

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

The Van Buren County Commission met in a Regular Meeting on November 17, 2025 at 6:00 p.m. at the Van Buren County Administrative Facility & Justice Center. The following action was taken as recorded in Minute Book, "U".

Call to Order

Deputy Sheriff Cameron Clendenon called the Meeting to Order.

Roll Call

Members present: Michael Woodlee, Tommy Frady, Kenny Smith, Dusty Madewell, Terry Hodges, Terry Hickey, Tabitha Denney, Jordan Delong, Michael Chandler and Cale Crain.

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

Prayer

Dusty Madewell led us in prayer.

Pledge

Chairman Cale Crain led us in the Pledge of Allegiance.

Approve/Disapprove: Minutes of the Full Commission Meeting on Monday, October 27, 2025

Tabitha Denney made a motion, seconded by Kenny Smith to approve the Minutes from the October 27, 2025 Meeting. All agreed by voice vote. 0-opposed. Motion passed.

Approve/Disapprove: Quarterly Reports for Ambulance, B.O.E., Clerk & Master, Highway Department, Sheriff's Department, & Solid Waste.

Terry Hodges made a motion, seconded by Michael Woodlee to approve all Quarterly Reports for B.O.E., Clerk & Master, Highway Department, Sheriff's Department, and Solid Waste with deleting the Ambulance service which wasn't included in the reports. All approved by voice vote. 0-opposed. Motion passed.

Approve/Disapprove: Minutes from Committee A Meeting on November 3, 2025.

**Committee A Meeting
November 3, 2025**

Call to Order at 5:45 p.m.

Motion made by Terry Hodges and second by Terry Hickey to move \$35.00 from 39000 to 101-56500-435 Office supplies to meet MOE. Roll call with all members voting yes.

Motion made by Cale Crain and second by Terry Hickey to approve Van Buren County Schools Fund 880 in the amount of as presented. Roll Call with all members in favor.

New Business

Motion made by Cale Crain and second by Terry Hickey to move \$22,100 of Opioid Abatement Funds to the Van Buren County Prevention Coalition for Community Outreach Coordinator. Roll Call with all members in favor.

Motion made by Cale Crain and second by Terry Hickey to move \$1,500 of Opioid Abatement Funds to Van Buren County Sheriff's Department for DARE program. Roll call with all members in favor.

Motion by Cale Crain to adjourn.

Committee A Chairman Tabitha Denney brought forward action that needs to be taken by the Full Commission from Committee A Meeting on November 3, 2025.

Budget Amendment for Library Office supplies in the amount of \$35.00

Tabitha Denney made a motion, seconded by Michael Chandler to approve to move \$35.00 from 39000 to 101-56500-435 Office supplies to meet MOE for the Library.

Upon roll call: Michael Woodlee, Tommy Frady, Kenny Smith, Dusty Madewell, Terry Hodges, Terry Hickey, Tabitha Denney, Jordan Delong, Michael Chandler and Cale Crain voted yes. Motion passed. **Budget Amendment as following:**

Budget Amendments for the School System Fund 880

Tabitha Denney made a motion, seconded by Michael Woodlee to approve Van Buren County Schools Fund 880 in the amount as presented.

Van Buren Co. Executive
2025-2026

General Fund
Fund 101

Function	Obj.	Description	Explanation	Debit	Credit
56500 39000	435	office supplies unassigned	meet moe to meet moe	\$ 35.00	\$ 35.00
			Total	\$ 35.00	\$ 35.00

Budget Overview			
Van Buren County (880) Public District - FY 2026 - Innovative School Models (ISM) - Rev 0 - Innovative School Models			
Filter by Location: All - \$81,660.13			
Account Number	71300 - Vocational Education Program	76100 - Regular Capital Outlay	Total
Line Item Number			
116 - Certified Teachers	24,000.00		24,000.00
189 - Other Salaries & Wages	13,500.00	0.00	13,500.00
198 - Non-certified Substitute Teachers	400.00		400.00
201 - Social Security	2,361.80	0.00	2,361.80
204 - State Retirement	2,862.60	0.00	2,862.60
212 - Employer Medicare	397.30	0.00	397.30
217 - Retirement - Hybrid Stabilization	242.40	0.00	242.40
429C - Instructional Supplies & Materials (Consumables)	5,061.18		5,061.18

Account Number	71300 - Vocational Education Program	76100 - Regular Capital Outlay	Total
Line Item Number			
471 - Software	6,000.00		6,000.00
499 - Other Supplies and Materials	3,200.00		3,200.00
707 - Building Improvements		19,634.85	19,634.85
738 - Vocational Instruction Equipment	4,000.00		4,000.00
Total	62,025.28	19,634.85	81,660.13
		Adjusted Allocation	81,660.13
		Remaining	0.00

Budget Amendment, Opioid Abatement Funds, \$22,100.00

Tabitha Denney made a motion, seconded by Michael Woodlee to approve to move \$22,100.00 of Opioid Abatement Funds to the Van Buren County Prevention Coalition for Community Outreach Coordinator out of 101-51100-600 from Call Center Opioid.

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

Budget Amendment, Opioid Abatement, Sheriff's Dept. DARE program, \$1,500.00

Tabitha Denney made a motion, seconded by Michael Woodlee to approve to move \$1,500 of Opioid Abatement Funds 101-51100-600 to Van Buren County Sheriff's Department for DARE program.

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

Approve/Disapprove: Minutes from Committee B Meeting on November 10, 2025.**Committee B Meeting****Monday, November 10, 2025**

Roll call: All members present.

Discuss Funding for Fire Departments

All the County Fire Departments were represented. After a lengthy discussion, Michael Woodlee requested all departments to send in cost reports for review. A second meeting was scheduled for January 26, 2026 @ 6:00.

New Business:

Michael Woodlee made a motion to set the speed limit at Robert Haston Rd to twenty-five (25) mph, Seconded by Kenny Smith. All members in favor.

Kenny Smith a motion to set speed limit at Piney Creek Rd. to twenty-five (25) mph, seconded by Michael Woodlee. All members in favor.

A motion was made by Michael Woodlee to adjourn seconded by Michael Chandler. All members in favor.

Committee B Chairman Dusty Madewell brought forward action that needs to be taken by the Full Commission from the Committee B Meeting on November 10, 2025.**25 mph Speed limit set on Robert Haston Road & Piney Creek Road**

In Committee B Meeting on November 10, 2025 Michael Woodlee had made a motion, seconded by Kenny Smith to set the speed limit at Robert Haston Road to 25 mph. It was brought to Committee B attention by Mayor Sullivan that it already has a 25 mph speed limit set. Michael Chandler made a motion to delete this motion, because it is already set, second by Kenny Smith, all agreed by voice vote. Motion passed.

It was also passed in Committee B Meeting to set the speed limit to 25 mph. Commissioner Dusty Madewell made a motion seconded by Michael Chandler to retract the motion to pass the speed limit to 25 mph because the Road goes off of Robert Haston Road, it is already set for 25 mph. All agreed by voice vote. 0-opposed. Motion passed.

Old Business

Amendment to the Uncollectible Accounts Write-off Policy & Procedures for the VBC Solid Waste Department (Hardship was taken out)

Last month the Uncollectible Accounts Write-off Policy & Procedures were approved by the Full Commission but Solid Waste Director Melinda Starkey made an Amendment to the Policy & Procedures changes being an account will be written off, only if the person is deceased and the Full Commission approves. Tabitha Denney made a motion, seconded by Terry Hickey to approve the amended Uncollectible Accounts Write-off Policy & Procedures as presented. All approved by voice vote. 0-opposed. Motion passed. **Amended Write-off Policy & Procedures as following:**



Van Buren County Solid Waste Department
121 Taft Drive
Spencer, TN 38585
Phone: 931-946-2314
Fax: 931-946-2388

Uncollectible Accounts
Write-off Policy
&
Procedures

2025

Van Buren County Solid Waste Department Uncollectible Accounts Write-Off Policy and Procedures

BACKGROUND:

Van Buren County has various non-tax accounts receivable resulting from operations. Some of these receivables become uncollectible after a period of time, or an event.

PURPOSE:

To establish uniform guidelines for determining which delinquent accounts receivable should be considered a bad debt and written off. Also, to provide a fair representation of accounts receivable balances in the County's Financial Statements.

POLICIES:

Accounts receivable will be maintained in the County's Financial Statements for three calendar years from the Invoice date or date the last payment was received, whichever is later. After 90 days, the Van Buren County Attorney will attempt to collect.

An account will be written off, only after one or more of the following have occurred:

- Receivables have been listed Uncollectible due to the person being deceased.
- Approval for ALL write-offs of individual accounts is REQUIRED to be approved by the County Commission.

PROCEDURES:

The Solid Waste Director shall prepare and review and Aged Trial Balance of accounts receivable at year-end to determine if delinquent receivables meet the

requirements set forth herein, to be written off a bad debt. A report will be prepared and submitted for approval(s). At a minimum, the following information will be included in the write-off request:

1. Name
2. Invoice Date
3. Amount
4. Invoice Number
5. Type of service rendered

PAYMENT RECEIVED AFTER WRITE-OFF:

Any payment received on an account that has been written off will be recorded as revenue for Solid Waste in the period in which it is received.

David Sullivan, Van Buren County Mayor

Cale Crain, Van Buren County Commission Chairman

BCBS Health Insurance for County Employee's (rate change on base plan only)

Last month the new rate increase for the base of the County employee's health insurance was passed but the broker figured the County employees making \$14.50 per hour and we have County employees making \$14.25 an hour. The employee portion base plan was voted in at \$876.43 and needs to be changed to \$879.68. After discussion on this matter, Terry Hickey made a motion, seconded by Michael Woodlee to approve this change.

Upon roll call: Michael Woodlee, Tommy Frady, Kenny Smith, Dusty Madewell, Terry Hodges, Terry Hickey, Tabitha Denney, Jordan Delong, Michael Chandler, and Cale Crain voted yes. Motion passed. **Information as following:**

New Business

Budget Amendment for the Sheriff's Department in the amount of \$650.00

Jail Administrator Jessica Grissom was present at the meeting requesting a budget amendment for donations from local businesses that have helped with

Was
876.43 based on 14.50

new \$879.68
14.25/hr

Van Buren County Gov't

January 1, 2026

Premium contributions

Renewal

\$0.00 to \$66,999

Base Plan \$2750 deductible	Total premium	Employer Monthly Contributions	Employee Monthly Contributions	Employee per pay period
Employee Only	\$1,064.18	\$879.68	\$184.50	\$92.25
Employee + Spouse	\$2,128.36	\$879.68	\$1,248.68	\$624.34
Employee + Child(ren)	\$1,968.73	\$879.68	\$1,089.05	\$544.53
Employee + Family	\$3,032.91	\$879.68	\$2,153.23	\$1,076.62

Buy-Up \$500 deductible	Total premium	Employer Monthly Contributions	Employee Monthly Contributions	Employee per pay period
Employee Only	\$1,256.72	\$879.68	\$377.04	\$188.52
Employee + Spouse	\$2,513.43	\$879.68	\$1,633.75	\$816.88
Employee + Child(ren)	\$2,324.92	\$879.68	\$1,445.24	\$722.62
Employee + Family	\$3,581.64	\$879.68	\$2,701.96	\$1,350.98

Lowest paid \$14.25/hour

\$67,000 and Up

Base Plan \$2750 deductible	Total premium	Employer Monthly Contributions	Employee Monthly Contributions	Employee per pay period
Employee Only	\$1,064.18	\$514.18	\$550.00	\$275.00
Employee + Spouse	\$2,128.36	\$514.18	\$1,614.18	\$807.09
Employee + Child(ren)	\$1,968.73	\$514.18	\$1,454.55	\$727.28
Employee + Family	\$3,032.91	\$514.18	\$2,518.73	\$1,259.37

Buy-Up \$500 deductible	Total premium	Employer Monthly Contributions	Employee Monthly Contributions	Employee per pay period
Employee Only	\$1,256.72	\$514.18	\$742.54	\$371.27
Employee + Spouse	\$2,513.43	\$514.18	\$1,999.25	\$999.63
Employee + Child(ren)	\$2,324.92	\$514.18	\$1,810.74	\$905.37
Employee + Family	\$3,581.64	\$514.18	\$3,067.46	\$1,533.73

Dental				
Employee Only	\$29.32	0	\$29.32	\$14.66
Employee + Spouse	\$58.64	0	\$58.64	\$29.32
Employee + Child(ren)	\$54.98	0	\$54.98	\$27.49
Employee + Family	\$81.45	0	\$81.45	\$40.73

Vision				
Employee Only	\$4.77	0	\$4.77	\$2.39
Employee + Spouse	\$9.54	0	\$9.54	\$4.77
Employee + Child(ren)	\$10.73	0	\$10.73	\$5.37
Employee + Family	\$14.84	0	\$14.84	\$7.42

their Annual Christmas Party for the Sheriff’s Department. Per Audits request for the funds to be tracked she is asking for the \$650.00 to be put into the General fund to be spent out. Tabitha Denney made a motion, seconded by Michael Woodlee to approve this amendment as presented.

Upon roll call: Michael Woodlee, Tommy Frady, Kenny Smith, Dusty Madewell, Terry Hodges, Terry Hickey, Tabitha Denney, Jordan Delong, Michael Chandler, and Cale Crain voted yes. Motion passed. **Budget Amendment as presented:**

Van Buren Co. Executive
2025-2026

BUDGET AMENDMENT

General Fund
101 General Fund

Function	Obj.	Description	Explanation	Debit	Credit
44570		Contributions and Gifts	Ben Lomand	\$ 400.00	
44570		Contributions and Gifts	Citizens Tri County	\$ 200.00	
44570		Contributions and Gifts	Donor	\$ 50.00	
54110		Other Charges			\$ 650.00
			Total	\$ 650.00	\$ 650.00

We asked for donations from local buisnesses to help with our Annual Christmas Party. To keep track of these funds for Audit it needs to put into the General Fund to be spent

Deputy Clerk's Bonus from earmark money (Title local 3 in the amount of \$1,076.50)

County Clerk Lisa Rigsby requested a budget amendment within the Clerks' budget in the amount of \$1,076.50. To debit \$1,076.50 from line item 101-52500-599 other charges and credit line 101-52500-106 in the amount of \$1,000.00, credit line 101-52500-201 Social Security in the amount of \$62.00, credit line 101-52500-212 Medicare in the amount of \$14.50. Jordan Delong made a motion, seconded by Kenny Smith to approve this budget amendment as presented.

Financial Director Heather Woodlee brought forward a budget amendment for approval to move \$27,758.69 out of 39000 and credit it to 101-51100-600 to pay out the amounts that go to the Prevention Coalition and the Sheriff's

Function	Obj.	Description	Explanation	Debit	Credit
52500	599	other charges	kim bonus	\$ 1,076.50	
52500	106	clerk payroll	bonus		\$ 1,000.00
52500	201	ss			\$ 62.00
52500	212	medicare			14.5
			Total	\$ 1,076.50	\$ 1,076.50

Department that was approved earlier in the meeting. Michael Woodlee made a motion, seconded by Terry Hickey to approve this budget amendment as presented.

Upon roll call: Michael Woodlee, Tommy Frady, Kenny Smith, Dusty Madewell, Terry Hodges, Terry Hickey, Tabitha Denney, Jordan Delong, Michael Chandler, and Cale Crain voted yes. Motion passed. **Budget amendment as presented:**

Van Buren Co. Executive 2025-2026			General Fund Fund 101		
Function	Obj.	Description	Explanation	Debit	Credit
39000 51100 cost center	600 opi-c	fund balance settlelment monies	opioid monies opioid monies	\$ 27,758.69	\$ 27,758.69
			Total	\$ 27,758.69	\$ 27,758.69

Budget Amendment for Employee's Health Insurance in the amount of \$55,000.00

Financial Director Heather Woodlee is requesting a budget amendment for employees Health Insurance to get through the end of the Fiscal Year in the amount of \$55,000.000. Jordan Delong made a motion, seconded by Michael Woodlee to approve this budget amendment as presented.

Upon roll call: Michael Woodlee, Tommy Frady, Kenny Smith, Dusty Madewell, Terry Hodges, Terry Hickey, Tabitha Denney, Jordan Delong, Michael Chandler, and Cale Crain voted yes. Motion passed. **Budget Amendment as presented:**

**Van Buren Co. Executive
2025-2026**

General Fund
Fund 101

Function	Obj.	Description	Explanation	Debit	Credit
39000		unassigned	to cover bcbst	\$ 55,000.00	
58600	207	medical insurance	to cover bcbst thru June		\$ 55,000.00
			Total	\$ 55,000.00	\$ 55,000.00

Budget Amendment, Sanitation fee, Fall Creek Falls Utility District and Caney Fork, \$21,500.00

The sanitation fee collected monthly from Fall Creek Falls Utility District and Caney Fork Cooperative needs documentation showing on the books for Audit purposes. Financial Director Heather Woodlee is requesting a budget amendment for that purpose. Terry Hickey made a motion, seconded by Jordan Delong to approve this as presented.

Upon roll call: Michael Woodlee, Tommy Frady, Kenny Smith, Dusty Madewell, Terry Hodges, Terry Hickey, Tabitha Denney, Jordan Delong, Michael Chandler, and Cale Crain voted yes. Motion passed. **Budget Amendment as presented:**

Budget Amendment, UCHRA Membership fees, \$1,912.08

UCHRA membership dues are added to the budget ever year but this year was overlooked. Financial Director Heather Woodlee is requesting a budget amendment to pay these dues as presented. Tabitha Denney made a motion, seconded by Jordan Delong to approve this budget amendment as presented.

**Van Buren Co. Executive
2025-2026**

**Solid Waste
Fund 116**

Function	Obj.	Description	Explanation	Debit	Credit
43106 55732	358	commercial sanitation sanitation exp	to show on books to show on books	\$ 1,500.00	\$ 1,500.00
43107 557322	358	residential sanitation sanitation exp	to show on books to show on books	\$ 20,000.00	\$ 20,000.00
			Total	\$ 21,500.00	\$ 21,500.00

Upon roll call: Michael Woodlee, Tommy Frady, Kenny Smith, Dusty Madewell, Terry Hodges, Terry Hickey, Tabitha Denney, Jordan Delong, Michael Chandler, and Cale Crain voted yes. Motion passed. **Budget Amendment as presented:**

New/Used Litter Truck for Van Buren County

The Financial Director Heather Woodlee brought forward to the Full Commission an update on the Litter Trucks that the County uses to pick up

**Van Buren Co. Executive
2025-2026**

**General Fund
Fund 101**

Function	Obj.	Description	Explanation	Debit	Credit
39000 51100	320	UNASSIGNED DUES	UCHRA- PER CAPITA	\$ 1,912.08	\$ 1,912.08
			Total	\$ 1,912.08	\$ 1,912.08

trash. Mrs. Woodlee stated, "We have had a lot of trouble with the County's litter pickup trucks, we have a new employee and the first week the trucks broke down two different times." "The Ford 2017 that was just given to us has to have a transmission, we have had it towed twice and the other truck has been towed also." Gooseneck Garage sent a quote of the removal and replacement of the transmission with a new one, 3 yr. unlimited warranty in the amount of \$5,423.65. The same vehicle has just had to have the starter and water pump replaced. The 2nd quote from a different place was to have the transmission rebuilt with a 2yr. warranty in the amount of \$4,618.30. Mrs. Woodlee explained, "We moved \$28,000.00 from the ARP money into 101 for a litter truck, no new truck is going to cost \$28,000.00." Mrs. Woodlee would like the Commission to consider putting another \$20,000.00 and purchasing a new litter Truck.

Commissioner Terry Hickey strongly recommends if the County is putting in a new transmission that it needs to be at a Transmission Shop with a warranty and he thinks we need to buy a reliable used vehicle. After much discussion on this matter, Tabitha Denney made a motion, seconded by Michael Chandler to approve to move \$50,000.00 from Fund Balance 39000 to 101-64000-708 litter trucks. (\$28,000.00 which was ARP money and the rest will be County funded)

Upon roll call: Michael Woodlee, Tommy Frady, Dusty Madewell, Tabitha Denney, Michael Chandler, and Cale Crain voted yes. Terry Hodges, Terry Hickey, and Jordan Delong voted no. Kenny Smith abstained. 6-yes votes. 3-no votes, 1-abstained. Chairman Cale Crain ask if anyone wanted to change their vote. Commission Kenny Smith changed his vote to no. 6-yes votes, 4-no votes. Motion passed. **(Vote being majority vote)**

The Solid Waste Grant, \$125,000.00, for the purchase of a New Roll back Truck

Mayor David Sullivan informed the Full Commission that the Solid Waste Grant that the County applied for was granted in the amount of \$125,000.00. The Full Commission had discussed purchasing a new Roll back Solid Waste truck in the amount of \$250,000.00 with the grant leaving the County to pay \$100,000.00. After much discussion on this matter Tabitha Denney made a motion, seconded by Michael Woodlee to approve to go forward with purchasing a new truck for Solid Waste.

Upon roll call: Michael Woodlee, Tommy Frady, Kenny Smith, Dusty Madewell, Terry Hodges, Terry Hickey, Tabitha Denney, Jordan Delong, Michael Chandler, and Cale Crain voted yes. Motion passed. **Recycling Equipment Grant - Grant Award Letter as following:**



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Division of Solid Waste Management
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway
Nashville, Tennessee 37243

November 17, 2025

The Honorable David Sullivan
Van Buren County, Mayor
P.O. Box 217
Spencer, TN 38585

RE: Recycling Equipment Grant – Grant Award Letter
Application ID # 2025-13397

Dear Mayor Sullivan:

The Tennessee Department of Environment and Conservation (TDEC), Division of Solid Waste Management (DSWM), Materials Management Program (MMP), Grants Administration, has completed the review of the Recycling Equipment Grant Applications for FY26 and is pleased to offer Van Buren County the *Recycling Equipment Grant Contract*.

The *Recycling Equipment Grant Contract* will be sent for review and electronic signature to this email address from TDEC Contracts via Adobe Acrobat Sign. The contract must be signed by the authorized signatory for Van Buren County within 3 weeks of receipt of the signature request. Please make preparations for approval of signatures in advance to expediate the contract execution process. Handwritten signatures will not be accepted.

Van Buren County has been awarded the amount of \$226,500.00, with a match of \$101,500.00 (20% w/ overages). The State's Maximum Liability is \$125,000.00. The total grant contract will include the following purchases:

Line-Item Description	State Liability per Line-Item:
One (1) 60k LB Roll Off	\$47,967.00
One (1) 2025 Freightliner Model 114SD Cab and Chassis	\$75,753.00
Delivery to Van Buren	\$1,280.00
Grant Contract Total:	\$125,000.00

PLEASE NOTE: This award letter must be electronically signed by Mayor Sullivan using Adobe Acrobat Sign by **December 1, 2025**. Handwritten signatures will not be accepted. **This award letter does NOT constitute authorization to begin grant activities or make any purchases. This is not a fully executed contract until all signatures are received.**

Additionally, the following activities must be completed prior to beginning any grant activities or purchases:

- The Grant Contract is fully executed and has received all signatures.
- The Project Pre-implementation Meeting or (PMC) is completed per the executed contract terms A.3. Project Pre-Implementation Meeting.
 - The scheduled PMC meeting will be held virtually **February 2, 2026, at 10:00 a.m. CST**. All Grantees are required to attend with **one** financial and **one** technical representative. If Van Buren County is using a Development District Representative, this individual will be in addition to the two Van Buren County representatives. Please provide the name and email address for each representative by **January 12, 2026**.
 - Complete the *“Statement of Understanding,” “Title VI Training Certification,” “Budget Acceptance,” “Sub-Contracts” (if applicable), and “Procurement”* request activities in GMS. Once these are **SUBMITTED** and **APPROVED** by Grants Administration, the purchasing of approved materials or equipment can begin in the manner of soliciting quotes or bids in accordance with the purchasing and procurement policies of the State or locally adopted policy.
 - The Grantee is permitted to begin the solicitation of bids once the grant contract is fully executed but may **not** award, notify, or promise suppliers or vendors of the award.
 - The date of the bid opening or public notification of bid results **CANNOT** be dated prior to the PMC meeting completion date of **February 2, 2026**, and such equipment and/or services **CANNOT** be purchased before a submission and approval of a “Procurement” activity.
 - Downpayments of any kind are **NOT** eligible for purchases under this grant contract.

If you have not received the contract for signature by the date above or there are questions or concerns, please contact the Grants Program Manager, Robin Chance, at Robin.Chance@tn.gov or by phone at 615-571-6364.

Sincerely,



Lisa A. Hughey, CHMM
Director

cc: Melinda Starkey, SW Director, Van Buren County
Lilly Hall, SW Planner, UCDD
Amber Greene, Program Administrator 1, DSWM
Cavene McHayle, Program Administrator 1, DSWM
Robin Chance, Grants Program Manager, DSWM
Cory Lingerfelt, Grants Analyst, DSWM
Will Nolan, Grants Analyst, DSWM
Ashley Harrison, Grants Analyst, DSWM

I agree that I have read the award letter and understand that purchases or downpayments on equipment or services before the above-listed activities are completed WILL NOT be eligible for reimbursement. I also agree that if the signature of this award letter is not received by December 1, 2025, this award offer may be rescinded.

The Honorable David Sullivan, Mayor

Date

Acknowledgement for the record: An easement was given to the County Highway Department. (Groves Road & Bentley Road): **Legal agreement Document as following:**

Barry Austin a business owner in Van Buren County addressed the Full Commission

Barry Austin the owner of A & H Slaughter House located in the Industrial Park was present at the meeting to address the Full Commission. Mr. Austin stated, "I made a deal with the County, they gave me a warranty deed on a

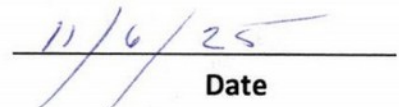
Van Buren County Highway Department
P.O. Box 106
Spencer, Tennessee
38585

October 23, 2025

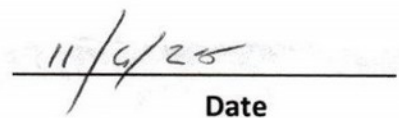
Billy Wade Blankenship has given an easement of 130' in length and 30' in width from the Groves Road to Bentley Road to the Van Buren County Highway Department.

This document stands as a legal agreement between the property owner Billy Wade Blankenship and the Van Buren County Highway Department.


Billy Wade Blankenship, Property Owner


Date


Randy Oakes, Highway Superintendent


Date

piece of property and written in this was the property was mine to use up until 10 years, ever year \$5,170.00 came off that amount." "I received a notice of lien in the mail from Mr. Upchurch." "I haven't seen that come in front of the Board of Commission at all or it wasn't in the minutes." "Since then the County has had a couple of private meetings, which in general I thought was pending litigation when you have a private meeting and I have not received nothing about pending litigations. " I am trying to run a business over there and I kind of need to know where we stand."

County Attorney Howard Upchurch explained, "Executive Session are meeting involving matters that are in litigation, matters that could be in litigation, matters that are protected by the Attorney client privilege, that I think Mr. Austin answers those Meetings." "Executive Session meetings are just like any other Attorney client meetings there are closed confidential unless the client agrees to wave the confidentiality, these are confidential meetings and that's really about as far as I can go."

Mr. Austin explained, "There has been a notice of lien placed against my property and that has not been through the County Commission." Attorney Upchurch explained, "Mr. Austin, "The amount that was determined to be agreed upon, that amount is not secured on the real property so that is a decision that I made as County Attorney for Van Buren County and I discussed that with you as well." Attorney Upchurch explained, "The way I interpreted the deed, there is an obligation and again I did not draft the deed, I am not criticizing anybody involved in that transaction."

Resolution for Cremation of Unclaimed Human Remains

Tabitha Denney made a motion, seconded by Michael Chandler to approve the Resolution as presented. All approved by voice vote. 0-opposed. Motion passed. Resolution as following:

1. The County Mayor for Van Buren County, Tennessee shall solicit bids for each and every fiscal year during the month of May preceding the fiscal year, for such anticipated cremation expenses, from entities licensed to perform cremation services;
2. That the bids then received will be submitted to the Board of County Commissioners by the County Mayor for review, acceptance and approval;
3. That in the event family members or relatives of a decedent later come forward and identify themselves as family members or relatives and request the human remains or cremated remains, such relatives or family members shall be required to reimburse Van Buren County for all expenses incurred in conjunction with the recovery, preservation and/or cremation of the remains.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately, the public welfare so requiring.

ADOPTED AND PASSED by the Board of County Commissioners for Van Buren County, Tennessee, at a regular meeting of the Board of County Commissioners on this, the 17th day of November, 2025.





DAVID SULLIVAN, County Mayor



LISA RIGSBY, County Court Clerk



Resolution endorsing the use of visual surveillance devices to enhance law enforcement in Van Buren County

Jordan DeLong made a motion, seconded by Kenny Smith to approve the Resolution as presented. Commission Chairman Cale Crain called for voice vote. All approved with the exception of Michael Woodlee. Motion passed.

Resolution as following:

RESOLUTION NO. 501
NOVEMBER 17, 2025
BOARD OF COUNTY COMMISSIONERS
VAN BUREN COUNTY, TENNESSEE

**RESOLUTION ENDORSING THE USE OF VISUAL SURVEILLANCE
DEVICES TO ENHANCE LAW ENFORCEMENT IN VAN BUREN COUNTY**

WHEREAS, law enforcement officials throughout the United States have employed and used visual monitoring devices as a tool for law enforcement to apprehend suspects or individuals committing crimes or convicted of criminal offenses; and

WHEREAS, the monitoring of streets, commercial and residential areas and thoroughfares has resulted in the capture and prosecution of individuals committing crimes; and

WHEREAS, the State of Tennessee has a program to install visual surveillance devices for County and Municipal law enforcement agencies so as to enable such law enforcement agencies and officers to utilize their resources and time more effectively and to provide protection for County and Municipal residents; and

WHEREAS, the Van Buren County Sheriff's Department can acquire and install visual surveillance devices through Flock Safety Security Cameras for the benefit and security of the citizens and residents of Van Buren County; and

WHEREAS, the Board of County Commissioners for Van Buren County, Tennessee has determined that the acquisition and installation of such visual surveillance devices would improve the safety and security and the citizens and residents of Van Buren County.

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners for Van Buren County, Tennessee hereby endorses the use of visual surveillance devices and the acquisition of such devices produced by Flock Safety Security Cameras for use in commercial and residential areas of Van Buren County, Tennessee and on State and County thoroughfares in and about Van Buren County, Tennessee.

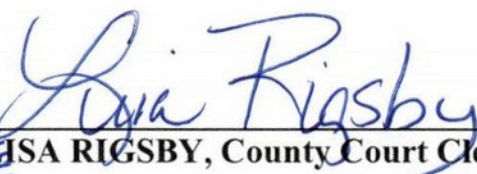
BE IT FURTHER RESOLVED that the Sheriff's Department of Van Buren County, Tennessee shall be and is hereby authorized to obtain further information regarding the acquisition and installation of the Flock Safety Security Cameras and visual monitoring devices and to present this information to the Board of County Commissioners for future consideration and approval.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately, the public welfare so requiring.


ADOPTED AND PASSED by the Board of County Commissioners for Van Buren County, Tennessee, at a regular meeting of the Board of County Commissioners on this, the 17th day of November, 2025.



DAVID SULLIVAN, County Mayor



LISA RIGSBY, County Court Clerk



Comments from the General Public.

Commissioner Tabitha Denney called an Executive Meeting, all Citizens left the Commission Room with the exception of the County Attorney Howard Upchurch, the County Mayor David Sullivan and the Full Commission.

Adjournment

The Full Commission ended the Executive Session and Michael Woodlee made a motion, seconded Kenny Smith to adjourn. All approved by voice vote. Motion passed. Meeting adjourned at 7:51 p.m.

Chairman Cale Crain
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County Clerk Lisa Rigsby