

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

The Van Buren County Commission met in a Regular Meeting on September 19, 2023 at 6:00 p.m. at the Van Buren County Administrative Facility & Justice Center. The following action was taken as recorded in Minute Book, "T".

Call to Order

Sheriff Michael Brock called the Meeting to Order.

Roll Call

Members present: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Brick Wall, and Michael Woodlee. Cale Crain was absent.

Also present: County Attorney Howard Upchurch, County Mayor David Sullivan, Deputy Clerk Kim Grissom, Jay Williams with zoom and Several Citizens of Van Buren County.

Prayer

Dusty Madewell led us in prayer.

Pledge

Chairman Terry Hickey led us in the Pledge of Allegiance.

Approve/Disapprove: Minutes from the August 15, 2023 Meeting

Michael Woodlee made a motion, second by Kenny Smith to approve the Minutes from the August 15, 2023 Meeting. All approved by voice vote. Motion passed.

Committee A Report met on August 31, 2023

There were no Minutes provided from Committee A for the record.

Have House & Senate to resend Private Act House Bill #1149 and Senate #1142. Purchasing Act of \$2,500.00 so we can be under the \$10,000.00 Rule.

Tabitha Denney made a motion, second by Michael Woodlee to approve to have House & Senate to resend Private Act House Bill #1149 and Senate #1142 Purchasing Act of \$2,500.00 so we can be under the \$10,000.00 Rule.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Brick Wall, and Michael Woodlee voted yes. Motion passed.

Health Department Correction Amendment: Debit Fund Balance 101-39000 for the amount of \$154,000.00 and credit 101-55110-309 for the amount of \$154,000.00. The Health Department currently has 2 Grants. One is \$229,000.00 and the other is \$295,000.00.

Tabitha Denney made a motion, second by Michael Woodlee to approve the Health Department Amendment as presented.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Brick Wall, and Michael Woodlee voted yes. Motion passed.
Budget Amendment as presented as following:

Van Buren Co. Executive **General Fund**
2023-2024 **BUDGET AMENDMENT** **FUND 101**

Function	Obj.	Description	Explanation	Debit	Credit
39000		unassigned		154,000	
55110	309	federal grants	grant is 229,000 has 370,000 in line	\$ 141,000.00	
55110	399	state grants	didn't have money		\$ 141,000.00
55110	399	state grants	in line correct line		\$ 154,000.00
			Total	\$ 141,000.00	\$ 295,000.00

Discuss Solid Waste Grants.

Committee A Co-Chairman Tabitha Denney discussed with the Full Commission the Convenience Center Grants (Governmental Grant Contracts) for informational only with no action taken by the Full Commission. **Listed as following:**

**GOVERNMENTAL GRANT CONTRACT**

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date October 1, 2023	End Date September 30, 2028	Agency Tracking # 32701-05192	Edison ID 80175		
Grantee Legal Entity Name Van Buren County			Edison Vendor ID 0000002772		
Subrecipient or Recipient <input type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Recipient		Assistance Listing Number Grantee's fiscal year end June 30			
Service Caption (one line only) Convenience Center Grant					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2024	\$32,400.00	0.00	0.00	0.00	\$32,400.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
TOTAL:	\$32,400.00	0.00	0.00	0.00	\$32,400.00
Grantee Selection Process Summary					
<input checked="" type="checkbox"/> Competitive Selection		All eligible entities are solicited. Grants are awarded based on the technical merit of the application, and grant contracts are funded based on funds made available through Tennessee Code Annotated section 68-211-821(a).			
<input type="checkbox"/> Non-competitive Selection					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations. <i>Scott Grammer \ MKH</i>				CPO USE - GG	
Speed Chart (optional) EN00016386		Account Code (optional) 71301000 32742			

GRANT BUDGET				
Convenience Center Grant				
The Grant Budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period:				
BEGIN: October 1, 2023		END: September 30, 2028		
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11, 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	32,400.00	3,600.00	36,000.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	0.00	0.00	0.00
25	GRAND TOTAL	32,400.00	3,600.00	36,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.in.gov/finance/looking-for/policies.html>).

² Applicable detail follows this page if line-item is funded.

³ A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

GRANT BUDGET LINE-ITEM DETAIL:

CAPITAL PURCHASE	AMOUNT
Fencing	26,000.00
Septic/Water & Electric	10,000.00
TOTAL	36,000.00



GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date October 1, 2023	End Date September 30, 2028	Agency Tracking # 32701-05200	Edison ID 80173		
Grantee Legal Entity Name Van Buren County			Edison Vendor ID 0000002772		
Subrecipient or Recipient <input type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Recipient		Assistance Listing Number Grantee's fiscal year end June 30			
Service Caption (one line only) Used Automotive Fluid Recycling Grant					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2024	\$32,345.00	0.00	0.00	0.00	\$32,345.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
TOTAL:	\$32,345.00	0.00	0.00	0.00	\$32,345.00
Grantee Selection Process Summary					
<input checked="" type="checkbox"/> Competitive Selection			All eligible entities are solicited. Grants are awarded based on the technical merit of the application, and grant contracts are funded based on funds made available through Tennessee Code Annotated section 68-211-821(a).		
<input type="checkbox"/> Non-competitive Selection					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations. <i>Scott Grammer \ MKH</i>				<i>CPO USE - GG</i>	
Speed Chart (optional) EN00001889		Account Code (optional) 71301000 32742			

ATTACHMENT 1
PAGE 1

GRANT BUDGET				
Used Automotive Fluid Recycling Grant				
The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: OCTOBER 1, 2023 END: SEPTEMBER 30, 2028				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4. 15	Professional Fee, Grant & Award ²	15,000.00	0.00	15,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	17,345.00	0.00	17,345.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	32,345.00	0.00	32,345.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*, (posted on the Internet at: <https://www.in.gov/finance/looking-for/policies.html>).

² Applicable detail follows this page if line-item is funded.

ATTACHMENT 1

PAGE 2

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Cost to Construct a new automotive fluid collection center	15,000.00
TOTAL	15,000.00

CAPITAL PURCHASE	AMOUNT
One (1) 385-gallon oil collection tank with spill pan	3,995.00
One (1) 100-gallon antifreeze collection tank with spill pan	2,500.00
One (1) 86pm Electric Oil Pump	850.00
One (1) Canopy for Collection Tank	4,000.00
One (1) Impermeable Concrete Pad	3,000.00
One (1) Used Oil Filter Crusher	3,000.00
TOTAL	17,345.00

Check on Fuel Tanks. (To put out bids for two 1,000 Gallon tanks and bid on Card System) Fire Marshall approved distance of 150 feet.

Committee A Co-Chairman Tabitha Denney explained to the Full Commission that the Fire Marshall has approved the distance of 150 feet for the Fuel Tanks. Ms. Denney explained that this process of providing Fuel for the County is something the Commission is working on to see if the cost will be comparable to what the County is doing now. **No action was taken on this matter.**

Add Terry Stewart to Planning Commission to replace Michael Solomon for the remainder of term ending 12/2025.

Michael Woodlee made a motion, second by Brick Wall to approve Terry Stewart to the Planning Commission to replace Michael Solomon for the remainder of the term ending 12/2025. All agreed by voice vote. Motion passed.

Acknowledgement of 3 Star Fiscal Letter with Van Buren Letterhead from last Month's paperwork.

Michael Woodlee made a motion, second by Terry Hodges to approve the 3 Star Fiscal Letter with Van Buren Letter head from last Month's paperwork. All approved by voice vote. Motion passed. **Letter as following for the record:**



Fiscal Strength and Efficient Government Fiscal Confirmation Letter
2023-2024 ThreeStar Program requirements

Date: _____

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

- The county mayor has reviewed with the county commission at an official meeting the county's debt management policy that is currently on file with the Comptroller of the Treasury Office. The purpose of this requirement is to ensure that local elected officials are aware and knowledgeable of the county's debt management policy.
- The county mayor and county commission acknowledge that an annual cash flow forecast must be prepared and submitted to the Comptroller prior to the issuance of debt. The purpose of this requirement is to ensure elected officials are aware that prior to the issuance of debt, the county must go through the process of assessing the county's cash flow. This is done to evaluate the county's finances and confirm that sufficient revenues are available to cover additional debt service associated with the proposed issuance of debt.
- The county mayor and county commission acknowledge that all county offices are required to have documented system of internal controls (TCA Section 9-18-102).
- The county has a functioning Audit Committee that meets TN Comptrollers' standards and minutes from the County meeting are attached, along with a list of committee members. The meeting was held on _____.

County Audit Committee

This is an acknowledgment that the Audit Committee, meeting TN Comptroller Standards, met on _____. A list of committee members and the meeting minutes are also required.

- Minutes of this meeting and a list of members have been included as documentation of this agenda item.

Debt Management Policy

This is an acknowledgement that the Debt Management Policy of Van Buren County is on file with the Office of the Comptroller of the Treasury and was reviewed with the members of the Van Buren County Commission present at the meeting held on the ____ day of _____.

- Minutes of this meeting have been included as documentation of this agenda item.

Annual Cash Flow Forecast

This is an acknowledgement that prior to the issuance of debt an annual cash flow forecast was prepared for the appropriate fund and submitted to the Comptroller's office and was reviewed with the members of the Van Buren County Commission present at the meeting held on the ____ day of _____.

- Minutes of this meeting have been included as documentation of this agenda item.

Confirmation of Documented Internal Controls Requirement

This is an acknowledgement that Van Buren County Commission understands that all county offices are required to develop a documented system of internal control for all offices, funds, and departments under the authority and administration of the elected officials of Van Buren County in compliance with Section 9-18-102 (a), Tennessee Code Annotated.

Acknowledged this ____ day of _____, 20__.

County Mayor/Executive Name

Signature

Discussion from the Public.

No discussion from the Public.

Old Business

Update on the County garbage Truck

Mayor David Sullivan gave an update of the County's garbage truck. The list of things has been completed except the brake light and tail lights. Everyone was in agreement to go ahead and fix the brake and tail lights also. **No action taken.**

Placing Camera's at the Spencer Convenience Center

Commissioner Michael Woodlee would like the Commission to look into putting camera's at the Spencer Convenience Center. After discussion, Mayor Sullivan would like for both Committee A and B to have a work study on this matter.

Bio-Solid Waste

Mayor David Sullivan has spoken to Ben Rodgers with CTAS and has ask him to write a Resolution by Private Act in pertaining to the spread of waste on land in Van Buren County. After much discussion on this matter no action was taken by the Full Commission. This will be revisited at a later date.

New Business

Audit of the Jail keys to the Van Buren County Sheriff's Office

Sheriff Michael Brock addressed the Full Commission after the Chief Deputy Stuart Colwell conducted an audit of the Jail keys to the Van Buren County Sheriff's Office and found that all keys are accounted for except (5) master keys, that open every interior Jail door's, including the doors that would allow access to exit doors within the facility. Sheriff Brock gave all Commissioners his investigative Report for acknowledgement and wants this record entered into the Minutes: **REPORT AS FOLLOWING:**



Van Buren County Sheriff's office

121 Taft Drive, Suite A, Spencer, TN 38585
(931) 946-2118

Investigative Report 9/18/2023

On September 08, 2023, I conducted an audit of the jail keys to the Van Buren County Sheriff's office and found that all keys are accounted for except for **(5)** master keys, that open every interior jail door's, including the doors that would allow access to exit doors within the facility.

On May 14, 2018, Jarrod Campbell, former Deputy, and Jail Administrator took possession of **(9)** EC39 (M) keys, which are master keys (see attached). Upon Sheriff Brock's election, Former Sheriff Carter gave the key he possessed to Sheriff Elect Brock, Jail Administrator Campbell gave custody of the key he possessed to Jail Administrator Jessica Grissom. There is one master key on the emergency key ring located in the tower room, in case of an emergency, and one master key on the court bull pin ring located in the sheriff's office: thus leaving **(5)** unaccounted keys.

On September 08, 2023, I called former Chief/Jail Administrator Jarrod Campbell and inquired about the unaccounted keys. Mr. Campbell informed me that during Sheriff Carter's tenure, jail employee Kevin Bivens was seen on camera removing one of the master keys from the jail tower and when confronted or questioned about the key, Mr. Bivens, according to Campbell had claimed he had either lost or misplaced the said one master key. (No date was provided).

Taking in account for the four known keys, the one "lost" key, the audit finds that there are still **(4)** missing master keys which control ingress and egress to all secured areas of the jail.

Respectfully,

A handwritten signature in black ink, appearing to read "Stuart Colwell".

Stuart Colwell
Chief Deputy

Copy Sent 6-21-18



C.A. OWENS & ASSOCIATES, INC.

26A SITE C6 ROAD, FREEPORT, FLORIDA 32439

KEY CUSTODY FORM

TO: VAN BUREN SHERIFF'S DEPT
JARROD CAMPBELL

FROM: C A OWENS &
ASSOCIATES

DATE: 5/14/2018

CAO JOB# C16-025

PROJECT: VAN BUREN

ADDRESS: 17 VETERAN'S SQUARE
SPENCER, TN 38585

KEY INVENTORY TO BE RELEASED TO SIGNEE:

LINE #	TYPE	KEY CODE	QUANTITY	CAO INITIAL	SIGNEE INITIAL
1	EC39	M	9 EACH	DO	JL
2	EC39	M1	9 EACH	DO	JL
3	EC39	M2	9 EACH	DO	JL
4	EC39	M3	9 EACH	DO	JL
5	EC39	M4	9 EACH	DO	JL
6	EC39	M5	9 EACH	DO	JL
7	EC39	M8	9 EACH	DO	JL
8	EC39	M9	9 EACH	DO	JL
9	EC39	M10	9 EACH	DO	JL
10	EC39	M11	9 EACH	DO	JL
11	EC39	M12 M14 BX	9 EACH	DO	JL
12	EC39	M13	9 EACH	DO	JL
13	PARA	AP100	9 EACH	DO	JL
14	PARA	FP100	9 EACH	DO	JL
15	PARA	P1	9 EACH	DO	JL
16	PARA	P2	9 EACH	DO	JL
17	PARA	P3	9 EACH	DO	JL
18	PARA	P4	9 EACH	DO	JL
19					

ON THIS DATE, C A OWENS IS RELINQUISHING CUSTODY OF THE KEY QUANTITIES LISTED ABOVE. PLEASE BE SURE TO INVENTORY THE KEYS TO INSURE YOU HAVE RECEIVED ALL KEYS LISTED. IF ANY DISCREPANCIES ARE FOUND, THIS FORM WILL NEED TO BE ADJUSTED TO SHOW THE CORRECTIONS. UPON SIGNATURE OF THIS FORM BY THE NEW CUSTODY ENTITY, C A OWENS WILL BE RELEASED OF ANY LIABILITY ASSOCIATED WITH LOSS, DAMAGE, MISPLACEMENT, OR MISUSE OF THE KEYS LISTED.

David Owens
C A OWENS ASSOCIATES (PRINT)
David Owens
C A OWENS & ASSOCIATES (SIGN)
5/14/18 8:30 AM
DATE/TIME

J Jarrod Campbell
RECIPIENT OFFICIAL (PRINT)
Jarrod Campbell
RECIPIENT OFFICIAL (SIGN)
06-21-18 0833
DATE/TIME

Evidentiary & Seized Weapons Storage

The Sheriff's Office recently had the opportunity to receive current information and training on the topic of Property & Evidence Management. This training was made available through CTAS and was at no cost to the County. However Sheriff Brock did learn it is not good practice to store Sheriff's Office Duty weapons and Evidentiary or seized weapons in the same location. Sheriff Brock is requesting an amendment to the budget that would allow \$1,500.00 from the Van Buren County Drug Fund to purchase storage cabinets. Currently the Van Buren County Drug Fund Balance is \$79,598.41. Michael Woodlee made a motion, second by Michael Chandler to approve to debit the fund balance 122-39000 in the amount of \$1,500.00 and credit 54150-499 other supply and material in the amount of \$1,500.00.

Upon roll call: Michael Chandler, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, Brick Wall, and Michael Woodlee voted yes. Motion passed.

Letter as following:



Van Buren County Sheriff's Office

Sheriff Michael J. Brock

121 Taft Drive, Suite A

Spencer, TN 38585

Phone: (931) 946-2118 Fax: (931) 946-3329

September 19, 2023

RE: Evidentiary & Seized Weapons Storage

The Sheriff's Office recently had the opportunity to receive current information and training on the topic of Property & Evidence Management. This training was made available through CTAS and was at no cost to Van Buren County. Much good information was gathered and reinforced many of our current practices. However, we did learn it is not good practice to store Sheriff's Office Duty Weapons and Evidentiary or Seized Weapons in the same location. The Sheriff's Office has an armory where we had been storing both, but have since moved the evidentiary and seized weapons into the Evidence room. The Sheriff's Office has looked into duplicating the type of storage we currently have in the armory to use to store the evidentiary and seized weapons. The desired storage cabinets will cost \$1500.00. I am requesting an amendment to the budget that would allow \$1,500.00 from The Van Buren County Drug Fund be used to purchase this needed equipment.

Current Van Buren County Drug Fund Balance: \$79,598.41

Respectfully submitted,

A handwritten signature in black ink that reads "Michael J. Brock". The signature is written in a cursive style.

Michael J. Brock, Sheriff

Adjournment

Michael Woodlee made a motion, second by Jordan Delong to adjourn. All agreed by voice vote. Motion passed. Meeting adjourned at 6:47 p.m.

County Clerk Lisa Rigsby

Mayor David Sullivan