## BAXTER COUNTY QUORUM COURT AGENDA

### February 8, 2022

THE BAXTER COUNTY QUORUM COURT WILL MEET FOR REGULAR SESSION ON <u>TUESDAY</u>, <u>FEBRUARY 8, 2022 AT 6:00 PM</u> IN THE  $2^{ND}$  FLOOR COURTROOM OF THE COURTHOUSE, WITH JUDGE MICKEY PENDERGRASS PRESIDING.

- CALL TO ORDER
- DISPOSITION OF MINUTES FROM PREVIOUS MEETING
- COMMITTEE REPORTS:
- TREASURERS REPORT:
- PRESENTATION: Area Agency on Aging Robyn Snyder
- OLD BUSINESS
- 1. (3<sup>RD</sup> READING) AN ORDINANCE ADOPTING A NEW PERSONNEL POLICY MANUAL FOR BAXTER COUNTY EMPLOYEES.
- NEW BUSINESS
- 1. AN ORDINANCE APPROPRIATING FEES AND REIMBURSEMENTS RECEIVED IN THE MONTH OF DECEMBER TO THE SHERIFF'S DEPARTMENT 2021 BUDGET.
- 2. AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$20,000.00 INTO THE BUILDING AND GROUNDS DEPARTMENT 2022 BUDGET.
- 3. AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$27,949.00 FROM THE ROAD AND BRIDGE REVENUE FUND (#2000) INTO THE ROAD AND BRIDGE 2022 BUDGET.
- 4. AN ORDINANCE AMENDING THE 2022 BUDGET.
- 5. AN ORDINANCE ESTABLISHING EMPLOYEE LIABILTY FUND.
- 6. AN ORDINANCE APPROPRIATING FUNDING JAILER POSITION IN THE SHERIFF'S OFFICE.
- 7. A RESOLUTION DECLARING A VACANCY IN QUORUM COURT DISTRICT THREE.
- 8. VETO OVERRIDE.
- ANNOUNCEMENT
- ADJOURNMENT

#### ORDINANCE NO. 2022 -

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

AN ORDINANCE ADOPTING A NEW PERSONNEL POLICY MANUAL FOR BAXTER COUNTY EMPLOYEES.

**WHEREAS**, it has been determined by the Baxter County Courts Personnel Committee that changes, additions and new upgrades in the Baxter County Personnel Policy manual are necessary to improve the overall effectiveness and efficiency of the Baxter County Government; and

WHEREAS, it is the desire of Baxter County Personnel Committee that proper evidence has been provided by the Human Resources Department of Baxter County, and input from all elected officials and department heads to upgrade said policy; and

WHEREAS, Baxter County has been provided evidence authorized by the Court, to update and revise the Social Media Policy #200.08, FOIA #200.09, Background Investigations #300.03, Rehire Eligibility and Service Recognition #300.04, Donation of Paid Leave #500.06, FMLA Leave #500.07, Military Leave #500.09, County Grievance Committee #700.02, Timely Grievance Hearing Request Required #700.03, and Back Pay Provisions when an Employment Decision is Reversed #700.04 within the Personnel Policy for Baxter County employees; so

# NOW THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS, THAT:

<u>Section 1.</u> The Baxter County Quorum Court hereby approves the updates and revisions to the Social Media Policy, FOIA, Background Investigations, Rehire Eligibility and Service Recognition, Donation of Paid Leave, FMLA Leave, Military Leave, County Grievance Committee, Timely Grievance Hearing Request Required, and Back Pay Provisions when an Employment Decision is Reversed within the Baxter County Personnel Policy and are hereby approved and implemented.

<u>Section 2.</u> If any provision or section of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions and sections on the Ordinance and shall be severable.

<u>Section 3.</u> This Ordinance is to be codified in the Baxter County Code of Ordinances, §240.00, paragraphs (1) and (2) and supersedes all previous Personnel Policies coded therein.

Section 4. This Ordinance being necessard safety, an emergency is hereby coeffect from and after the date of its approximation.	essary for the preservation of public peace, health, declared. This Ordinance shall be in full force and in oproval and passage.
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	APPROVED:
	AFTROVED.
	MICKEY D. PENDERGRASS, COUNTY JUDGE
	Date Signed:
ATTEST:	
CANDA J. REESE, COUNTY CLERK	the desired section of the section o
SPONSOR: Baxter County Quorum Cour	rts Personnel Committee
Date Adopted:	***************************************
Votes: For: Against:	
Abstain: Present: Absor	nt·

# AN ORDINANCE APPROPRIATING FEES AND REIMBURSEMENTS RECEIVED IN THE MONTH OF DECEMBER TO THE SHERIFF'S DEPARTMENT 2021 BUDGET.

**WHEREAS**, the Sheriff's Department has collected the following fees, reimbursements and donations in excess of the anticipated budgeted revenue amount in the month of December, 2021:

\$	70.00	received from DWI Fines from District Court
\$	200.00	received from Drug Enforcement Fines from District Court
\$	1,724.00	received from Act 770 Fees
\$ :	3,487.19	received for Installment Fees
\$	1,270.00	received for Reimbursement Cotter Part Time SRO
\$	265.00	received Court Ordered Restitution (Drug Buy Fund)
\$	100.00	received for VIN checks
\$	150.00	received for Donation (Check)
\$	326.58	reimbursement Inmates' Medical
\$	431.33	reimbursement for Inmates' Prescriptions
\$	110.00	reimbursement Court Ordered Restitution (Extradition – Prisoner Transport)
\$	15.00	reimbursement Court Ordered Restitution/Refund

**WHEREAS,** it is necessary to appropriate said monies totaling **§8,149.10** to the appropriate line items in in the Sheriff's Department 2021 budget.

**Section 1.** There is hereby appropriated from the 2021 County General Fund (#1000) **\$3,539.00** for the following designated expenditures:

- \$ 1,270.00 to GL# 1000-0400-1003 (Sheriff: Extra Help)
- \$ 1,824.00 to GL# 1000-0400-2001 (Sheriff: General Supplies)
- \$ 180.00 to GL# 1000-0400-2007 (Sheriff: Fuel, Oil, Lubricants)
- \$ 265.00 to GL# 1000-0400-3093 (Sheriff: Misc. Law Enforcement)

<u>Section 2.</u> There is hereby appropriated from the 2021 County Jail Fund (#3400) <u>\$3,837.19</u> for the following designated expenditures:

- \$ 150.00 to GL# 3400-0400-2001 (General Supplies-Sheriff's Projects)
- \$ 200.00 to GL# 3400-0400-2065 (Drug Enforcement-Sheriff's Projects)
- \$ 3,487.19 to GL# 3400-0400-3003 (Computer Services-Sheriff's Projects)

Section 3. There is hereby appropriated from the 2021 Sheriff's Special Projects Fund (#3401) \$772.91 the following designated expenditures: \$ 431.33 to GL# 3401-0418-2004 (Jail: Medicine & Drugs) \$ 15.00 to GL# 3401-0418-2023 (Jail: Parts & Repairs) \$ 326.58 to GL# 3401-0418-3006 (Jail: Medical, Dental & Hospital) APPROVED: MICKEY D. PENDERGRASS, COUNTY JUDGE Date Signed: ATTEST: CANDA J. REESE, COUNTY CLERK SPONSOR: Date Adopted: Votes: For:\_\_\_\_\_ Against:\_\_\_\_

Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_ Absent: \_\_\_\_

AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$20,000.00 INTO THE BUILDINGS AND GROUNDS DEPARTMENT 2022 BUDGET.

**WHEREAS**, funds deposited with the County Treasurer (from Bond Forfeitures) to Fund (#1000) in the amount of \$5,000.00 and funds from CRF Fund (#1005) in the amount of \$15,000.00 need to be appropriated into the Building & Grounds 2022 Budget to pay for updating security cameras at the Court Complex Building; and

WHEREAS, there is sufficient funds available for said transfer.

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

**Section 1.** The Quorum Court authorizes the County Treasurer to transfer \$15,000.00 from CRF Fund (#1005) into the County General Fund (#1000), and;

<u>Section 2.</u> The Quorum Court authorizes the IT Manager to make the following new appropriations into the designated line item, in Building and Grounds department for future expenditure:

\$ 20,000.00 into GL# 1000-0111-2023 (Parts & Repairs)

	APPROVED:
	MICKEY D. PENDERGRASS, COUNTY JUDGE Date Signed:
ATTEST:	
CANDA J. REESE, COUNTY CLERK	
SPONSOR: <u>Baxter County Budget Committee</u>	***********
Date Adopted:	
Votes: For: Against:	
Abstain: Present: Absent:	

APPROPRIATION ORDINANCE NO. 2022 -	
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AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$27,949.00 FROM THE ROAD AND BRIDGE REVENUE FUND (#2000) INTO THE ROAD AND BRIDGE 2022 BUDGET.

WHEREAS, it is necessary to appropriate funds into the Road and Bridge Department Budget Maintenance Contracts line item (#2024) and Workers Comp line item (#1010) for proper expenditures.

**WHEREAS**, there are sufficient funds available in the Road and Bridge Revenue Fund for said transfer.

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

<u>Section 1:</u> The IT Manager is hereby authorized to make the following appropriation from Road and Bridge Fund (#2000) into the designated budget line.

\$ 4,000.00 appropriated to GL #2000-0200-2024 (Maintenance Contracts) \$23,949.00 appropriated to GL #2000-0200-1010 (Workers Compensation)

		APPROVED:
		MICKEY D. PENDERGRASS, COUNTY JUDGE Date Signed:
ATTEST:		
CANDA J. REESE, COUN	ΓY CLERK	TO PROGRAMMENT
SPONSOR: Baxter County	Budget Committee	
Date Adopted:		
Votes: For:	Against:	
Abstain: Present:_		

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

# AN ORDINANCE TO AMEND THE ANNUAL OPERATING BUDGET FOR THE CALENDAR YEAR 2022

<u>WHEREAS</u>, the Quorum Court of Baxter County, AR, recognizes the need to provide resilience to our local government with adequate and competitive pay for full time County employees. The need to attract, hire and retain current and future employees is necessary due to the current and future hiring market and in doing so authorizes a pay increase of \$2.00 an hour for said employees effective March 13, 2022.

# NOW THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS,

**SECTION 1.** That it hereby approves a \$2.00 an hour pay increase for current full time County employees and to the Baxter County Pay Grade Tabular and all general ledger departments listed herein.

**SECTION 2.** Each Baxter County full time employee, currently employed, shall be provided the additional payment of Two Dollars (\$2.00) per hour from which all applicable payroll deductions shall be deducted.

<u>SECTION 3.</u> Appropriation Ordinance No. 2021-49, the "Annual Budget Ordinance for the calendar year 2022", is hereby amended and the respective sums shall be expended from the appropriate GL line items and allocated to the following funds in the amount set forth below. The Human Resources Director will adjust the Baxter County Pay Grade Tabular reflecting the \$2.00 increase.

**SECTION 4.** Ordinance #2021-49 the 2022 Budget is hereby amended by appropriating the following amounts totaling: **\$612,332.74** 

Fund 1000-0100 County Judge:	\$15,372.45
1000-0100-1001—Salaries:	\$12,480.00
1000-0100-1006—Social Security:	\$ 954.72
1000-0100-1007—Retirement:	\$ 1,911.94
1000-0100-1010—Work Comp:	\$ 19.55
1000-0100-1011—Unemployment	\$ 6.24
Fund 1000-0101-County/Circuit Clerk:	\$25,621.44
Fund 1000-0101-County/Circuit Clerk: 1000-0101-1001—Salaries:	<b>\$25,621.44</b> \$20,800.00
1000-0101-1001—Salaries:	\$20,800.00
1000-0101-1001—Salaries: 1000-0101-1006—Social Security: 1000-0101-1007—Retirement: 1000-0101-1010—Work Comp:	\$20,800.00 \$ 1,591.20
1000-0101-1001—Salaries: 1000-0101-1006—Social Security: 1000-0101-1007—Retirement:	\$20,800.00 \$ 1,591.20 \$ 3,186.56

Fund 1000-0103 County Treasurer:	\$ 9,668.97
1000-0103-1001—Salaries:	\$ 8,320.00
1000-0103-1006—Social Security:	\$ 60.00
1000-0103-1007—Retirement:	\$ 1,274.62
1000-0103-1010	\$ 9.15
1000-0103-1011-Unemployment:	\$ 5.20
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Fund 1000-0104 County Tax Collector:	\$30,746.77
1000-0104-1001—Salaries:	\$24,960.00
1000-0104-1006—Social Security:	\$ 1,909.44
1000-0104-1007—Retirement:	\$ 3,823.87
1000-0104-1010—Work Comp:	\$ 27.46
1000-0104-1011—Unemployment:	\$ 26.00
Fund 1000-0105 County Assessor:	\$56,373.41
1000-0105-1001—Salaries:	\$45,760.00
1000-0105-1006—Social Security:	\$ 3,500.00
1000-0105-1000—Codial Security:	\$ 7,010.43
1000-0105-1010—Work Comp:	\$ 50.34
1000-0105-1011—Unemployment:	\$ 52.00
1000-0100-1011Onemployment.	Ψ 02.00
Fund 1000-0111 County Buildings & Grounds:	\$31,166.30
1000-0111-1001—Salaries:	\$24,960.00
1000-0111-1006—Social Security:	\$ 1.909.44
1000-0111-1007—Retirement:	\$ 3,823.87
1000-0111-1010—Work Comp:	\$ 441.79
1000-0111-1011—Unemployment:	\$ 31.20
Fried 4000 0445 Carrete IT Daniel	<i>ው ድ ፈ</i> ጣድ ግግ
Fund 1000-0115 County IT Department: 1000-0115-1001—Salaries:	<b>\$ 5,125.33</b> <b>\$ 4</b> ,160.00
1000-0115-1006—Social Security: 1000-0115-1007—Retirement:	
1000-0115-1007—Retirement. 1000-0115-1010—Work Comp:	\$ 637.31 \$ 4.58 \$ 5.20
1000-0115-1010	\$ 4.50 \$ 5.20
1000-0115-1011—Onemployment.	<b>Ф</b> 5.20
Fund 1000-0140 County Human Resources	\$ 5,125.33
1000-0140-1001-Salaries:	\$ 4,160.00
1000-0140-1006-Social Security:	\$ 318.24
1000-0140-1007-Retirement:	\$ 637.31
1000-0140-1010-Work Comp:	\$ 4.58
1000-0140-1011-Unemployment:	\$ 5.20
Eund 4000 0454 County Maintenance Character	<i>ሮ ል</i> ስ 370 ማስ
Fund 1000-0151 County Maintenance Shop: 1000-0151-1001—Salaries:	\$ 10,373.79
1000-0151-1001Salaries. 1000-0151-1006Social Security:	\$ 8,320.00 \$ 636,48
1000-0151-1000—Social Security. 1000-0151-1007—Retirement:	
1000-0151-1007—Retirement. 1000-0151-1010—Work Comp:	\$ 1,274.62 \$ 132.29
1000-0151-1010—Work Comp. 1000-0151-1011—Unemployment:	\$ 10.40
1000-0101-1011Onemployment.	φ 10.40

Fund 1000-0400 County Sheriff:	\$5,174.62
1000-0400-1001-Salaries:	\$ 4,160.00
1000-0400-1006-Social Security:	\$ 318.24
1000-0400-1007-Retirement:	\$ 637.31
1000-0400-1010-Work Comp:	\$ 59.07
1000-0400-1010-Work Comp.	Ψ 59.07
Enant 4000 0400 40th District County	<i>ሉ ድ 4ማ</i> ር በዓ
Fund 1000-0409 10 <sup>th</sup> District Court:	\$ 5,179.82
1000-0409-1001-Salaries:	\$ 4,160.00
1000-0409-1006-Social Security:	\$ 318.24
1000-0409-1007-Retirement:	\$ 637.31
1000-0409-1010-Work Comp:	\$ 59.07
1000-0409-1011-Unemployment:	\$ 59.07 \$ 5.20
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Fund 1000-0415 County Juvenile Services:	\$ 41,438.60
1000-0415-1001—Salaries:	\$33,280.00
1000-0415-1006—Social Security:	\$ 2,545.92
1000-0415-1000—Social Geomy:	
	\$ 5,098.50
1000-0415-1010—Work Comp:	\$ 472.58
1000-0415-1011—Unemployment:	\$ 41.60
Fund 1000-0416 County Prosecuting Attorney	
1000-0416-1001—Salaries:	\$12,480.00
1000-0416-1006—Social Security:	\$ 954.72
1000-0416-1007—Retirement:	\$ 1,911.94
1000-0416-1010-Work Comp:	\$ 13.73
1000-0416-1011—Unemployment:	\$ 15.60
1000-0410-1011—onemployment.	Φ 10.00
Fund 1000-0419 County Coroner	\$ 5 174 62
Fund 1000-0419 County Coroner:	<b>\$ 5,174.62</b>
1000-0419-1001-Salaries:	\$ 4,160.00
1000-0419-1001-Salaries: 1000-0419-1006-Social Security:	\$ 4,160.00
1000-0419-1001-Salaries: 1000-0419-1006-Social Security: 1000-0419-1007-Retirement:	\$ 4,160.00 \$ 318.24 \$ 637.31
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Fund 2000-0200 County Road & Bridge: \$231,719,49 2000-0200-1001—Salaries: \$183,040.00 2000-0200-1007—Retirement: \$28,041.73 2000-0200-1010—Work Comp: \$6,406.40 2000-0200-1011—Unemployment: \$228.80  Fund 3006-0101-Ecorder's Cost Fund: \$30,751.97 3006-0101-1001-Salaries: \$24,960.00 3006-0101-1007-Retirement: \$3,823.87 3006-0101-1007-Retirement: \$3,823.87 3006-0101-1010-Work Comp: \$1,909.44 3006-0101-1010-Work Comp: \$27.46 3006-0101-1010-Work Comp: \$27.46 3006-0101-1010-Work Comp: \$31.20  Fund 3020-0501-1001—Salaries: \$45,760.00 3020-0501-1001—Salaries: \$45,760.00 3020-0501-1001—Salaries: \$7,010.43 3020-0501-1007—Retirement: \$7,010.43 3020-0501-1007—Retirement: \$7,010.43 3020-0501-1010—Work Comp: \$649.79 3020-0501-1011—Unemployment: \$57.20  SECTION 5: SEVERABILITY: If any of the provisions of this ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application, and to this end, the provisions of this Ordinance are declared severable.  APPROVED:  MICKEY D. PENDERGRASS, COUNTY JUDGE Date Signed:  APPROVED:  APPROVED	Fund 1800-0191 Animal Control: 1800-0191-1001—Salaries: 1800-0191-1006—Social Security: 1800-0191-1007—Retirement: 1800-0191-1010—Work Comp: 1800-0191-1011—Unemployment:	\$ 1,274.62 \$ 118.14
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#### ORDINANCE NO. 2022 -

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

#### AN ORDINANCE TO ESTABLISH AN EMPLOYEE LIABILITY FUND

- **Article 1. Affirmation.** It comes before this Court that there is a need to establish an Employee Liability Fund on the books of the county to recognize and affirm the need for such a fund to properly account for and control all employee liabilities.
- Article 2. <u>Establishment of Fund</u>. There is hereby created on the books of the Baxter County Treasurer an Employee Liability Fund with a fund number of 1805 as assigned by Arkansas Legislative Audit.
- **Article 3.** Operation of Fund. The Employee Liability Fund is subject to all the normal county budgeting, appropriation and expenditure regulations of Arkansas Code Annotated, Title 14 and the County Financial Management System implemented in accordance with § 14-21-101. Proper records and documentation must be maintained for audit purposes.

**Section 1**. The Quorum Court authorizes the County Treasurer to transfer \$1,000,000.00 from County General Fund #1000 to Fund #1085 Employee Liability Fund.

			APPROVED:
			MICKEY D. PENDERGRASS, COUNTY JUDGE Date Signed:
ATTEST:			
CANDA J. REI	· ·		Montaneor
SPONSOR: _	Baxter County	/ Budget Committee	
Date Adopted:	Philippin and the second and the sec		
Votes: For:			
Abstain:	Present	Absent:	

<b>APPROPRIATION ORDINANCE NO. 2022 -</b>	
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### AN ORDINANCE FUNDING A JAILER POSITION IN THE BAXTER COUNTY JAIL.

**WHEREAS**, the Baxter County Budget Committee approved a request made by Sheriff John Montgomery to fund a Jailer position in the Baxter County Jail.

**WHEREAS**, the full-time Jailer position was inadvertently left off the 2022 Budget, Baxter County Jail & Maintenance Operation Fund #3401.

THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF BAXTER COUNTY, ARKANSAS, THAT:

<u>Section 1.</u> The funding of one full-time Jail Position has hereby been approved. This change shall be reflected on the Personal Services Salaries Schedule of the Baxter County Jail Maintenance & Operations Budget #3401.

<u>Section 2.</u> The Baxter County Quorum Court authorizes the IT Manager to make the following changes and appropriations within the Baxter County Jail Maintenance & Operation Budget #3401.

- A. \$33,742.80 to GL #3401-0418-1001 (Salaries)
- B. \$ 2,581.32 to GL #3401-0418-1006 (Social Security)
- C. \$ 5,169.40 to GL #3401-0418-1007 (Retirement)
- D. \$ 6,488.52 to GL #3401-0418-1009 (Health Insurance)
- E. \$ 479.15 to GL #3401-0418-1010 (Work Comp)
- F. \$ 42.18 to GL #3401-0418-1011 (Unemployment Comp)

Total \$48,503.37 to be appropriated.

	APPROVED:	
	MICKEY D. PENDERGRASS, COUNTY JUDGE Date Signed:	
ATTEST:		
CANDA J. REESE, COUNTY CLERK	**************************************	
SPONSOR: Baxter County Budget Committee		
Date Adopted:		
Votes: For: Against:		
Abstain: Present: Absent:		

<b>RESOLUTION NO</b>	) 2022 -
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### A RESOLUTION DECLARING A VACANCY IN QUORUM COURT DISTRICT THREE.

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, THAT:

WHEREAS, Quorum Court member, Robert (Bob) Lowery intends to run for the unexpired term of the District 10 District Court Judge and therefore, a vacancy now exists in Quorum Court District 3.

<u>Section 1.</u> A vacancy in Quorum Court District 3 of Baxter County, Arkansas is hereby declared to exist.

<u>Section 2.</u> Pursuant to the law of the State of Arkansas (Arkansas Code Annotated 14-14-1309) as set forth in the constitution of this State and statutes consistent therewith, the Quorum Court requests that the Governor of the State of Arkansas make an appointment to fill the vacancy hereby declared.

	APPROVAL:	
	MICKEY D. PENDERGRASS, COUNTY JU Date Signed:	
ATTEST:		
CANDA J. REESE, COUNTY C	LERK	
Sponsor: Date Adopted:		
Votes: For:A		
Abstain:Present:		