

BOOK 2022  
Sponsored by N. Brown  
Recorded in:  
ORDINANCE Book  
01/21/2022 08:22 AM  
PAM BRADFORD  
County Clerk  
VAN BUREN County, AR

VAN BUREN COUNTY QUORUM COURT

ORDINANCE NO. 0- 2022-01

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF VAN BUREN,  
STATE OF ARKANSAS, AN APPROPRIATION ORDINANCE TO BE ENTITLED:

AN APPROPRIATION ORDINANCE TO AMEND THE ORIGINAL  
APPROPRIATION ORDINANCE #2021-51, THE ANNUAL OPERATING  
BUDGET FOR 2022, TO INCREASE THE PROJECTED REVENUE AND  
APPROPRIATE \$35,800.00 INTO THE LIBRARY APR FEDERAL  
CORONAVIRUS RELIEF FUND #3047-600

WHEREAS: Van Buren County has received a grant of \$35,800.00 from the Arkansas  
Department of Finance and Administration to assist in purchasing a Book Locker that will be used  
for patrons to access afterhours or if they are not comfortable entering the Library during the  
COVID outbreak. Additional funds will be used to purchase PPE and sanitizing equipment and  
supplies; and

WHEREAS: the Treasurer has received these funds and should be appropriated into the Library  
ARP Fund.

NOW THEREFORE BE IT ORDAINED BY THE QUORUM COURT OF VAN  
BUREN COUNTY, ARKANSAS THAT:

Section 1: \$35,800.00 be appropriated into #3047-600-3105 Grants In-CARES Act

I certify that this instrument  
filed on 01/21/2022 08:22 AM  
Recorded in  
ORDINANCE Book 2022  
PAM BRADFORD  
County Clerk  
VAN BUREN County, AR

Pam Bradford

Approved this 20<sup>th</sup> day of January, 2022

APPROVED: Dale James  
Dale James, County Judge

ATTEST: Pam Bradford  
Pam Bradford, County Clerk

BOOK 2022  
Sponsor: R. Hensley  
PAGE 2  
Recorded in:  
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01/21/2022 08:25 AM  
PAM BRADFORD  
County Clerk  
VAN BUREN County, AR

VAN BUREN COUNTY QUORUM COURT

ORDINANCE NO. 0- 2022-02

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF VAN BUREN, STATE OF ARKANSAS, AN APPROPRIATION ORDINANCE TO BE ENTITLED:

AN APPROPRIATION ORDINANCE TO AMEND THE ORIGINAL APPROPRIATION ORDINANCE #2021-51, THE ANNUAL OPERATING BUDGET FOR 2022, TO INCREASE THE PROJECTED REVENUE AND APPROPRIATE \$1,678.50 INTO THE SHERIFF'S OFFICE BUDGET #1000-400.

WHEREAS: The Sheriff's office received donations and proceeds from a Bake Sale to purchase a new K-9 dog; and

WHEREAS: This money is to be appropriated into line item #1000-400-3104 K-9 Expense-Grant/Donations

NOW THEREFORE BE IT ORDAINED BY THE QUORUM COURT OF VAN BUREN COUNTY, ARKANSAS THAT:

SECTION 1. \$1,678.50 be appropriated into the Sheriff's office Budget 400-3104 K-9 Expense-Grant/Donations.

I certify that this instrument filed on 01/21/2022 08:25 and recorded in ORDINANCE Book 2022 PAM BRADFORD County Clerk VAN BUREN County, AR

Pam Bradford

Approved this 20<sup>th</sup> day of January 2022

APPROVED: Dale James  
Dale James, County Judge

ATTEST: Pam Bradford  
Pam Bradford, County Clerk

VAN BUREN COUNTY QUORUM COURT

ORDINANCE NO. 0-2022-03

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF VAN BUREN,  
STATE OF ARKANSAS, AN APPROPRIATION ORDINANCE TO BE ENTITLED:

AN APPROPRIATION ORDINANCE TO AMEND THE ORIGINAL  
APPROPRIATION ORDINANCE #2021-51, THE ANNUAL OPERATING  
BUDGET FOR 2022, TO INCREASE THE PROJECTED REVENUE AND  
APPROPRIATE \$2,973,361.02 AND TO ESTABLISH A COUNTY  
GENERAL SUB-FUND TO BE CALLED THE ARPA REVENUE  
REPLACEMENT FUND TO APPROPRIATE SAID FUNDS INTO AND TO  
DECLARE AN EMERGENCY.

**WHEREAS: Article 1. Affirmation.** It comes before the Court that there is a need to establish a County General Sub-fund on the books of the County to track the revenue replacement funds taken from the ARPA Fund #3046 either calculated annually according to the formula articulated in the final rule or from the election of a standard allowance allowed by the final rule. It is also affirmed that the expenditures and/or appropriated transfers or Federal assistance through the ARPA Fund. This Court recognizes and affirms the need for such a fund to properly account for and control all such revenues allowed and expenditures made with replacement revenue in compliance with the Coronavirus State and Local Fiscal Recovery Funds Final Rule from the U.S. Treasury; and

**WHEREAS: Article 2. Establishment of Fund.** There is hereby created on the books of the Van Buren County Treasurer and the Van Buren County Clerk a County General sub-fund to be known as the ARPA Revenue Replacement Fund #1006 as assigned by Arkansas Legislative Audit. Any revenue or transfer codes; office/department codes; and expenditure codes are to be assigned locally using the County Financial Management System per the direction of Arkansas Legislative Audit; and

**WHEREAS: Article 3. Operation of Fund.** The ARPA Revenue Replacement Fund is subject to all the normal county budgeting, appropriation and expenditure regulations of Title 14 of Arkansas Code Annotated and the County Financial Management System. Funds transferred to the ARPA Replacement Revenue Fund as "County Revenue Loss" may be used generally for government services traditionally provided by county government to include, but not limited to: construction and maintenance of roads and bridges; other infrastructure projects; provision of public safety; purchase of government vehicles and equipment; and county administrative costs. Revenue replacement funds cannot be used to make an extraordinary contribution to a pension fund; for debt services; for replenishing county financial reserves; for settlements or judgements

or for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act. Proper records and documentation must be maintained to the use of these funds for federal audit purposes; and

**WHEREAS: Article 4. Transfer/Appropriate.** There is need to transfer and appropriate \$20,000.00 from #3046-103-3001 Accounting/Auditing 'American Rescue Plan Fund' to 1006-103-3001 Accounting/Auditing 'ARPA Revenue Replacement Fund'; and Appropriate \$463,254.00 into fund #1006-103-9999 'ARPA Revenue Replacement Fund' from the American Rescue Plan Fund #3046-103; and Appropriate \$1,606,836.00 that is anticipated revenue to be received this year (2022) into fund #1006-103-9999 'ARPA Revenue Replacement Fund'; and appropriate \$883,271.02 into fund #1006-103-9999 'ARPA Revenue Replacement Fund' from the Revenue Loss Fund #1801-103; and

**WHEREAS: Article 4. Emergency Clause.** It is found by this Court that the transfer of revenue loss dollars from the American Rescue Plan Fund to the ARPA Replacement Revenue Fund for general county government services in imminent making it necessary to establish the ARPA Revenue Replacement Fund in order to be able to properly track the revenue, appropriated expenditures and/or appropriated transfers. Therefore, an emergency is declared to exist and this ordinance shall be in full force and effect from the date of passage and approval.

**NOW THEREFORE BE IT ORDAINED BY THE QUORUM COURT OF VAN BUREN COUNTY, ARKANSAS THAT:**

1. The fund ARPA Revenue Replacement Fund #1006 be established.
2. A total of \$2,973,361.02 be transferred and appropriated into said fund.

Approved this 20<sup>th</sup> day of January, 2022

I certify that this instrument  
 filed on 01/21/2022 08:27  
 and recorded in  
 ORDINANCE Book 2022  
 PAM BRADFORD  
 County Clerk  
 VAN BUREN County, AR

APPROVED: Dale James  
 Dale James, County Judge

Pam Bradford

ATTEST: Pam Bradford  
 Pam Bradford, County Clerk

VAN BUREN COUNTY QUORUM COURT

ORDINANCE NO. 2022-04

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF VAN BUREN,  
STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN EMERGENCY ORDINANCE AMENDING SECTIONS OF THE  
PERSONNEL POLICY;

BOOK 2022  
PAGE 5  
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01/21/2022 09:19 AM  
PAM BRADFORD  
County Clerk  
VAN BUREN County, AR

**WHEREAS:** Page 22-Section B, HOLIDAY LEAVE, of the Personnel Policy was previously updated by Ordinance 2021-18; and

**WHEREAS:** there is a need to amend a part of this section; and

**WHEREAS:** These changes will take affect upon passage of this Ordinance.

**WHEREAS:** Page 22-Section B, the HOLIDAY LEAVE currently reads;  
The County will be closed to observe all legal Holidays listed below. All *full-time* County Employees will be granted *paid* leave on these days at 8 hours, in exception of the County Road Department. The County Road Department will be granted *paid* leave at a 10 hour day, unless their hours are changed to 8 hour days.

Any Full-time employee who **works** on a paid Holiday will receive Holiday *hours* in addition to their hours worked. If the Employee has *worked* 80 hours during the *payroll*, the hours **worked** on the Holiday will be rolled over into the employee's comp-time, with exception of the Sheriff Office Deputies and Detention Center employees. Due to the schedules of the Detention Center and the Sheriff Deputies, these employees will receive pay for the Holiday; and

**WHEREAS:** It will need to be amended to read; "*All full-time county employees will be granted paid leave on these days equal to their regularly scheduled hours for the day on which the holiday falls. It will be at the discretion of the Elected Sheriff, or his/her Department Head to pay his/her employee for a Holiday, in addition to their worked hours, due to different scheduling for the Detention and Sheriff's Office;* and

**WHEREAS:** Martin Luther King Birthday will need to be amended to read '*THE 3<sup>RD</sup> MONDAY IN JANUARY*', instead of January 19<sup>th</sup>.

- (1) New Year's Day-January 1
- (2) Martin Luther King Birthday-3<sup>rd</sup> Monday in January
- (3) President's Day-3<sup>rd</sup> Monday in February
- (4) Good Friday-Friday before Easter
- (5) Memorial Day-Last Monday in May
- (6) Independence Day-July 4

- (7) Labor Day-1<sup>st</sup> Monday in September
- (8) Veteran's Day-November 11
- (9) Thanksgiving Day-4<sup>th</sup> Thursday in November
- (10)Black Friday-The Friday after Thanksgiving
- (11)Christmas Eve-December 24
- (12)Christmas Day-December 25
- (13)The Employee's Birthday-May be used on or after their Birthday
- (14)New Years Eve-December 31 **COUNTY OFFICES WILL CLOSE AT NOON**

Additional Holidays may be proclaimed by the County Judge.

**NOW THEREFORE BE IT ORDAINED BY THE QUORUM COURT OF VAN BUREN COUNTY, ARKANSAS THAT:**

**Section 1:** The Van Buren County Personnel Policy be amended as stated above.


**Section 2:** This ordinance being necessary for the preservation of the public peace, health, safety, and welfare, it is therefore declared that an emergency exists and this ordinance shall be in full force and in effect from and after its passage.

Approved this 20<sup>TH</sup> day of January, 2022

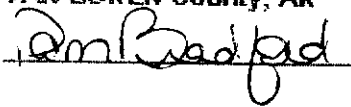
APPROVED: \_\_\_\_\_

  
Dale James, County Judge

ATTEST: \_\_\_\_\_

  
Pam Bradford, County Clerk

I certify that this instrument  
filed on 01/21/2022 09:19 /  
and recorded in  
ORDINANCE Book 2022  
PAM BRADFORD  
County Clerk  
VAN BUREN County, AR



ORDINANCE NO. 2022-05

BE IT ENACTED BY THE QUORUM COURT OF VAN BUREN COUNTY, STATE OF ARKANSAS, AN EMERGENCY ORDINANCE TO BE ENTITLED:

"AN EMERGENCY ORDINANCE SETTING RULES OF PROCEDURE FOR THE VAN BUREN COUNTY QUORUM COURT."

WHEREAS: Rules and procedures assure orderly conduct and encourage clear, efficient discussion of ideas; and

WHEREAS: the rules and procedures adopted by the Quorum Court should be reviewed on a regular basis and modified when necessary; and

WHEREAS: the rules and procedures shall be used for all regular and special meetings of the Quorum Court that are legislative in nature and, as applicable, to public hearings of the Quorum Court or its committees.

BOOK 2022  
PAGE 7  
Recorded in:  
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01/21/2022 09:21 AM  
PAUL BRADFORD  
County Clerk  
VAN BUREN County, AR

NOW THEREFORE BE IT ORDAINED by the Quorum Court of Van Buren County, Arkansas that:

Article 1. Regular Meetings

- (a) The regular meetings of the Van Buren County Quorum Court will be held at the Van Buren County Courthouse Annex at 6:00 on the third Thursday of each month.
- (b) Regular meetings of the Van Buren County Quorum Court may be rescheduled according to Arkansas Code 14-14-904 due to emergency situations or by prior Resolution of the Quorum Court.
- (c) Meetings of the Budget/Finance Committee, the Personnel Policy/Grievance Committee, the Building/Grounds Committee, or any other duly established committee shall meet with the time and place of each meeting publicly announced by the committee chair at least 48 hours prior to the meeting. The time and place of committee meetings shall be noted in the public announcement.
- (d) All meetings of the Quorum Court, Committee Meetings, or Special Meetings shall have an agenda. Minutes of all meetings shall be filed in the Van Buren County Clerk's Office.
- (e) The order of business for regular Quorum Court meetings shall be:
  - a. Invocation
  - b. Pledge of Allegiance
  - c. Roll Call of attendance
  - d. Approval of the agenda
  - e. Approval of Reports: The Treasurer's Report, Appropriation Analysis, and Minutes of Previous Meeting
  - f. County Judge's comments
  - g. Reports from committees
  - h. Reports and questions from/to Elected Officials and Department Heads
  - i. Any additional item brought by the County Judge or Quorum Court
  - j. Old Business
  - k. New Business

- I. Announcements and public comment
- m. Adjournment

## **Article 2. Special Meetings**

As provided by Arkansas Code 14-14-904 ( c ), the County Judge or a majority of the elected justices may call a Special Meeting of the Quorum Court upon at least twenty-four (24) hours' notice by telephone, facsimile, or electronic mail.

## **Article 3. Public comment during meetings**

Any individual may be recognized by the presiding officer for comment, however, an individual shall not have more than three (3) minutes to speak on any one issue. If a member of the Quorum Court asks a question of an individual who has been recognized for comment, that individual shall have not more than one (1) minute to respond. A two-thirds vote of the total membership of the Quorum Court shall be required to override this rule.

## **Article 4. Rules of Procedure – Adoption and Interpretation**

- (a) Adopted. The rules of procedure for transacting business at Quorum Court Meetings shall be those written in Arkansas Codes 14-14-901 through 14-14-918.
- (b) Use. The Quorum Court shall abide by "Robert's Rules of Order."
- (c) Interpretation. Any question as to the interpretation or application of Robert's Rules of Order will be referred to the Parliamentarian of the Quorum Court, who will then make his or her interpretation to the presiding officer of the meeting. The County Attorney will serve as the Parliamentarian of the Quorum Court. The application of Robert's Rules will then be resolved by the presiding officer.

## **Article 5. Agenda**

- (a) All proposed items to be considered by the Quorum Court at the regular monthly meeting may be submitted, in writing, to the County Judge. Once the proposed items have been submitted, the County Judge or his/her designee shall assign them to an appropriate committee of the Quorum Court for consideration.
  - a. Each request shall have at least one (1) Quorum Court member listed as a sponsor, who shall approve the ordinance prior to its submission; and
  - b. The Sponsor may elect to pull the ordinance or resolution at any time without any approval process.
  - c. Requests to have proposed items considered may require supporting documents that clearly state the reason(s) or justifications(s) for the proposed item.
- (b) Agenda may be changed by the Quorum Court by a roll-call vote of two-thirds (2/3) of the members comprising the whole Quorum Court for the following purposes:
  - a. To read a particular ordinance by title only
  - b. To add an ordinance and/or resolution
  - c. To dispense with audible reading of monetary transfers
  - d. To allow a presentation to the Quorum Court that was omitted from the original agenda



Only one roll-call vote shall be required to approve all the presented agenda changes.  
The County Judge may separate the presented changes at his/her discretion.

- (c) All other modifications shall require a rule suspension and an appropriate vote of the Quorum Court.

#### **Article 6. Approval of Reports**

The following reports shall be grouped together into approval by one voice vote: The Treasurer's Report, the Appropriation Analysis, and the minutes of the previous meeting. If the presiding officer is uncertain of the result, he/she may call for a roll-call vote of each Quorum Court member and separate the reports for individual vote.

#### **Article 7. Quorum Court Packets**

- (a) A packet shall be presented to the members (justices) of the Quorum Court which shall include an agenda, ordinances, resolutions, and appointments as well as all other printed items to be introduced in the Quorum Court Meeting. Current fund balances shall be presented at the Quorum Court Meeting to provide the most up to date information available.
- (b) Packets shall be presented no later than 48 hours prior to the meeting.
- (c) Any changes made to the packet after the 48 hour requirement shall be approved by the Quorum Court at the appropriate time in the meeting.
- (d) Packets shall be delivered by electronic mail. A justice may request a printed packet which shall be made available at the office of the County Clerk no later than 48 hours prior to the meeting.

#### **Article 8. Passing Ordinances or Amendments to Ordinances**

A concurrency by a majority of the whole number of the Quorum Court shall be required to pass any ordinance or amendment. All ordinances or amendments to existing ordinances of a general or permanent nature shall be fully and distinctly read on three (3) different days, unless two-thirds (2/3) of the members comprising the whole Quorum Court shall dispense with the rule.

This rule does not serve to:

1. Require a vote after each individual reading, but vote only after the third and final reading; or
2. Require the ordinance or amendment to be read in its entirety on the first, second, or third reading; or
3. Restrict the passage of emergency, appropriation, initiative, or referendum measures in a single meeting as provided by law.

#### **Article 9. Voting on Ordinances and Resolutions**

- (a) The public reading of Ordinances and Resolutions shall be conducted by the sponsoring justice who may elect to have the reading conducted by another justice, by the County Clerk, or by the County Attorney.

- (b) Ordinance. To effect adoption of each ordinance, a roll-call vote of each Quorum Court member shall be taken.
- (c) Resolution. Resolutions may be read by title only unless the presiding officer or Resolution Sponsor requests that it be read in its entirety. To effect passage of each resolution, a voice vote shall be taken. If the presiding officer is uncertain of the result, he/she may call for a roll-call vote of each Quorum Court member.
- (d) Reading by title only. In certain circumstances it may be desired to read an ordinance by title only. If the motion to entertain the ordinance by title only wasn't addressed as presented in Article 5 of this ordinance, there must be a separate and distinct motion to suspend the rule for the purpose of a title only reading. Rule suspension shall require a roll-call vote with a two-third (2/3) majority for approval.

**Article 10. Procedure to adopt an ordinance in less than three (3) different days.**

In order to adopt an ordinance in one meeting, the procedure shall be:

- (a) First Reading
- (b) Motion to suspend the rule to entertain the second and third readings with roll-call approval by two-thirds (2/3) of the whole number of the Quorum Court.
- (c) Second reading by title only.
- (d) Third reading by title only.
- (e) Discussion and vote.

**Article 11. Appropriation and Emergency Ordinances.**

- (a) Appropriation Ordinance. An appropriation ordinance or amendments enacted without separate readings shall require a two-thirds (2/3) vote of the whole number of the Quorum Court.
- (b) Emergency Ordinance. An emergency ordinance or an emergency amendment does not require separate readings. The passage of an emergency measure shall require a two-thirds (2/3) vote of the whole number of the Quorum Court.

**Article 12. Standing Committees of the Quorum Court**

- (a) Purpose. This division is intended to facilitate the orderly conduct of county business through Quorum Court standing committees, procedural guidelines and rules of membership for such committees, and the subject matter to be considered by each of the various committees.
- (b) Establishment. There are three (3) standing committees of the Quorum Court: (1) the Budget/Finance Committee, (2) the Personnel Policy/Grievance Committee, (3) and the Building/Grounds Committee. The committee's membership is appointed by the County Judge which shall consist of five (5) justices of the Quorum Court.
- (c) Meetings. Meetings of the standing committees shall be as needed or if needed and must have a minimum of a 48-hour notice provided to the public.
- (d) Procedures. All standing committees of the Quorum Court shall abide by the following:
  - a. Meetings must be audio recorded for FOIA purposes.

- b. An agenda shall be made available no later than 48 hours prior to the meeting with the only exception being for a County Grievance Committee Hearing.
- c. Some committee meetings are working meetings such as when preparing the annual budget. Every attempt should be made to abide by Robert's Rules of Order.
- d. Votes made in the standing committees are to be concerning what to advance the full Quorum Court with the exception being votes made in a County Grievance Hearing in which the committee's vote is final.
- e. Minutes of every meeting of each standing committee shall be recorded in the County Clerk's Office. In the case of a County Grievance Hearing, recording and reporting of the hearing shall be as per the County Personnel Policy.
- f. The Committee Chair shall be responsible for ensuring an orderly meeting, that minutes are taken and recorded, that an agenda is made available in a timely fashion, and that adequate public notice of the meeting is made.
- g. The chair of each standing committee shall be the presiding officer with the only exception being a County Grievance Committee Hearing in which the presiding officer is determined by the County's Personnel Policy.

**Article 13. Staff**

- (a) The County Judge shall provide staff to the Quorum Court and its committees who shall attend each meeting and may be responsible for preparing the meeting place and recording the meetings for FOIA compliance.
- (b) The County Judge or a member of his/her designated line of succession shall attend each meeting of the Quorum Court and its committees and may be responsible for research as required by the Quorum Court and its committees.

**Article 14. Modification**

The Quorum Court may, at any regular meeting, revise or modify these rules or adopt new rules by a majority vote of the full membership.

**Article 15. Severability**

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provisions or application, and to this end, the provisions of the ordinance are declared to be severable.

**Article 16. Emergency**

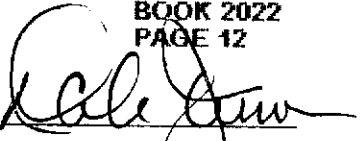
This ordinance, being necessary for the protection and preservation of public health and safety as well as the continuity of County Government, an emergency is hereby declared to exist and this ordinance shall be in force and shall take effect upon passage and publication.

**NOW, THEREFORE BE IT ORDAINED BY THE QUORUM COURT OF VAN BUREN COUNTY, ARKANSAS THAT THIS PROCEDURAL ORDINANCE BE ESTABLISHED.**

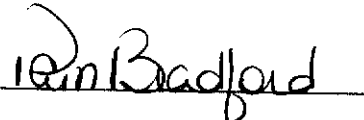
Approved this 20<sup>th</sup> day of January, 2022.

BOOK 2022  
PAGE 12

APPROVED:

  
Dale James, County Judge

ATTEST:

  
Pam Bradford, County Clerk

I certify that this instrument  
filed on 01/21/2022 09:21 /  
and recorded in  
ORDINANCE Book 2022  
PAM BRADFORD  
County Clerk  
VAN BUREN County, AR

