwell made a motion, second by Robert Van Winkle to approve these budget amendment Resolutions.

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

Resolution # 435

To the Van Buren Commission meeting in regular session this 19th day of January 2021:

Whereas, it appears there will be budget overruns in various department expenditures in the General Government operations.

Therefore, be it resolved that the following budget amendments be adopted by the Van Buren County Commission.

Van Buren Co. Executive General Fund
2020-2021 Budget Amendments Fund 101

Function	Obj.	Description	Explanation	Debit	Credit
51100	309	Contracts with Gov	This is for Covid Grant for Jail		\$ 40,000.00
	590	Transfer to other funds	School repay for Inn Revenue from State		\$ 42,000.00
51220	191	Beer Board	No money was placed for meeting		\$ 200.00
51300	332	Legal Notices	Every ad comes out of this line item Commission meeting, bids, etc Spent \$937.60 YTD spent		\$ 500.00
53100	599	Other Charges	Wants to use some of her Reserved money to purchase, a laptop, printer, and drop box She has \$37,596.57 in her reserve account.		\$ 2,050.00
53400	599	Other Charges	Wants to use some of her reserved money to purchase a laptop She has \$15869.68 in her reserve account		\$ 300.00
39000		Fund Balance		\$ 85,050.00	
			Total	\$ 85,050.00	\$ 85,050.00

Sponsor: _____
County Commissioner

Date: _____

Approval: _____
County Mayor

Attest: _____
County Clerk

Resolution # 436

To the Van Buren Commission meeting in regular session this 19th day of January 2021:

Whereas, it appears there will be budget overruns in various department expenditures in the General Government operations.

Therefore, be it resolved that the following budget amendments be adopted by the Van Buren County Commission.

Van Buren Co. Executive 2020-2021 Budget Amendments		General Fund Fund 101			
Function	Obj.	Description	Explanation	Debit	Credit
46980		Other State Grants	Increase Revenue for COVID grant for jail	\$ 40,000.00	
39000		Fund Balance			\$ 40,000.00
			Total	\$ 40,000.00	\$ 40,000.00

Sponsor: _____
County Commissioner

Date : _____

Approval: _____
County Mayor

Attest: _____
County Clerk

Resolution # 437

To the Van Buren Commission meeting in regular session this 19 th day of January 2021:

Whereas, it appears there will be budget overruns in various department expenditures in the General Government operations.

Therefore, be it resolved that the following budget amendments be adopted by the Van Buren County Commission.

Van Buren Co. Executive 2020-2021 Budget Amendments		Solid Waste Fund 116		12/15/2020	
Function	Obj.	Description	Explanation	Debit	Credit
55731	336	Maint and Repair	Truck Repair		\$ 2,000.00
39000		Fund Balance		\$ 2,000.00	
			Total	\$ 2,000.00	\$ 2,000.00

Sponsor: _____
County Commissioner

Date: _____

Approval: _____
County Mayor

Attest: _____
County Clerk

Line item creation for the payment to the School System

The Van Buren County Board of Education is requesting payment for their portion of the Direct Appropriation Grant that was given to the County to supplement the loss of Revenue from the Fall Creek Falls Inn. The School's portion should be 42% of \$200,000.00 for Fiscal year 2020-2021 which would be \$84,000.00. The Commission is paying the School System in two separate payment of \$42,000.00. After much discussion on this matter, William Maxwell made a motion, second by Brian Simmons to create line item 101-51100-590 for transfer out to General Purpose School line in the amount of \$42,000.00.

Upon roll call: David Chandler, Joey Grissom, William Maxwell, Bill Mosley, Mickey Robinson, Henry Seamons, Brian Simmons, Robert Van Winkle and Michael Woodlee voted yes. Terry Hickey abstained. 9-yes votes, 1-abstained. Motion passed.

Jail Grant Approval

Jail Administrator Jarred Campbell presented Grants to be received for the Jail for supplies due to Covid-19 to Committee A to take to the Full Commission for approval. William Maxwell made a motion, second by Robert Van Winkle to approve the Grants in the amount of \$40,000.00 for the Jail Covid Grant line 101-51100-309 in the amount of \$40,000.00 and revenue line 46980.

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

Appointment of Steve Russell to the Farm Board

William Maxwell made a motion, second by Mickey Robinson to approve Steve Russell to the Farm Board.

Upon roll call: David Chandler, Joey Grissom, Terry Hickey, William Maxwell, Mickey Robinson, Henry Seamons, Brian Simmons, Robert Van Winkle and Michael Woodlee voted yes. Bill Mosley abstained. 9-yes votes, 1-abstained. Motion passed.

Old Business

None

New Business (5 yr. Reappraisal Plan & Resolution)

Assessor of Property Darlene Hale was present to present to the Full Commission the Reappraisal plan and Resolution for approval. After discussion on this matter, Henry Seamons made a motion, second by William Maxwell to approve.

Upon roll call: David Chandler, Joey Grissom, Terry Hickey, William Maxwell, Bill Mosley, Mickey Robinson, Henry Seamons, Brian Simmons, Robert Van Winkle and Michael Woodlee voted yes. No changes to any yes vote. Motion passed. **Memorandum of Understanding and Resolution as following:**

MEMORANDUM OF UNDERSTANDING

between

Van Buren County and The Division of Property Assessments

DATE: 1/19/21

TO: Darlene Hale, Assessor of Property

Gregory B. Wilson, County Mayor (or Executive)

RE: Van Buren County 5 Year Reappraisal Program

FROM: **Tennessee Comptroller of the Treasury**
Division of Property Assessments

The purpose of this memorandum of understanding is to clarify the areas of responsibility for all parties involved in the reappraisal of Van Buren County. It is intended to express the requirements needed to successfully complete reappraisal and to define the extent of involvement expected of the Comptroller's Division of Property Assessments. A reappraisal program is defined as the updating of all values in the county by analyzing current information and establishing new tables, models, schedules, rates and depreciation.

Tenn. Code Ann. § 67-5-1601 provides for assessors of property to have the option to reappraise either on a 6- year cycle with an update of values in the third year or to reappraise on a 4- or 5-year cycle with no updates. Tenn. Code Ann. § 67-5-1601 (d) requires the Division of Property Assessments to provide technical assistance to counties during the year of reappraisal. The resources available to the Division of Property Assessments enable them to provide technical assistance to counties during the reappraisal year; however, the amount of division involvement will be determined by the workload resulting from all counties that are scheduled for reappraisal during each year.

The amount of Division of Property Assessments involvement must be determined and clearly understood prior to the county producing a plan for reappraisal. The assessor of property will prepare a plan that accomplishes reappraisal in accordance

with standards and procedures prescribed by the Division of Property Assessments. The reappraisal plan must include all specific items identified in this memorandum of understanding.

I. County Responsibility

The assessor of property will be responsible for ensuring that all phases of the reappraisal program are conducted in accordance with Division of Property Assessment's policies and procedures relating to **property valuation, sales verification, appeal defense and statistical standards**. The county must **resolve data quality reports, provide accurate property characteristics, provide adequate data entry, demonstrate its ability to organize and manage a program, provide adequate staffing and provide financial support**.

A. Property Valuation: All types of property will be valued following standard procedures.

1. Residential - Residential properties will be valued by determining the proper base rate for each residential improvement type in the jurisdiction. The base rates will be developed using sale properties with recently constructed improvements whenever possible to reduce the difficulties of estimating depreciation and to increase the accuracy of the land values. The base rate analysis will consider the new depreciation that will automatically be calculated when the year of reappraisal changes. The assessor of property shall retain all base rate analyses for appeal purposes. Appropriate depreciation and/or effective age will be used to adjust groups of parcels where market evidence supports it. When additional depreciation or effective age changes are used to adjust values, market analysis must be retained to support the adjustments. Individual property characteristics will not be improperly altered to achieve acceptable analysis results. Outbuildings and Yard Items (OBYs) will be valued using standard abbreviations and updated cost tables. The cost tables will be developed from nationally recognized cost services and calibrated to the local market. The assessor of property will retain all necessary supporting documentation for review and appeal purposes. Residential land will be valued using accepted appraisal practices and available computer techniques. All residential market area (neighborhood) delineation codes will be reviewed to determine their accuracy, and the necessary action will be taken to correct any changes indicated by the market since the last reappraisal program.

2. Rural Land - Rural land will be valued using standard rural land valuation procedures. Rural sales will be located and verified to determine if they meet the requirements of a valid transaction. All rural sales will be reviewed by the assessor of property or a staff member

with either the buyer, seller, or agent to determine the conditions of the sale and if any adjustments are needed. A rural land sales verification form will be completed on all rural sales. These forms will be maintained in the assessor of property's office for review and use in appeals. Rural land will be valued using the rural land valuation tables. Appropriate sales analysis must be conducted to produce a rural land schedule and to determine all factors affecting value. Areas of the county that cannot be valued using the base rural land schedule will be valued using the rural land schedule adjusted to the appropriate level of value. Land grade maps will be used to determine the appropriate land grade for each parcel. The land grade maps, if not already available, will be constructed by using Natural Resources Conservation Service (NRCS) soil survey information. All maps will be updated to reflect the most current base features such as wooded areas and areas that have been cleared since the last reappraisal program. All rural market area (neighborhood) delineation codes will be reviewed to insure they conform to current market conditions.

3. Commercial/Industrial Property - All commercial and industrial property shall be valued using standard valuation procedures. The listing of commercial and industrial properties will be reviewed for accuracy. All commercial property will be reviewed to determine if valuation by the income approach is the most appropriate method. In these instances, it will be necessary to gather sufficient income and expense data from the market to calculate an indication of value by the income approach. Completed income and expense forms will be retained for review and appeal purposes. All income data must be analyzed by making comparisons with like properties such as comparing offices to offices, warehouses to warehouses, and restaurants to restaurants. All commercial sales will be verified to determine if any special circumstances such as personal property or unusual financing are included. Commercial and industrial base rates will be developed for each type of commercial and industrial improvement in the jurisdiction. This is typically accomplished using a combination of local information and a professional cost service. All industrial properties shall be revalued using the most appropriate method, typically the cost approach. All commercial and industrial land will be revalued using the most appropriate unit of comparison, and all pertinent information such as zoning will be indicated on the land valuation maps. All analyses and sales information used to determine the commercial and industrial land values will be retained by the assessor of property for review and appeal purposes. All commercial and industrial market area (neighborhood) delineation codes will be verified to determine if they need to be revised due to changes in the market.

4. Small Tracts - Land that does not qualify as a farm and is not part of an organized development is considered a small tract. It is typically valued as an individual unit and priced per unit or per acre. A total countywide small tract analysis must be accomplished in order to determine reasonable values. After the analysis has been accomplished and a pricing guide developed, the existing small tracts are to be reviewed to determine consistency. After making any needed adjustments to improve consistency, the small tracts will be revalued using accepted appraisal practices and any appropriate computer-assisted techniques. The assessor of property will maintain all analyses and sales information used in the valuation of small tracts for review and appeal purposes. All market area (neighborhood) delineation codes that influence the valuation of small tracts will be reviewed to determine accuracy, and any adjustments needed will be made.

5. Unique Properties - Usually, unique properties will exist in a county that will require special treatment. These can be lake properties, mobile homes, large industrial complexes, mineral interest, leasehold interest, etc. The reappraisal plan will address these properties and explain how they will be valued.

B. Sales Verification: A major element in the success of a reappraisal program is the completeness and accuracy of the sales file. The Division of Property Assessments maintains a publication entitled *Property Assessor's Procedures for Sales Data Collection and Verification* to guide assessors through this process. These procedures will be followed to ensure the necessary accuracy in sales analysis. Any attempt to influence the results of the analysis by inaccurate sales verification must be avoided. The quality of the final statistical analysis depends on the integrity of the sales file, and every effort should be made to ensure its accuracy. The assessor of property will maintain records on the verification of sales for review and appeal purposes.

C. Appeal Defense: Any reappraisal program must have the necessary data and information to defend the appraisals. The assessor of property and staff must have the ability to present the value-supporting data in a manner that provides the property owners and appeal boards with the information necessary to understand how and why the value conclusions were determined. The assessor of property and staff will resist making unnecessary changes just to satisfy the property owner when the appraisal is otherwise correct. All elements of the valuation process must consider the appeal process. An effort must be made to maintain sufficient data to defend the values, and this data includes the following: base rate analysis; sales analysis;

cost information; land valuation information; adjustments to sales; income and expense information; and any other information that will be useful in the appeal process.

D. Statistical Standards for Reappraisal: The Division of Property Assessments utilizes statistical standards developed by the International Association of Assessing Officers (IAAO) for evaluating the results of reappraisal programs. The reappraisal program should be completed with these standards as the goal. Failure to meet these standards indicate the reappraisal program may be flawed and unacceptable. The standards apply to property by its statutory classification such as residential, commercial/industrial, and farm. Within each classification, properties may be further stratified based on a detailed analysis of the information available. The data used to produce the analysis must be accurate and uninfluenced by personal bias. The discovery of inaccurate data that has an influence on the results of the statistical analysis will be considered in the overall evaluation of the program. If the results of the statistical analysis fail to meet acceptable standards, said results will be reported to the State Board of Equalization for appropriate action.

E. Data Quality Reports: Data quality reports include edits that enable the assessor to identify data problems. Since the success of a reappraisal program is determined by the accuracy of the data, each county must identify and resolve errors found on data quality reports. Typically, this information is produced from the assessor of property's computer file and analyzed locally. Counties utilizing the state computer-assisted mass appraisal (CAMA) system may contact Division of Property Assessments staff for assistance as needed to generate data quality reports. Counties operating independent CAMA systems are expected to accomplish this without Division assistance.

F. Data Entry: A reappraisal increases the amount of data entry because of changes and adjustments to the file, especially where extensive field reviews are required. Any plan for reappraisal must consider this additional data entry workload.

G. Organization and Management: The completion of a successful reappraisal program is dependent upon the ability of the assessor of property to organize work activities and to manage employees throughout the reappraisal cycle. Any reappraisal plan must consider topics including but not limited to: staffing (both in quantity and in assignment of duties), training, quality control, and office space.

H. Approval for 4-Year and 5-Year Cycles: The assessor of property in any county that plans a 4- or 5-year reappraisal program must have approval by resolution from the county legislative body. The plan for reappraisal prepared by the assessor of property must be submitted for review to the county executive and the county legislative body. The county legislative body must provide the funding to accomplish the reappraisal program as outlined in the plan for reappraisal.

II. Division of Property Assessments' Responsibility:

Tenn. Code Ann. § 67-5-1601 provides that all work (accomplished by the assessor of property) is subject to the supervision and approval of the director of the Division of Property Assessments. The Division of Property Assessments is required to supervise and direct all reappraisal and revaluation programs. The Division of Property Assessments' statutory responsibilities include providing technical assistance and ensuring the accuracy of the reappraisal program. All counties conducting reappraisal programs accept the condition of limited involvement from the Division of Property Assessments and agree to maintain records and provide sufficient data and reports to enable the Division of Property Assessments to evaluate the quality of the reappraisal program.

A. Technical Assistance: Technical assistance is provided to a county by staff members of the Division of Property Assessments. The amount of technical assistance to be provided by the Division of Property Assessments will be determined after considering available resources and existing workload of county reappraisal programs scheduled during each year.

Examples of technical assistance to the assessor's office may include:

- Residential Base Rate Development
- Residential Analysis
- OBV Cost Tables Development
- Rural Land Schedule Development
- Homesite Analysis
- Commercial & Industrial Base Rate Development
- Income & Expense Analysis
- Commercial Market Analysis
- Industrial Property Appraisal
- Small Tract Sales Analysis
- Small Tract Pricing Guide Development
- Sales Adjustments Determination
- Sales Verification Instruction
- Unique Properties Appeal Preparation
- Data Preparation for Appeals Defense
- Overall Statistical Results Review
- Data Quality Reports Production
- Assessable Mineral Interest Valuation
- Assessable Leasehold Interest Valuation
- On-The-Job Training for Assessor's Staff
- Market Area (Neighborhood) Delineation Codes Review

B. Modification of Responsibility

Due to level of expertise, number of staff members, and resources available to the assessor of property, there may be a need to modify areas of responsibility in the memorandum of understanding. The purpose of the modification of responsibility is to provide latitude between the assessor and the division regarding the identified areas of responsibility. The following are specific modifications to this agreement that will be mutually beneficial for both parties and allow for better utilization of resources during the revaluation program:

III. Accuracy of Program

The assessor of property will prepare a final value report at the end of the revaluation year that will give an overview of the reappraisal program and support the value indications. The accuracy of the reappraisal program shall be determined by a review of the supporting documentation for the following: base rate development; land valuation; application of market adjustments; market area (neighborhood) delineation codes analysis; rural land sales analysis; small tract analysis; identification and valuation of unique properties; completeness of the sales file; quality of records developed for appeal defense; results of the statistical analysis; resolution of the data quality reports; and correctness of property characteristic data.

IV. Computer Appraisal System

In the event the assessor of property chooses to change the current CAMA system, information regarding the new system and a detailed plan of implementation must be included with the reappraisal plan for approval by the State Board of Equalization.

V. Failure to Comply

It is the expressed intent of this memorandum of understanding to provide the county and the Division of Property Assessments with a clear understanding of the responsibility of each party

regarding the completion of the next reappraisal program. It is the intent of the Division of Property Assessments to take whatever action necessary to ensure the accurate and timely completion of the reappraisal program. Failure on the part of the county on any of the items agreed to herein shall result in the reporting of said failure to the State Board of Equalization for appropriate action.

It is with full understanding that we accept the conditions identified in this memorandum of understanding and accept responsibility to accomplish all items identified herein. We recognize that failure on the part of the county legislative body or the assessor of property to complete the agreed to requirements will result in the action identified herein.

County Mayor (or Executive) _____
Signature *Date*

Assessor of Property _____
Signature *Date*

Manager
Div. of Property Assessments _____
Signature *Date*

Senior Manager
Div. of Property Assessments _____
Signature *Date*

Assistant Director
Div. of Property Assessments _____
Signature *Date*

**5 - YEAR
REAPPRAISAL PLAN
VAN BUREN COUNTY**

SUBMISSION DATE:

JANUARY 19, 2021

ASSESSOR OF PROPERTY

DARLENE HALE

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VAN BUREN COUNTY

4 - YEAR VISUAL INSPECTION CYCLE

START DATE OF INSPECTION CYCLE: JULY 1st, 2021

ASSESSOR: DARLENE HALE

URBAN 1'=50' & 100' MAPS	<u>986</u>	(Except C//Other)
RURAL 1'=400' MAPS	<u>5,641</u>	(Except C//Other)
COMMERCIAL/INDUSTRIAL	<u>289</u>	
ALL OTHER TOTAL	<u>241</u>	
PARCELS	<u>7,157</u>	
PARCELS ENTERED	<u>7,157</u>	

TOTAL MAPS	1" = 50'	<u>0</u>
	1' = 100'	<u>26</u>
	1" = 400'	<u>85</u>

1ST INSPECTION YEAR

PARCELS TO BE INSPECTED FOR 2022

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
300	1,333	21	118	1,772	24.8%

MAPS TO BE INSPECTED FOR 2022

1" = 400' Maps	1,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29

1" = 100' Maps	7B,7C,7L,8D,8K,10N,12C,23N,23O

1" = 50' Maps	

PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:	24.8%
---	--------------

% OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

2ND INSPECTION YEAR

PARCELS TO BE INSPECTED FOR 2023

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
493	1,106	62	113	1,774	24.8%

MAPS TO BE INSPECTED FOR 2023

	30,31,32,33,34,35,36,37,38,39,40
1" = 400' Maps	

	30B, 30C, 30F, 30G, 30I, 30K, 30L, 30O
1" = 100' Maps	

1" = 50' Maps	

PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:	24.8%
---	--------------

% OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

3RD INSPECTION YEAR					
PARCELS TO BE INSPECTED FOR 2024					
URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
174	1,550	19	73	1,816	25.4%

MAPS TO BE INSPECTED FOR 2024	
1" = 400' Maps	41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56

1" = 100' Maps	43D, 460, 48C, 48G, 49G, 49J, 51H

1" = 50' Maps	

PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:	25.4%
---	--------------

% OF PARCELS CHECKED FOR QUALITY CONTROL				
URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

4TH INSPECTION YEAR

PARCELS TO BE INSPECTED FOR 2025

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
9	1,662	45	79	1,795	25.1%

MAPS TO BE INSPECTED FOR 2025

1" = 400' Maps	57,58,59,60,61,62,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,83,84,85,86,
	87,88,89

1" = 100' Maps	67F

1" = 50' Maps	

PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:	25.1%
---	--------------

% OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

5TH INSPECTION YEAR					
PARCELS TO BE INSPECTED FOR 2026					
URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
				0	0.0%

MAPS TO BE INSPECTED FOR 2026	
1" = 400' Maps	NOT APPLICABLE FOR A 5-YEAR REVALUATION PLAN

1" = 100' Maps	

1" = 50' Maps	

PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:	0.0%
---	-------------

% OF PARCELS CHECKED FOR QUALITY CONTROL				
URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

VAN BUREN COUNTY

			001				002
010	009	008	007	006	005	004	003
011	012	013	014	015	016	017	018
026	025	024	023	022	021	020	019
027	028	029	030	031	032	033	034
042	041	040	039	038	037	036	035
043	044	045	046	047	048	049	050
057	056	055	054	053	052	051	
058	059	060	061	062	063	064	
070	069	068	067	066	065		
071	072	073	074	075	076		
081	080	079	078	077			
082	083	084	085	086			
	089	088	087				
	090						

YEAR 1	1772	24.76%
YEAR 2	1774	24.79%
YEAR 3	1816	25.37%
YEAR 4	1795	25.08%

NARRATIVE INFORMATION --- VISUAL INSPECTION

- A. **Field Inspectors:** Each county is expected to have experienced/competent field personnel to measure and list all types of improvements in the field. Assistance will be requested from the Division of Property Assessments if there are any special or unique improvements that the field staff is not experienced with.
- B. **Training Recommended:** DPA seminars, workshops and courses will be provided by the Division of Property Assessments relating to current procedures and valuation of properties.
- C. **Quarterly Progress Reports:** Each quarter, the Assessor will return a report to the Division of Property Assessments that shows progress that has been made on a quarterly basis. This report will show the number of parcels reviewed and keypunched along with the maps that have been completed.
- D. **Accuracy of All Attributes:** Land and Improvements must be reviewed on every parcel during the review phase for accuracy and completeness. This includes the physical attributes of the land, such as topography, and tree-lines that may have changed since the last inspection cycle.
- E. **Changes to Parcels:** Any new structures, additions, and remodeling should be keyed in the current file to maintain fairness and equity among all property owners. Changes held until reappraisal or future years, must only be nominal in nature. Review will be considered complete when changes have been keypunched in the CAMA system.
- D. **Geographic Areas Assigned:** Annual visual inspection of parcels are defined for each year in this report. The inspection of all rural, urban, commercial and exempt properties will be completed by the end of the cycle explained within this report.
- F. **Map Maintenance Schedule and Explanations:** Map maintenance will be worked on a daily basis, with the IMPACT file being current at all times. Sales will comply with the State's procedures.

G. **Use of Aerial Photography for Review:** Maps may be reviewed using aerial photography for all attributes of the parcels, provided that the outcome will result in accurate assessments. Some field review may be required in some instances. The Assessor may use a variety of methods to achieve the goal of fairness and equity during each phase of the cycle.

H. **Quality Assurance Efforts Planned:** Quality of work for visual review and keypunching must be maintained by the Assessor. It is suggested that all field review work, and keypunch, be checked by more than one staff member in the office. This will ensure adequate quality in all work. It is also suggested that Assessment Summaries be run on a regular basis to catch any large irregularities or mistakes.

NARRATIVE INFORMATION – REVALUATION YEAR

- A. **Personnel Needs:** Reappraisal cycles for 6 year counties will be assisted by the Division of Property Assessments with the help of the Assessor's office. Sharing of valuation is necessary for quality results during the reappraisal process. 5 and 4 year cycles will be assisted by the Division, with less involvement and more of the valuations in the hands of the Assessor's office.
- B. **Office Space and Equipment Needs:** The Assessor will provide adequate space for any DPA personnel assisting in the reappraisal. Any supplies and equipment will be provided by the Assessor's office for any reappraisal needs.
- C. **Use of Aerial Photographs / Pictometry:** Aerial photography will be utilized to check location, access, land grades, improvements, tree-lines, acreage, etc. Mapviewer will also be used to check the consistency of improvement types, land tables, and NBHD codes.
- D. **Assistance of Division of Property Assessments:** Technical support in developing the Base house, OBY rates, urban land pricing, market and use farm schedules, and valuing commercial and industrial property will be given to counties where needed. 4 and 5 year cycles will be given more limited assistance.
- E. **Development of Sales File:** Sales Data will be keyed to parcels in a timely manner, in order to use the information for the revaluation of properties. The DPA will monitor the quality of this data to ensure acceptable standards are met. Sales Verification forms will be maintained by the Assessor's office with completeness and accuracy.
- F. **Neighborhood Codes:** Neighborhood codes will be checked for consistency and delineated in a manner that is reasonable and consistent. This will be a combined effort by the DPA and the Assessor's office.

G. Improvement Valuation:

1. **Base House Development:** Residential improvements will be based on market derived sales information from the previous year. Commercial rates will be derived from the Marshall & Swift Cost tables using the local multipliers from each area.
2. **Out Building and Yard Items:** OBY costs and depreciation tables will be derived from Marshall and Swift Valuation Service. Any deviation from the supplied costs or depreciation tables will require the Assessor's office to provide local information such as licensed contractor quotes for adjustment. (minimum 3 quotes)
3. **Collection & Use of Income & Expense Information:** Questionnaires are to be sent to selected income producing properties during the revaluation year for use in property valuation and appeals.
4. **Quality Assurance Efforts:** The quality of work completed by field personnel and computer clerks will be reviewed and monitored on a regular basis by the Assessor, along with periodic use of Assessment Summaries.

H. Land Valuation:

1. **Rural Land & Use Value:** Market value schedules will be developed by the Division of Property Assessments and the Assessor, along with size and location adjustments. Use Value schedules will be developed by the DPA.
2. **Unit of Measure Tables:** UM tables will be used to value residential land from 0 to 14.99 acres. The Division will assist with the development of the UM tables.
3. **Commercial & Industrial:** The Division of Property Assessments will assist in the review and pricing and listing of all commercial/industrial properties.
4. **Quality Control:** The Assessor will conduct quality control at all times with a review of randomly selected parcels. Statistical analysis will check for outliers and standard statistical measures will be used.

- I. Mineral and/or Leaseholds:** Leasehold questionnaires will be mailed to selected properties in the reappraisal year by the Assessor's office with calculation by DPA. Mineral properties are to be identified by the Assessor with valuation assistance from the DPA.

J. **Valuation Analysis:** Detailed Analysis: Statistical analysis will be done by the Division of Property Assessments to ensure that final statistics fall within acceptable standards in all categories of vacant and improved properties. Final value correlation will be achieved at 100% of market value.

K. **Mapping and Ownership:** Mapping and ownership information will be kept current during the reappraisal process within 30 days from the time of the sale.

L. **New Construction:** New improvements and/or remodeling will be kept current throughout the reappraisal process.

1. Effective Year Built
2. Prorations of structures (N,D, and M)
3. OBY

M. **Final Value Meeting:** A final value meeting will address all rates, tables, and the final analysis will be based upon standard statistical measures of performance. The DPA reserves the right to postpone the Final Value Meeting until market value and appraisal equity have been achieved.

N. **Hearings** (Formal and Informal): Assessor's staff will conduct all informal hearings. Any assistance with formal hearings will be requested through the Division of Property Assessments and the Appeals Request form to the Assistant Director.

Is your county currently on the IMPACT system? Yes No

Do you plan to change to another system? Yes No

If so, list the name and the date: _____

_____ Date

ASSESSOR'S PERSONNEL ASSIGNMENT

POSITION # 1	
TITLE	PROPERTY ASSESSOR
NAME	DARLENE HALE
YEARS OF SERVICE	8
PHASE RESPONSIBILITY	ALL PHASES OF THE REAPPRAISAL PROGRAM/CLERICAL WORK/PERSONAL PROPERTY
POSITION # 2	
TITLE	FIELD APPRAISER/GIS MAPPING
NAME	KENNY BAKER
YEARS OF SERVICE	2
PHASE RESPONSIBILITY	DOES FIELD INSPECTIONS FOR REVIEW AND NEW CONSTRUCTION/GIS MAPPING/CLERICAL ASSISTANCE
POSITION # 3	
TITLE	FIELD APPRAISER
NAME	DEWAYNE BROCK
YEARS OF SERVICE	3
PHASE RESPONSIBILITY	DOES FIELD INSPECTIONS FOR REVIEW AND NEW CONSTRUCTION/CLERICAL ASSISTANCE
POSITION # 4	
TITLE	
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	
POSITION # 5	
TITLE	
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	
POSITION # 6	
TITLE	
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	
POSITION # 7	
TITLE	
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILITY	

Signature Page

ASSESSOR OF PROPERTY (Signature)

DATE

COUNTY MAYOR / EXECUTIVE (Signature)

DATE

CHAIRMAN, COUNTY COMMISSION (Signature)

DATE

<p>ATTACHED RESOLUTION FOR 4 OR 5 YEAR CYCLES?</p> <p>YES <input checked="" type="checkbox"/> _____ NO _____</p> <p>DATE SUBMITTED TO STATE BOARD OF EQUALIZATION:</p> <p>DATE _____</p>		
<table border="1"><tr><td> </td><td> </td></tr></table>		

RESOLUTION NO. 432

**RESOLUTION AUTHORIZING
A CONTINUOUS FIVE (5) YEAR REAPPRAISAL CYCLE**

WHEREAS, Tennessee Code Annotated Section 67-5-1601 establishes a general six (6) year reappraisal for updating and equalizing property values for every county in Tennessee for property tax purposes, and

WHEREAS, a six (6) year reappraisal program consists of an on-site review of each parcel of real property over a five-year period followed by revaluation of all such property in the year following completion of the review period and includes a current value updating during the third year of the review cycle and sales ratio studies during the second and fifth years of the review cycle, and

WHEREAS, Chapter 318 of the 1997 Public Acts provides upon the approval of the assessor and upon the adoption by majority approval vote of the county legislative body, the reappraisal program may be completed by a continuous five (5) year cycle comprised of an on-site review of each real property over a four (4) year period followed by revaluation of all such property in the year following completion of the review period, and

WHEREAS, the county legislative body of Van Buren County understands that by approving such a five (5) year reappraisal cycle a sales ratio study will be conducted during the second and fourth years of the review cycle and the centrally assessed properties and commercial/industrial tangible personal property will be equalized by the sales ratio adopted by the State Board of Equalization;

NOW, THEREFORE, BE IT RESOLVED by the county legislative body of Van Buren County, meeting in _____ session on this the _____ day of _____, _____, that:

PURSUANT to Tennessee Code Annotated Section 67-5-1601, as amended by Chapter 318 of the 1997 Public Acts, reappraisal shall be accomplished in Van Buren County by a continuous five (5) year cycle beginning 07/01/21, comprised of an on-site review of each parcel of real property over a four (4) year period followed by revaluation of all such property for tax year 2026.

Adopted this _____ day of _____, _____.

APPROVED:

County Executive

Sr Manager

ATTEST:

County Clerk

Resolution in support of Drug Dealer Liability Act Lawsuit

William Maxwell made a motion, second by Bill Mosley to approve this Resolution.

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

Resolution No: 433

RESOLUTION IN SUPPORT OF DRUG DEALER LIABILITY ACT LAWSUIT

The Van Buren County Legislative Body meeting in regular session on the 19th day of January 2021, a quorum being present and a majority voting in the affirmative, hereby RESOLVES as follows:

WHEREAS, Van Buren County, as well as other counties in Tennessee and in surrounding states, has experienced an epidemic related to the distribution and use of opioids by its citizens that has generated critical issues and problems for Van Buren County, including but not limited to opioid addiction by Van Buren County citizens, drug overdose deaths, the birth of drug dependent babies, a rise in criminal charges convictions for the illegal sale and use of opioids as well as other crimes resulting from the opioid abuse epidemic, including but not limited to burglary, theft, and fraud, and the lost of productivity of the citizens in the workplace, damage and destruction to the family unit, all resulting from the illegal sale, distribution, and use of opioids in Van Buren County;

WHEREAS, District Attorney Lisa S. Zavagiannis is the duly elected District Attorney General for the 31st Judicial District of the State of Tennessee;

WHEREAS, General Zavagiannis brought a lawsuit in 2018 through the law firm of Branstetter, Stranch & Jennings, PLLC to recover money for Van Buren County under Tennessee's Drug Dealer Liability Act ("DDLA"), and that lawsuit is pending Cumberland County Circuit Court;

The Van Buren County Commission hereby RESOLVES that it fully supports the lawsuit, approves of the actions taken in the lawsuit thus far on its behalf, approves of the lawsuit going forward with Van Buren County as the named plaintiff, and retains the law firm of Branstetter, Stranch & Jennings, PLLC as counsel in this matter.

Sponsor

County Mayor

County Clerk

County Attorney

Retainer Agreement for Drug Dealer Liability Act Lawsuit

Michael Woodlee made a motion, second by Henry Seamons to approve the Retainer Agreement.

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



RETAINER AGREEMENT

This agreement is made between Branstetter, Stranch & Jennings, PLLC, and Van Buren County, Tennessee. The terms of our representation are as follows:

Services to be Rendered:

The legal services to be provided under this agreement are as follows:

1. Representation in a lawsuit relating to the opioid crisis in Tennessee, filed in Cumberland County.
2. Attorneys will make best efforts in the representation and shall adhere to the Tennessee Rules of Professional Conduct in all respects.

Cost of Services:

The costs of services to be provided under this agreement are as follows:

1. Attorneys will advance all litigation costs. Client has no obligation to reimburse attorneys for any costs of litigation, unless successful. Attorneys have the right to petition the court for the reimbursement of any costs associated with the litigation.
2. Attorneys have the right to petition the court, if successful, for attorneys' fees on the basis of fee reversal, fee shifting, or fees pursuant to a common fund. Attorneys will make every effort to avoid a contingency fee situation, but in the case of a lump sum settlement, Attorneys will be entitled to 25% of total recovery plus costs advanced in the litigation.

Risk of Legal Action:

It is impossible to predict the result of a legal action. Client recognizes that Attorneys cannot guarantee a favorable result in this case.


Client: Mayor


Firm: Van Buren County

1-19-2021
Date

KENTUCKY
515 PARK AVENUE
LOUISVILLE, KY 40208
P (502) 636.4333
F (502) 636.4342

TENNESSEE
THE FREEDOM CENTER
223 ROSA L. PARKS AVENUE, SUITE 200
NASHVILLE, TN 37203
P (615) 254.8801
F (615) 255.5419
BSJFIRM.COM

OHIO
425 WALNUT STREET
SUITE 2315
CINCINNATI, OH 45202
P (513) 381.2224
F (513) 381.2225

CTAS Training for County Commissioners

Ben Rodgers with CTAS has set up a training workshop for all County Commissioners for January 26, 2021 at 4:30 p.m. at the Administrative Building.

Adjournment

Bill Mosley made a motion, second by Mickey Robinson to adjourn. All approved by voice vote. Motion passed. Meeting adjourned at 6:45 p.m.

Chairman Joey Grissom

County Clerk Lisa Rigsby