

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

The Van Buren County Commission met in a Regular Meeting on October 17, 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, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee. Brick Wall was absent.

Also present: County Attorney Howard Upchurch, County Mayor David Sullivan, County Clerk Lisa Rigsby, 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.

Committee B Report

Committee B Chairman Dusty Madewell brought forward the Minutes from the Committee B Meeting.

October 5, 2023

Roll Call: All Members were in attendance

Cameras for the Spencer Convenience Center: Mayor Sullivan submitted to the Committee a quote from Ben Lomand. The quote was not a precise quote for the camera equipment, service, and installation. The Committee ask that Mayor Sullivan get with Ben Lomand for a better quote. He agreed and a motion was made by Michael Woodlee and seconded by Michael Chandler to table this until we get a better quote. All members were in favor.

Bio-Solids List: Mayor Sullivan ask the Committee for a suggestions for the bio-solids list before he sent it off to CTAS. After some discussion there was a suggestion to fine the land owner if waste was not spread in a certain amount of days. All members except Michael Chandler was in favor.

New Business: Richard Ward came to the meeting asking for permission to access a property from a gravel driveway on County property. The property he was wanting to access is 2800 Mooneyham Lonewood Rd. Mr. Ward was in the process of buying the property and decided that the driveway to that property was in a dangerous curve and would be safer to come in off the Counties gravel driveway. After some discussion it came to the conclusion Mr. Ward only needed to use roughly forty feet of the Counties driveway until it would be on the property in mention. All members except Kenny Smith and Michael Woodlee was in favor to grant permission for a twenty foot wide by roughly forty foot long driveway access for Mr. Ward to use.

Meeting Adjourned: A motion was made by Brick Wall and seconded by Michael Chandler. All members were in favor.

Camera for Spencer Convenience Center. (Tabled)

No action was taken by the Full Commission.

Bio-Solids Class A.

No action was taken by the Full Commission.

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Kenny Smith about 100 foot right of way on Shockley Road.

No action was taken by the Full Commission.

Committee A Report

No Minutes from the Committee A Meeting were given just an Agenda. **Agenda as following:**

Sheriff Brock reporting on changes to Grant.

No action was taken by the Full Commission.

Ambulance Service discussion about a new truck.

No action was taken by the Full Commission.

Fire Department to discuss getting a vehicle.

Brian Bricker was present at the Committee A Meeting requesting getting a vehicle for the Fire Departments to use for Rope Gear. The Gear was currently stored in a van that has been turned back over to the County. (Chev, 2013) EMT Director Tiwana Bricker has a 2011 Ambulance and Committee A has agreed to let the Fire Departments use it until they can find something else for the Gear. The Commission will only be letting the Fire Departments utilize the vehicle and it will still be owned by Van Buren County because the County may do something else with it at a later date. Commissions Terry Hickey and Terry Hodges want no re-lettering on this vehicle and for the decals with EMT left just in case it needs to be used by the Ambulance Service before the new Ambulance arrives. After much discussion on this matter, Tabitha Denney made a motion, second by Michael Chandler for the Fire Departments to use the 2011 Chev van that was run by EMS for the Rope Gear equipment.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. No changes to any yes vote. Motion passed.

Solid Waste Contract Finalization.

The Solid Waste Contract was finalized and signed by Commissioner Cale Crain. Robert Walling and David Knight were present at the Committee A Meeting to discuss a new garbage compacter at Fall Creek Falls Inn. Committee A thinks they have located one but to keep the garbage going at the Inn Committee A voted to purchase a compacter and bring this action to the Full Commission for approve. Tabitha Denney made a motion, second by Michael Woodlee to purchase a compacter.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. No changes to any yes vote. Motion passed.

Solid Waste truck updates on repairs.

No action was taken by the Full Commission.

Committee B prices on camera system for Convenience Center in Spencer.

This matter was tabled.

Updates on Fuel Tank Bids.

Tabitha Denney made a motion, second by Cale Crain to approve to solicit Bids for a 1,000 and 2,000 gallon tank with cards to be leased or purchased. All approved by voice vote. Motion passed.

Review on Admin employee's time.

No action or discussion was taken by the Full Commission.

Repairs on trash containers.

No action was taken by the Full Commission.

Updates on Piney Convenience Center.

No action was taken by the Full Commission.

Old Business

None

New Business

Van Buren County Board of Education needs an approval for a Resolution, this Resolution is to not have to bring Federal Funds before the County Commission. Tabitha Denney made a motion, second by Cale Crain to approve. All agreed by voice vote. Motion passed. **Resolution for School Federal Projects Fund as following:**



New Business

VAN BUREN COUNTY BOARD OF EDUCATION

Where Kids Come First

BE IT FURTHER RESOLVED, that the budget for the School Federal Projects Fund shall be the budget approved for separate projects within the fund by the Tennessee Department of Education.

(Continued New Business from Committee A Meeting.)

Red Gable Cheese Workshop/Karen Kushner

Mrs. Kushner submitted a letter of appeal to have her \$18.00 Commercial Solid Waste fee dropped to residential fee of \$7.00 at 306 Tandy Lane (Barn) because her business is closed. Tabitha Denney made a motion, second by Cale Crain to approve. All approved by voice vote. Motion passed.

Approval of Notary Public for Tris Serenko

Cale Crain made a motion, second by Tabitha Denney to approve the Notary for Tris Serenko. All Agreed by voice vote. Motion passed.

Approval of Quarterly Reports for July, August and September for Ambulance, Solid Waste, Sheriff Department, Clerk & Master, Board of Education, and Highway Department.

No action taken by the Full Commission.

Discussion from the Public

None

Old Business

Remodeling updates for the Van Buren County Health Department. (Cope Architecture)

Angela Slaven was present at the Full Commission Meeting to give updates on the remodeling at the Health Department. This remodeling project at the Health Department is being financed from the 2 Grants that were awarded in the amount of \$295,000.00 and \$229,000.00. Mrs. Slaven and the County Mayor David Sullivan met with the Architects today and the Contract is ready. **Exhibit A & B are as following for the record:**

EXHIBIT 'A'

2023 RATE SCHEDULE

Hourly Rates

Principal	\$	250.00	/hr
Senior Project Manager	\$	155.00	/hr
Project Manager	\$	125.00	/hr
Project Architect / Designer II	\$	120.00	/hr
Associate Architect / Designer I	\$	100.00	/hr
Construction Administrator	\$	110.00	/hr
Accounting	\$	85.00	/hr
Administration	\$	70.00	/hr

Per Diem Rates

Hourly Rate x 8 hrs per day (not to exceed \$2,000.00)

Reimbursable Expenses

Travel

1. Authorized out of town Automobile Mileage (In accordance with 2023 IRS Guidelines) \$0.655 / mile
2. Other Travel Expenses (lodging, meals, airfare, rental car, etc.) Cost + 20%

Printing and Reproduction

1. In-house Printing 24 x 36 @ \$1.00/sheet 30 x 42 @ \$1.50/sheet
2. Photocopies-B/W 8.5" x 11" \$0.10/copy
3. Photocopies - Color 8.5 x 11" \$1.00/copy
4. Photocopies - Color 11x 17" \$2.00/copy
5. Postage/Delivery Charges Cost + 20%
6. Other Approved Charges Cost + 20%

EXHIBIT 'B'

October 17, 2023

Mayor David Sullivan
Van Buren County, Tennessee
121 Taft Drive
Spencer, TN 38585

Re: Proposal for Architectural Services for Renovations to Van Buren County Health Department

Mayor Sullivan:

Cope Associates, Inc. appreciates the opportunity to propose professional services for the renovations to Van Buren County Health Department at 907 Old McMinnville Street in Spencer, Tennessee. Per our meeting at the health department, we understand the proposed scope of work to be as follows:

- There will be three separate bid packages with a total budget of \$974,000.
 - Bid Package 1 is for plumbing and electrical repairs. The approved amount for this work is \$295,000. This is federal grant money, which requires Davis-Bacon wage rates. The sanitary sewer lines in the building need to be replaced. The toilets at the lower level do not drain and there is a drain line failure. If budget is remaining after this scope is done, lighting replacement to LED is desired.
 - Bid Package 2 is for an immunization room and outdoor canopy. The approved amount for this work is \$229,000. The existing nutrition room is to be renovated to accommodate the lab/pharmacy as well as create a new immunization room. The scope also includes constructing a new outdoor canopy/shelter for drive-thru testing and immunizations in the location that the current aluminum carport structure is located.
 - Bid Package 3 is for renovations in the building. The approved amount for this work is \$450,000. The desired scope for this bid package is to convert two large existing exam rooms into 4 smaller exam rooms and include a new toilet and lab specimen pass thru. Existing lab and pharmacy to be relocated to the existing nutrition space. If budget is remaining after this scope is done, enclosing the stair to the lower level is desired.
- Structural, Mechanical, Plumbing and Electrical Engineering design services are included.
- Civil Engineering, Geotechnical Engineering, Landscape Design, Site Electrical, detailed Cost Estimating, and Surveying costs are not anticipated and therefore are specifically not included.
- Typical basic services as defined by the AIA B101 contract are included from Schematic Design through Construction Administration and Close-Out.
- We have assumed that existing drawings of the building will be provided. We have not included extensive field measurement and documentation of the existing building in our fees.
- The proposed for the project assumes using Revit 2022 (Building Information Modeling).

cope
ARCHITECTURE

- Specifications will utilize the most recent version of Masterspec with the Construction Specification Institute's 33 division format.
- No services related to LEED, Energy Modeling or commissioning is included.
- No offsite improvements or building infrastructure improvements are included in this proposal.
- Design schedule will be determined once contracts are executed.
- Reimbursable expenses include, but are not limited to: permit fees, mileage, printing, etc.

We are proposing to do this work as derived from the Tennessee State Fee Schedule to arrive at a lump sum. The State Fee Schedule formula is $(35/\log P - 1.15) \times .25$ and is used to arrive at a percentage of total construction cost. It is anticipated that Bid Package 1 and 2 will be authorized first, with Bid Package 3 authorized at a later date. The corresponding fee for Bid Package 1 and 2 combined, based on the Owner's initial budget of \$524,000, that would compute a fee of \$50,171.46. The corresponding fee for Bid Package 3 (authorized at a later date), based on the Owner's initial budget of \$450,000, that would compute a fee of \$43,718.79.

All the work and responsibilities thereof shall be consistent with the latest edition of AIA Document B101, "Standard Form of Agreement between Owner and Architect," which will need to be executed prior to beginning the project.

Thank you again for the opportunity, and we look forward to working with you.

Best regards,



Jim Hinton, AIA, LEED AP
Vice-President

Cc: File, Janet Macon

New Business

Budget Amendment for Solid Waste Grant

This Grant for \$200,000.00 was not granted. Originally \$200,000.00 was put in line 55732-717 for the Solid Waste Grant. However, the Grant was \$68,345.00 so we need to reduce the Grant expenditure line item to reflect the correct amount along with the correct revenue. When crediting the revenue the system actually reverses it to a debit. So the Revenue will reflect the corrected amount of \$68,345.00. Cale Crain made a motion, second by Michael Chandler to approve this as presented for Solid Waste Fund 116.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. No changes to any yes vote. Motion passed. **Amendment as presented as following:**

New Business

Van Buren Co. Executive
2023-2024

Solid Waste
Fund 116

Function	Obj.	Description	Explanation	Debit	Credit
55732	717	MTN EQUIP	GRANTS	\$ 131,655.00	
46170		REVENUE FOR GRANT	REVENUE CORRECTION		\$ 131,655.00
			Total	\$ 131,655.00	\$ 131,655.00

Per Audit -

We originally put 200,000 in 55732-717 for the Solid Waste Grant. However, we didn't get but 168,345 so we are reducing the grant expenditure line item to reflect the correct amount along with the correct revenue. When we credit the revenue the system actually reverses it to a debit. So the Revenue will reflect the corrected amt \$168,345.

Solid Waste fee @ 455 London Farm lane

Bryan London submitted a letter of appeal to be excluded from 1 of his Solid Waste fee because he is a Business with 2 meters and is currently paying 2 fees for 1 Business. Jordan Delong made a motion, second by Cale Crain to reduce his fee down to one fee. All approved by voice vote. 0-opposed. Motion passed.

TDOT Federal Grant Van (Ford, 2013)

The State of Tennessee is coming to pick up a van that was purchase with Grant money for the Van Buren Community Development & Services in 2013. In 2022 the Ford 2013 was turned over to the Van Buren County EMA to be used for Rope Gear and this Van being purchased with Federal Grant could not change ownership. After much discussion on this matter, Michael Woodlee made a motion, second by Tabitha Denney to give authorization to the County Mayor to sign the back of the title for the State to take ownership back.

Upon roll call: Michael Chandler, Cale Crain, Jordan Delong, Tabitha Denney, Terry Hickey, Terry Hodges, Dusty Madewell, Kenny Smith, and Michael Woodlee voted yes. No changes to any yes vote. Motion passed.

Adjournment

Tabitha Denney made a motion, second by Cale Crain to adjourn. All agreed by voice vote. Motion passed. Meeting adjourned at 6:56 p.m.

Chairman Terry Hickey

County Clerk Lisa Rigsby