

## MORGAN COUNTY COMMISSION REGULAR MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a regular meeting on Tuesday, September 9, 2014, at 9:00 a.m. in the Conference Room of the Morgan County Commission Office, County Courthouse, Decatur, Alabama. The following members were present: Mr. Ray Long, Chairman; Mr. Jeff Clark, Mr. Randy Vest, Mr. Don Stisher, and Mr. Greg Abercrombie, members. Absent: N/A. Mrs. Belinda Ealey, Mrs. Julie Reeves, and Mrs. Robbie Alexander acted as the clerks of the Meeting. The Chairman stated that a quorum was present and declared the Meeting open for the transaction of business.

### VISITORS

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Bill Shinn, County Attorney     | Greg Bodley, County Engineer        |
| Clif Knight, Hartselle Enquirer | Leah Cayson, Decatur Daily          |
| Derrick Shull, WYAM TV 51       | Joey Hester, NARCOG                 |
| Debra Gardner, COA/MCATS        | Kim Thurston, Community Corrections |

### AGENDA

The Agenda for the regular meeting of Tuesday, September 9, 2014, had been presented to the Commission for review.

After due consideration it is therefore ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that the Agenda be, and are hereby approved for Tuesday, September 9, 2014.

### MINUTES

The Minutes of the Regular meeting held on Tuesday, August 26, 2014 and the Adjourned meeting held on Thursday, August 28, 2014 had been presented to the Commission by email for their review.

After due consideration it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that there being no further additions or corrections to the above listed minutes, they are hereby approved.

### OLD BUSINESS:

#### **ADOPT RESOLUTION FOR THE ACCEPTANCE OF BID FROM THE LOWEST RESPONSIBLE BIDDER MEETING SPECIFICATIONS, BI INCORPORATED, FOR GPS AND ALCOHOL MONITORING SERVICES FOR THE MORGAN COUNTY COMMUNITY CORRECTIONS AND COURT SERVICES:**

- **BI Incorporated**                      **\$4.40 per day\***
- **Tracking Solutions**                **\$6.50 per day**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

#### **RESOLUTION 14-408**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the acceptance of bid from the lowest responsible bidder meeting specifications, **BI Incorporated**, for GPS and Alcohol Monitoring Services for the Morgan County Community Corrections and Court services:

- **BI Incorporated**                      **\$4.40 per day\***
- **Tracking Solutions**                **\$6.50 per day**

THIS the 9<sup>th</sup> day of September, 2014.

#### **ADOPT RESOLUTION FOR THE ACCEPTANCE OF BID FROM THE LOWEST RESPONSIBLE BIDDER MEETING SPECIFICATIONS, PAPER AND CHEMICAL SUPPLY CO., FOR JANITORIAL SUPPLIES:**

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- **Paper and Chemical Supply Co. \$2,589.17\***
- **Central Paper Co., Inc. \$3,980.73**
- **North Ala. Chemical Co., Inc. \$2,898.01**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-409**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the acceptance of bid from the lowest responsible bidder meeting specifications, **Paper and Chemical Supply Co.**, for janitorial supplies:

- Paper and Chemical Supply Co. \$2,589.17\*
- Central Paper Co., Inc. \$3,980.73
- North Ala. Chemical Co., Inc. \$2,898.01

THIS the 9<sup>th</sup> day of September, 2014.

**NEW BUSINESS:**

**ADOPT RESOLUTION ALLOWING THE CHAIRMAN TO SET A PUBLIC HEARING ON THURSDAY, SEPTEMBER 25, 2014 AT 9:00 A.M. FOR THE PURPOSE OF RECEIVING PUBLIC COMMENT ON THE PROPOSED FARE CHANGES FOR THE URBAN PORTION OF THE MORGAN COUNTY AREA TRANSPORTATION SYSTEM TO BEGIN OCTOBER 1, 2014 AND AUTHORIZE THE CHAIRMAN TO PUBLISH AN APPROPRIATE NOTICE OF SUCH MEETING AS REQUIRED BY LAW.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-410**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby allow the Chairman to set a Public Hearing on Thursday, September 25, 2014 at 9:00 a.m. for the purpose of receiving public comment on the proposed fare changes for the Urban portion of the Morgan County Area Transportation System to begin October 1, 2014 and authorize the Chairman to publish an appropriate notice of such meeting as required by law, this the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION SETTING A MAXIMUM SPEED LIMIT OF 40 MPH ON JOE LEMMOND ROAD, DISTRICT 1 AND DISTRICT 2. SAID ROAD BEGINS AT CENTER SPRINGS ROAD IN THE NW ¼ OF SECTION 29; T6S; R2W AND CONTINUES WESTWARD AND NORTHWARD TO EAST UPPER RIVER ROAD IN THE EAST ½ OF SECTION 18; T6S; R2W.**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-411**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve setting a maximum speed limit of 40 mph on Joe Lemmond Road, District 1 and District 2. Said road begins at Center Springs Road in the NW ¼ of Section 29; T6S; R2W and continues westward and northward to East Upper River Road in the East ½ of Section 18; T6S; R2W, this the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION TO RECLASSIFY THE FOLLOWING POSITION AND APPROVE AMENDED JOB DESCRIPTION EFFECTIVE OCTOBER 6, 2014: DIRECTOR OF PARKS & RECREATION (2801) FROM GRADE 8 TO GRADE 12 (\$22.12 - \$28.88).**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-412**

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BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve the reclassification of the following position and approve amended job description effective October 6, 2014: Director of Parks & Recreation (2801) from Grade 8 to Grade 12 (\$22.12 - \$28.88), this the 9<sup>th</sup> day of September, 2014.

**Mr. Greg Abercrombie requested the Commission to revisit item number 1 under New Business and to change as follows:**

**ADOPT RESOLUTION ALLOWING THE CHAIRMAN TO SET A PUBLIC HEARING ON WEDNESDAY, SEPTEMBER 24, 2014 AT 9:00 A.M. FOR THE PURPOSE OF RECEIVING PUBLIC COMMENT ON THE PROPOSED FARE CHANGES FOR THE URBAN PORTION OF THE MORGAN COUNTY AREA TRANSPORTATION SYSTEM TO BEGIN OCTOBER 1, 2014 AND AUTHORIZE THE CHAIRMAN TO PUBLISH AN APPROPRIATE NOTICE OF SUCH MEETING AS REQUIRED BY LAW.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-424**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby set a Public Hearing on Wednesday, September 24, 2014 at 9:00 a.m. for the purpose of receiving public comment on the proposed fare changes for the Urban portion of the Morgan County Area Transportation System to begin October 1, 2014, and authorize the Chairman to publish an appropriate notice of such meeting as required by law, this the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO FILL THE POSITION OF DIRECTOR OF PARKS & RECREATION, GRADE 12 (\$22.12 - \$28.88).**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-413**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to fill the position of Director of Parks & Recreation, Grade 12 (\$22.12 - \$28.88), this the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO DECLARE THE FOLLOWING VEHICLES SURPLUS AND TO SELL ON GOVDEALS.COM WITH PROCEEDS TO BE RETURNED TO SHERIFF'S DEPARTMENT ACCOUNT:**

- 2005 Crown Victoria V# 2FAFP71W15X141403
- 2008 Crown Victoria V# 2FAFP71V08X146149
- 2008 Crown Victoria V# 2FAFP71V48X103238
- 2004 Crown Victoria V# 2FAFP71W44X141300
- 2007 Crown Victoria V# 2FAFP71W37X148842

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-414**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to declare the following vehicles surplus and to sell on Govdeals.com with proceeds to be returned to Sheriff's Department account:

- 2005 Crown Victoria V# 2FAFP71W15X141403
- 2008 Crown Victoria V# 2FAFP71V08X146149
- 2008 Crown Victoria V# 2FAFP71V48X103238
- 2004 Crown Victoria V# 2FAFP71W44X141300
- 2007 Crown Victoria V# 2FAFP71W37X148842

THIS the 9<sup>th</sup> day of September, 2014.

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**ADOPT RESOLUTION APPROVING THE FOLLOWING EXCESS PROCEED CLAIMS  
ARISING FROM REVENUE COMMISSIONER'S TAX SALE:**

- **Tracy Leonard and Richard Leonard**      **\$1,479.16**  
**Parcel No. 18-04-17-0-000-002.000**
- **Shelia Roden**      **\$ 275.28**  
**Parcel No. 14-04-20-0-002-007.001**
- **Michael James Leonard**      **\$3,489.13**  
**Parcel No. 16-05-15-0-000-011.002**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-415**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve the following excess proceed claims arising from Revenue Commissioner's Tax Sale:

- Tracy Leonard and Richard Leonard      \$1,479.16  
Parcel No. 18-04-17-0-000-002.000
- Shelia Roden      \$ 275.28  
Parcel No. 14-04-20-0-002-007.001
- Michael James Leonard      \$3,489.13  
Parcel No. 16-05-15-0-000-011.002

THIS the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE FOLLOWING  
CONTRACTS REPRESENTING THE PROMOTION OF MORGAN COUNTY, WHICH WILL  
BE PAYABLE OUT OF THE TOURISM, RECREATION & CONVENTION FUND AS  
FOLLOWS:**

- **Rockford Map Publishers, Inc. (Ad)**      **\$450.00**
- **Hartselle Enquirer (Depot Days Guide)**      **\$500.00**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-416**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the following contracts representing the promotion of Morgan County, which will be payable out of the Tourism, Recreation & Convention Fund as follows:

- Rockford Map Publishers, Inc. (Ad)      \$450.00
- Hartselle Enquirer (Depot Days Guide)      \$500.00

THIS the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AS REQUESTED BY MORGAN COUNTY SALES TAX IN  
ACCORDANCE WITH ACT# 2014-146 AND THE ALABAMA TAX TRIBUNAL  
REGULATIONS, MORGAN COUNTY, A SELF-ADMINISTERED COUNTY, ELECTS TO  
OPT-OUT AND THEREBY DIVEST THE TAX TRIBUNAL OF JURISDICTION OVER SUCH  
APPEALS AND CONTINUE WITH THE CURRENT PROCEDURES IN PLACE.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-417**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby adopt resolution as requested by Morgan County Sales Tax in accordance with Act# 2014-146 and the Alabama Tax Tribunal Regulations, Morgan County, a self-administered county, elects to opt-out and thereby divest the Tax Tribunal of jurisdiction over such appeals and continue with the current procedures in place, this the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION APPROVING THE FOLLOWING CHECKS ISSUED FOR AUGUST, 2014, TOTALING \$5,932,233.93.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-418**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve the following checks issued for August, 2014:

| Morgan County Commission<br>Disbursement Information for Agenda<br>August 2014 |                      |                        |
|--|----------------------|------------------------|
| <u>Account</u>   | <u>Check Numbers</u> | <u>Total Amount</u>    |
| Accounts Payable   | 200357 - 200900      | \$ 2,941,944.16        |
| Payroll  | 210066 - 210919      | 90,937.06              |
| Juvenile Court Boot Camp Fund  | 191 - 191            | 80,000.00              |
| Accounts Payable ACH   | 1891 - 1942          | 2,509,588.77           |
| Payroll ACH  | 316 - 319            | 309,763.94             |
| <b>Total</b>   |                      | <b>\$ 5,932,233.93</b> |

THIS the 9<sup>th</sup> day of September.

**ADOPT RESOLUTION APPROVING CERTIFICATE TO SUBDIVIDE AND CONSOLIDATE PROPERTY LOCATED WITHIN MORGAN COUNTY FOR MITCHELL WAYNE ROBERTS AND DAPHINE R. ROBERTS AND RUSSELL AND JANE REEDER – TANNER ROAD – DISTRICT 3.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-419**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide and Consolidate property located within Morgan County for Mitchell Wayne Roberts and Daphine R. Roberts and Russell and Jane Reeder – Tanner Road – District 3, this the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION TO AUTHORIZE THE CHAIRMAN TO ENTER INTO AGREEMENT WITH THE BANK OF NEW YORK MELLON TRUST COMPANY TO PERFORM SERVICES PROVIDING AN ARBITRAGE REBATE CALCULATION ON THE SERIES 2014 GENERAL OBLIGATION WARRANTS FOR THE PERIOD ENDING SEPTEMBER 30, 2014 AND CONTINUING THROUGH SEPTEMBER 30, 2018 AT AN ANNUAL COST OF \$1,750.00 PER YEAR.**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-420**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into an agreement with The Bank of New York Mellon Trust Company to perform services providing an arbitrage rebate calculation on the Series 2014 General Obligation Warrants for the period ending September 30, 2014 and continuing through September 30, 2018 at an annual cost of \$1,750.00 per year, this the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE “BUSINESS ASSOCIATE AGREEMENT” WITH HH HEALTH SYSTEM – MORGAN, LLC D/B/A DECATUR MORGAN HOSPITAL.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-421**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the “Business Associate Agreement” with HH Health System – Morgan, LLC d/b/a Decatur Morgan Hospital, this the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION APPROVING BUDGET AMENDMENTS FOR VARIOUS DEPARTMENTS FOR AUGUST 2014.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-422**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve the following Budget Amendments for various departments for August 2014:

**Morgan County Commission  
Budget Amendments for Board Approval  
August 2014**

| <b>General Fund</b>   | <b>DEBIT</b> | <b>CREDIT</b> |
|---|--------------|---------------|
| 00151100121-Expenditures  |              | 11,451.00     |
| 00151110240-Expenditures  |              | 273,000.00    |
| 00151110241-Expenditures  | 230,000.00   |               |
| 00151110242-Expenditures  | 25,000.00    |               |
| 00151110243-Expenditures  | 18,000.00    |               |
| 00151910116-Expenditures  | 15,000.00    |               |
| 00151910219-Expenditures  | 5,000.00     |               |
| 00151910224-Expenditures  | 5,000.00     |               |
| 00151910226-Expenditures  | 5,000.00     |               |
| 00151965235-Expenditures  |              | 60,000.00     |
| 00152100116-Expenditures  |              | 21,949.71     |
| 00100044725-Revenue   | 13,154.39    |               |
| 00100044770-Revenue   | 12,941.05    |               |
| 00100044729-Revenue   | 5,631.64     |               |
| 00152950116-Expenditures  |              | 12,941.05     |
| 00100047930-Revenues  | 3,163.68     |               |
| 00152100199-Expenditures  |              | 60,093.75     |
| 00100047930-Revenue   | 60,093.75    |               |
| 00152950116-Expenditures  |              | 12,041.05     |
| 00100044770-Revenue   | 12,041.05    |               |
| (To amend budget for expenditures and revenues not previously budgeted) |              |               |
| <b>Contingency Fund</b>   |              |               |
| 00299996100-Prior Year Balance  | 11,700.00    |               |
| 00251100541 - Capital Expenditures                                      |              | 16,700.00     |
| 00200047912 - Revenue   | 5,000.00     |               |
| (To amend budget for expenditures and revenues not previously budgeted) |              |               |
| <b>Archives</b>   |              |               |
| 10657601591-Capital Expenditures  |              | 55,000.00     |
| 10600044360-Grant Revenue   | 31,100.00    |               |
| (To amend budget for expenditures and revenues not previously budgeted) |              |               |

**Gasoline**

|   |            |            |
|---|------------|------------|
| 1119999961000 - Prior Year Balance                                      | 489,606.00 |            |
| 11153200213-Expenditures  |            | 48,000.00  |
| 11153300116-Expenditures  |            | 16,500.00  |
| 11153300154-Expenditures  |            | 12,500.00  |
| 11153300199-Expenditures  |            | 20,000.00  |
| 11153300212-Expenditures  |            | 20,000.00  |
| 11153300213-Expenditures  |            | 100,000.00 |
| 11153300561-Capital Expenditures  |            | 137,606.00 |
| 11153400213-Expenditures  |            | 40,000.00  |
| 11153500212-Expenditures  |            | 50,000.00  |
| 11153600541-Capital Expenditures  |            | 45,000.00  |
| (To amend budget for expenditures and revenues not previously budgeted) |            |            |

**Road and Bridge**

|   |              |            |
|---|--------------|------------|
| 1129999961000 -Prior Year Balance                                       | 1,101,600.00 |            |
| 11253200199-Expenditures  |              | 11,000.00  |
| 11253200297-Expenditures  |              | 21,400.00  |
| 11253200520-Expenditures  |              | 10,000.00  |
| 11253200549-Capital Expenditures  |              | 73,500.00  |
| 11253200561-Capital Expenditures  |              | 29,000.00  |
| 11253300213-Expenditures  | 175,000.00   |            |
| 11253300298-Expenditures  |              | 22,700.00  |
| 11253300299-Expenditures  |              | 47,500.00  |
| 11253300520-Capital Expenditures  |              | 320,500.00 |
| 11253300530-Capital Expenditures  |              | 375,000.00 |
| 11253400213-Expenditures  | 200,000.00   |            |
| 11253400219-Expenditures  |              | 12,500.00  |
| 11253400541-Capital Expenditures  |              | 63,000.00  |
| 11253500213-Expenditures  | 180,000.00   |            |
| 11253500520-Capital Expenditures  |              | 670,500.00 |
| (To amend budget for expenditures and revenues not previously budgeted) |              |            |

**Public Highway & Transit**

|   |            |            |
|---|------------|------------|
| 1139999961000-Prior Year Balance  | 400,000.00 |            |
| 11353300213-Expenditures  |            | 400,000.00 |
| (To amend budget for expenditures and revenues not previously budgeted) |            |            |

**Capital Improvement**

|   |            |            |
|---|------------|------------|
| 1169999961000-Prior Year Balance  | 447,750.00 |            |
| 11652600291-Expenditures  |            | 374,073.00 |
| 11657230530-Capital Expenditures  |            | 73,677.00  |
| (To amend budget for expenditures and revenues not previously budgeted) |            |            |

**Jack Maddox industrial Fund**

|   |           |           |
|---|-----------|-----------|
| 1329999961000 - Prior Year Balance                                      | 21,660.00 |           |
| 13251956299 - Expenditures  |           | 21,660.00 |
| (To amend budget for expenditures and revenues not previously budgeted) |           |           |

THIS the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE A 48 MONTH LEASE AGREEMENT WITH BERNEY OFFICE SOLUTIONS REPRESENTING LEASE OF XEROX W7855PT COPIER FOR MORGAN COUNTY COMMISSION ON AGING FOR COST OF \$172.29 PER MONTH, PAYABLE OUT OF THE COMMISSION ON AGING FUNDS.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-423**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute a 48 month Lease Agreement with Berney Office Solutions representing lease of Xerox W7855PT Copier for Morgan County Commission on Aging for cost of \$172.29 per month, payable out of the Commission on Aging Funds, this the 9<sup>th</sup> day of September, 2014.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$16,111.00 FROM VOLKERT, INC. REPRESENTING PROGRAM MANAGEMENT SERVICES ON JAIL ANNEX, PAYMENT NUMBER 12.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$16,111.00 from Volkert, Inc. representing Program Management services on Jail Annex, payment number 12.

After due consideration it is therefore ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$16,111.00 to Volkert, Inc. representing Program Management services on Jail Annex, payment number 12.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$11,260.80 FROM ALABAMA DEPARTMENT OF EXAMINERS OF PUBLIC ACCOUNTS REPRESENTING AUDIT SERVICES FOR FY2012/13.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$11,260.80 from Alabama Department of Examiners of Public Accounts representing audit services for FY2012/13.

After due consideration it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$11,260.80 to Alabama Department of Examiners of Public Accounts representing audit services for FY2012/13.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$50.00 FROM S. S. NESBITT REPRESENTING NOTARY BOND FOR BRANDY DAVIS, EMA, FOR A PERIOD OF 4 YEARS BEGINNING AUGUST 29, 2014.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$50.00 from S. S. Nesbitt representing Notary Bond for Brandy Davis, EMA, for a period of 4 years beginning August 29, 2014.

After due consideration it is therefore ordered by the Commission on motion of Mr. Jeff Clark, seconded by Mr. Don Stisher, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Jeff Clark, seconded by Mr. Don Stisher, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$50.00 to S. S. Nesbitt representing Notary Bond for Brandy Davis, EMA, for a period of 4 years beginning August 29, 2014.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$76,566.00 FROM ALABAMA DEPARTMENT OF TRANSPORTATION REPRESENTING COUNTY MATCH ON ROAD RESURFACING PROJECT MCP-52-140-14.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$76,566.00 from Alabama Department of Transportation representing County match on road resurfacing project MCP-52-140-14.

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After due consideration it is therefore ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$76,566.00 to Alabama Department of Transportation representing County match on road resurfacing project MCP-52-140-14.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$60,843.70 FROM ETECH CONSTRUCTION REPRESENTING WEST PARK PROJECT, PAYMENT NUMBER 6R.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$60,843.70 from Etech Construction representing West Park project, payment number 6R.

After due consideration it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$60,843.70 to Etech Construction representing West Park project, payment number 6R.

**REVIEW AND APPROVE PERSONNEL CHANGES SUBMITTED FROM VARIOUS COUNTY DEPARTMENTS FOR AUGUST, 2014.**

The Chairman brought to the attention of the Commission that he was in receipt of the following personnel changes submitted from various county departments for their approval:

**Deletions**

William Abstance, Jail  
Cassandra Risinger, Jail  
April Powell, Jail  
Erica Delgado-Gerena, Jail

**New Hires**

Christopher Hayes, Animal Control  
Jonathan Raper, Jail  
Keith Martin, Jail

After due consideration it is therefore ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that the employee changes as per above, be, and are hereby approved as presented.

**AFTER 10 MINUTE RECESS – MET WITH ELECTED OFFICIALS TO DISCUSS PRELIMINARY FY 2014-2015 BUDGET.**

**PROPERTY AND LIABILITY INSURANCE QUOTES FOR FY2014-15 WERE REVIEWED AND DISCUSSION FOLLOWED.**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-425**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve the Property and Liability Insurance quotes submitted by ACCA and Meadowbrook Insurance to provide liability and property insurance coverages for Morgan County, this the 9<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION TO INCLUDE \$75,000.00 IN THE FY2014/15 BUDGET YEAR TO THE DOWNTOWN REDEVELOPMENT FOR ONE YEAR TO BE PAID OUT OF CAPITAL IMPROVEMENT FUND.**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-426**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve to include \$75,000.00 in the FY2014/15 Budget Year to the Downtown Redevelopment for one year to be paid out of Capital Improvement Fund, this the 9<sup>th</sup> day of September, 2014.

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**SHERIFF ANA FRANKLIN MET WITH THE COMMISSION TO PRESENT HER FY2014/15 BUDGET REQUESTS.**

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BE IT FURTHER RESOLVED by the Morgan County Commission of Morgan County, Alabama, that there being no further business to come before the Commission, the same on motion of Mr. Don Stisher, seconded by Mr. Jeff Clark, and unanimously carried that the Morgan County Commission duly adjourned to Monday, September 15, 2014, at 9:00 a.m.

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**MORGAN COUNTY COMMISSION ADJOURNED MEETING**

The Morgan County Commission of Morgan County, Alabama, re-convened in an adjourned meeting on Monday, September 15, 2014, at 9:00 a.m. in the Conference Room of the Morgan County Commission Office, County Courthouse, Decatur, Alabama. The following members were present: Mr. Ray Long, Chairman; Mr. Jeff Clark, Mr. Randy Vest, Mr. Don Stisher, and Mr. Greg Abercrombie, members. Absent: N/A. Mrs. Belinda Ealey, Mrs. Julie Reeves, and Mrs. Robbie Alexander acted as the clerks of the Meeting. The Chairman stated that a quorum was present and declared the Meeting open for the transaction of business.

**VISITORS**

Greg Bodley, County Engineer  
Clif Knight, Hartselle Enquirer  
Leah Cayson, Decatur Daily

**AGENDA**

The Agenda for the adjourned meeting of Monday, September 15, 2014, had been presented to the Commission for review.

After due consideration it is therefore ordered by the Commission on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that the Agenda be, and are hereby approved for Monday, September 15, 2014.

**MINUTES – N/A**

**OLD BUSINESS:** N/A

**NEW BUSINESS:**

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXTEND THE BID TO DECATUR DAILY FOR THE PRINTING AND MAILING OF NEWSLETTERS FOR MORGAN COUNTY FOR THE TIME PERIOD NOVEMBER 12, 2014 THROUGH NOVEMBER 11, 2015, USING THE SAME PRICING, TERMS AND CONDITIONS.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-427**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to extend the bid to Decatur Daily for the printing and mailing of newsletters for Morgan County for the time period November 12, 2014 through November 11, 2015, using the same pricing, terms and conditions, this the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION DESIGNATING FOR FY2014/2015 ALL MORGAN COUNTY BANKS AS DEPOSITORIES FOR GREG CAIN, JUDGE OF PROBATE.**

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Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-428**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve designating all Morgan County banks as depositories for Greg Cain, Judge of Probate, for FY2014/2015, this the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE A PARTICIPATION AGREEMENT WITH THE ASSOCIATION OF COUNTY COMMISSIONS OF ALABAMA SELF-INSURERS FUND FOR THE PURPOSE OF PROVIDING WORKER'S COMPENSATION COVERAGE.**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-429**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute a Participation Agreement with the Association of County Commissions of Alabama Self-Insurers Fund for the purpose of providing worker's compensation coverage, this the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION STATING THE MORGAN COUNTY COMMISSION AGREES TO PARTICIPATE IN THE ASSOCIATION OF COUNTY COMMISSIONS OF ALABAMA LIABILITY SELF-INSURANCE FUND FOR THE PERIOD OF OCTOBER 1, 2014 THROUGH DECEMBER 31, 2015 AND WILL FURTHER PARTICIPATE IN THE LIABILITY FUND FOR THE CALENDAR YEARS 2016 THROUGH 2017 AND AUTHORIZES THE CHAIRMAN TO EXECUTE PARTICIPATION AGREEMENTS AS REQUIRED BY THE LIABILITY FUND.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-430**

WHEREAS, Morgan County wishes to become a member of the Association of County Commissions of Alabama Liability Self-Insurance Fund, Inc. (Liability Fund) effective October 1, 2014; and

WHEREAS, Morgan County's participation in the Liability Fund beginning on October 1, 2014 will be during an existing three-year contract period which will conclude for all participants of the Liability Fund on Dec. 31, 2014; and

WHEREAS, the three-year contract period governs the participation of all counties and other entities which are members of the Liability Fund and ensures the stability and effective and efficient operation of the Liability Fund.

NOW, THEREFORE, BE IT RESOLVED by the Morgan County Commission that it agrees to participate in the Liability Fund for the period October 1, 2014 through December 31, 2014; will pay its prorated premium amount as included in the proposal received by Morgan County; and will execute the Participation Agreement between Morgan County and the ACCA Liability Self-Insurance Fund, Inc.

Adopted this the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE SSAI SCSEP HOST AGENCY AGREEMENT TO PROVIDE PARTICIPANTS REFERRED BY THE SPONSOR AGENCY EMPLOYMENT UNDER THE CONDITIONS AS STATED IN SAID AGREEMENT.**

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-431**

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BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute SSAI SCSEP Host Agency Agreement to provide participants referred by the Sponsor Agency employment under the conditions as stated in said agreement, this the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE AGREEMENT BETWEEN THE MORGAN COUNTY AREA TRANSPORTATION SYSTEM AND MORGAN COUNTY COMMUNITY ACTION AGENCY FOSTER GRANDPARENT & SENIOR COMPANION PROGRAM TO PROVIDE TRANSPORTATION SERVICES FOR THE PERIOD OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-432**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute agreement between the Morgan County Area Transportation System and Morgan County Community Action Agency Foster Grandparent & Senior Companion Program to provide transportation services for the period October 1, 2014 through September 30, 2015, this the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE CONTRACT WITH GERALD K. WILHOITE, DBA AS NORTH ALABAMA COURT CONSULTANTS, LLC, AS COMMUNITY MENTAL HEALTH OFFICER FOR MORGAN COUNTY WITH A MONTHLY FEE OF \$1,250.00, EFFECTIVE OCTOBER 1, 2014.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-433**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute contract with Gerald K. Wilhoite, DBA as North Alabama Court Consultants, LLC, as Community Mental Health Officer for Morgan County with a monthly fee of \$1,250.00, effective October 1, 2014, this the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING KIM THURSTON, DIRECTOR OF COMMUNITY CORRECTIONS, TO FILL THE FOLLOWING POSITIONS:**

- **Community Corrections Officer – Grade 8, Step 1 - \$17.76**
- **Community Corrections Coordinator – Grade 11, Step 1 - \$20.92**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-434**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize Kim Thurston, director of Community Corrections, to fill the following positions:

- **Community Corrections Officer – Grade 8, Step 1 - \$17.76**
- **Community Corrections Coordinator – Grade 11, Step 1 - \$20.92**

THIS the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION APPROVING EXCESS PROCEED CLAIM ARISING FROM REVENUE COMMISSIONER'S TAX SALE FOR ALFREDO L. JESUS IN THE AMOUNT OF \$389.13, PARCEL NO. 03-04-19-2-006-039.000.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-435**

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BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve excess proceed claim arising from Revenue Commissioner's tax sale for Alfredo L. Jesus in the amount of \$389.13, Parcel No. 03-04-19-2-006-039.000, this the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AMENDING THE MORGAN COUNTY POLICIES AND PROCEDURES HANDBOOK AS FOLLOWS:**

- **Chapter 3.03 – Personnel Changes** – Amend chapter with new language. *(Page 10 of MC Policies and Procedures Handbook)*
- **Chapter 4.12 – Adjustments in Assignments, Transfers, Promotions & Demotions** - Amend Section (e) of this section: Reclassifications by replacing this section with new language. *(Page 16 of MC Policies and Procedures Handbook)*
- **Chapter 8.04 – Transferred Employees on Probation** - Amend chapter with new language *(Page 33 of MC Policies and Procedures Handbook)*
- **Chapter 10.09 – Sick Leave and Bereavement Leave** – Amend chapter with new language. *(Page 52 and 53 of MC Policies and Procedures Handbook)*
- **Chapter 11.06 – Group One Offenses** – Amend chapter by adding the new language to this chapter. *(Page 60 of MC Policies and Procedures Handbook)*
- **Chapter 11.08 – Group Two Offenses** – Amend chapter by adding the new language to this chapter *(Page 62 of MC Policies and Procedures Handbook)*

Mr. Jeff Clark, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-436**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve amending the Morgan County Policies and Procedures Handbook as follows:

- **Chapter 3.03 – Personnel Changes** – Amend chapter with new language. *(Page 10 of MC Policies and Procedures Handbook)*

Personnel Changes:

- Elected Official / Department Head shall forward employee job related information changes to the HR Department via a “Personnel Action Request” (PAR form).

Employees making changes to personal payroll deductions or banking must complete an “Employee Change Request” and forward such to the Human Resource Department before the week of payroll processing.

Before any change in an employee's status is implemented, the PAR form must be completed and the required approvals obtained. **All changes are required to be submitted to the Commission Office no later than the Thursday preceding the payroll week.**

- **Chapter 4.12 – Adjustments in Assignments, Transfers, Promotions & Demotions** - Amend Section (e) of this section: Reclassifications by replacing this section with new language. *(Page 16 of MC Policies and Procedures Handbook)*

(E) Reclassifications:

- **When a position is reclassified to a class with a higher grade, the employee who has been occupying that position may be noncompetitively promoted to that class. A reclassification will be subject to the approval of the Elected Official/Department Head and must be approved by action of the County Commission. If approved the employee will be moved to the new pay grade at the same step they are currently holding in their current position.**
  - If the reclassification is made to a lower class, the employee occupying that position will not be demoted or reduced in pay, however future merit increases will be suspended until such time as the employee's rate of pay falls within the range of the reclassified position. The employee may be transferred to a position which supports a pay rate commensurate with the current pay rate of the affected employee. However, such employee may be transferred upon recommendation of the Elected Official / Department Head and approval of the County Commission to a vacant position within the same class as that which the employee held prior to the reclassification action, provided he or she is otherwise qualified for that position.
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- When a position to which an incumbent employee is currently assigned is reclassified to the new class with the same maximum salary rate, the employee may be reclassified to the new class of the position. If no full-time employee occupies the position, the vacant position may be filled by merit promotion (first) transfer or original appointment.
- **Chapter 8.04 – Transferred Employees on Probation** - Amend chapter with new language (*Page 33 of MC Policies and Procedures Handbook*)

Transferred Employees on Probation:

Employees promoted or transferred shall be placed upon probationary status for a 180 calendar day period. If a promoted or transferred employee performs unsatisfactorily during the probationary period and is thereby ineligible to be granted regular appointment to the position, and if the employee's work was satisfactory prior to the change in status, the employee shall be returned to his previous position or to another suitable position in the same class previously held **at the same rate of pay prior to transfer**, if either is available. If no position is available, the employee may be terminated. Termination will be effective as of the date designated by the Elected Official/Department Head.

- **Chapter 10.09 – Sick Leave and Bereavement Leave** – Amend chapter with new language. (*Page 52 and 53 of MC Policies and Procedures Handbook*)

Sick Leave and Bereavement Leave:

All full-time employees who have completed a qualification period of ninety (90) days shall be credited with two and seventy-seven hundredths (2.77) hours of sick leave per pay period worked. During the initial qualification period full-time employees may be loaned sick leave days up to the number of days which would have accrued as of the date of the loan had he or she not then been on qualification status. Any loans must be approved in advance and in writing by the appropriate Elected Official / Department Head and a copy of the approval forwarded with the payroll for the period in which the borrowed Sick Leave is taken. Sick leave with pay shall be credited to all regular full-time employees' accounts at the rate of two and seventy-seven hundred (2.77) hours per pay period (biweekly) worked.

Sick leave with pay, to the extent of credits in an employee's account, shall be granted for the following reasons:

- ✓ Actual time required away from the job for personal illness or physical incapacity resulting from causes beyond the employee's control.
  - ✓ Enforced quarantine of the employee in accordance with community health regulations.
  - ✓ Actual time required for medical/dental care with a recognized healthcare professional.
  - ✓ Illness or incapacitation of a member of the employee's immediate family. FMLA leave is required for periods of more than three (3) days and will run concurrently with paid leave.
  - ✓ Death in the employee's immediate family\*. **Such leave shall not exceed three (3) scheduled working days starting with the day of death and ending with the day of internment for each bereavement and will not be charged against accumulated leave with approval of the appropriate Elected Official / Department Head. Documentation of death, funeral arrangements, relationship, etc. must be provided by the employee. This will be recorded as bereavement leave.**
  - ✓ **Any bereavement period that is expected to go over five days requires approval from the employee's supervisor and the employee must use his or her annual leave for anything over the initial three days. The employee's supervisor will make the final decision on any additional number of approved days for bereavement leave based on factors such as required travel and other factors with the proper documentation.**
  - ✓ "Immediate family" is defined as an employee's spouse, spouse's parent, children (including adopted children and stepchildren) and their spouses, parents, brothers and sisters (and their spouses), grandchildren and grandparents. Requests for Bereavement purposes must be accompanied with appropriate certification of relationship to the deceased, i.e. obituary, certificate of death or certificate from funeral home.
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- ✓ **In the event of a proposed merit increase within the budget year, the employee who has been absent from his employment due to a death in the employee's immediate family, will not have the three consecutive working days recorded as bereavement, counted as an incident on the annual merit review upon receipt of the proper documentation listed above. However, this must be approved within five days of the employees return from bereavement leave by the Department Head/Elected Official by submitting the appropriate documentation to the Commission Office to qualify for this exemption.**

Sick leave shall not be considered a right which an employee may use at his discretion. Sick Leave is authorized for the actual time required to obtain medical/dental care through scheduled appointments and to recuperate from verifiable illness/injury without loss of pay. Periods of absence in excess of the actual time required to meet such requirements are not authorized, i.e. a medical/dental appointment that takes two (2) hours, including travel time will be excused for the two hours, not an entire day. In order to be granted sick leave with pay, an employee must meet the following conditions:

- ✓ Employees shall notify the Elected Official / Department Head or Supervisor at least two (2) hours prior to their usual reporting time of their inability to report to work on the first day of absence, or as soon as possible thereafter, of the reason(s) for absence. Failure to notify within a reasonable time may be cause for denial of sick leave with pay for the period of absence.
- ✓ Submit, a medical certificate signed by a licensed physician certifying that the employee has been incapacitated for work for the period of absence, the nature of the employee's sickness or injury, and when the employee is physically able to return to his/her duties without restrictions. This provision is applicable if the period of absence is in excess of three (3) consecutive days or upon request of the Elected Official / Department Head. A physician's excuse for any Sick Leave falling on the last scheduled workday prior to or the first scheduled workday following a Holiday must be provided in order to receive Holiday pay.

If warranted, the Elected Official / Department Head may request a medical certificate certifying the employee's incapacitation after an absence of one (1) day.

Fraudulent or inappropriate use of sick leave shall be grounds for dismissal.

Unused sick leave is forfeited upon separation from County employment. Sick leave is not a benefit payable on demand.

On March 13, 1989, Morgan County elected to enact the provision of Act No. 88-904 of Special Session of 1988 Legislation, allowing conversion of unused sick leave to retirement service credit. Sick Leave days may be converted, upon retirement, to months of service credit to be used in the computation of retirement annuity.

- **Chapter 11.06 – Group One Offenses** – Amend chapter by adding the new language to this chapter. (*Page 60 of MC Policies and Procedures Handbook*)

Amended by adding the following Offenses:

- ✓ **Creating or contributing to unsafe conditions**
- ✓ **Unsatisfactory performance of job duties**
- ✓ **Inattention to job duties during work time**
- ✓ **Email or internet abuse - Excessive personal use of work computer or improper use of language or statements pertaining to yourself or others by way of written communication by email or posted on the internet while on the job.**
- ✓ **Violation of Written Department Rules**

- **Chapter 11.08 – Group Two Offenses** – Amend chapter by adding the new language to this chapter (*Page 62 of MC Policies and Procedures Handbook*)

Amended by adding the following Group Two Offenses:

- ✓ **Any violation of the County Alcohol and Drug Policy.**
- ✓ **Loss of driver's licenses and/or driving privileges by due process of law, when the employee's job required the operation of a motor vehicle in the performance of his or her duties.**
- ✓ **Job Abandonment – leaving the work area without permission**

- ✓ **Three consecutive days of absence without proper notifications or prior management approval.**
- ✓ **Threatening, intimidating, coercing or interfering with work performance of fellow employee, to include offensive personal habits, which interfere with efficient job performance.**

THIS the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION RELATING TO SECTION 12.02 OF THE MORGAN COUNTY PERSONNEL POLICIES AND PROCEDURES HANDBOOK BY REINSTATING LANGUAGE IN SECTION 12.02 BY INADVERTENCE THAT WAS OMITTED WHEN AMENDED ON DECEMBER 17, 2013.**

Mr. Don Stisher, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-437**

WHEREAS by action at its duly convened meeting of the December 17, 2013, the Morgan County Commission amended Section 12.02 of the Morgan County Personnel Policies & Procedures Handbook relating to the Personnel Review Board; and

WHEREAS, by inadvertence, the following language was omitted from the Handbook, as amended by such action; and

WHEREAS, the Commission wishes to correct such mistake, retroactive to December 17, 2013 and is adopting this resolution for that purpose:

NOW THEREFORE, BE IT RESOLVED by the Morgan County Commission that, effective December 17, 2013, the following language is hereby reinstated in Section 12.02 of the Handbook to wit:

"To the extent provided in the Sheriff's Policies and Procedures, the Personnel Review Board shall also hear and make recommendations to the Sheriff relating to appeals from disciplinary suspensions, dismissals, reductions in pay and demotions of the Sheriff's Department employees."

THIS the 15<sup>th</sup> day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE ADDITION OF HARTSELLE CHAMBER OF COMMERCE TO THE FY2014/2015 BUDGET APPROPRIATIONS AT CURRENT FUNDING LEVEL.**

Mr. Randy Vest, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-438**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the addition of Hartselle Chamber of Commerce to the FY2014/2015 budget appropriations at current funding level, this the 15<sup>th</sup> day of September, 2014.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$361,259.00 FROM ASSOCIATION OF COUNTY COMMISSIONS OF ALABAMA LIABILITY SELF-INSURANCE FUND FOR PERIOD OF JANUARY 1, 2015 TO JANUARY 1, 2016, PAYABLE OUT OF THE PROPER COUNTY FUNDS.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$361,259.00 from Association of County Commissions of Alabama Liability Self-Insurance Fund for period of January 1, 2015 to January 1, 2016, payable out of the proper county funds.

After due consideration it is therefore ordered by the Commission on motion of Mr. Greg Abercrombie, seconded by Mr. Don Stisher, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Greg Abercrombie, seconded by Mr. Don Stisher, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$361,259.00 to the Association of County Commissions of Alabama Liability Self-Insurance Fund for period of January 1, 2015 to January 1, 2016, payable out of the proper county funds.

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**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$9,705.00 FROM THE ASSOCIATION OF COUNTY COMMISSIONS OF ALABAMA (ACCA) REPRESENTING ANNUAL MEMBERSHIP RENEWAL FOR THE MORGAN COUNTY COMMISSION FOR FY2014/2015, EFFECTIVE OCTOBER 1, 2014.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$9,705.00 from the Association of County Commissions of Alabama (ACCA) representing annual membership renewal for the Morgan County Commission for FY2014/2015, effective October 1, 2014

After due consideration it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$9,705.00 to the Association of County Commissions of Alabama (ACCA) representing annual membership renewal for the Morgan County Commission for FY2014/2015, effective October 1, 2014.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$424,739.36 FROM MEADOWBROOK INSURANCE GROUP REPRESENTING WORKERS' COMPENSATION PREMIUM FOR PERIOD OF OCTOBER 1, 2014 TO OCTOBER 1, 2015, PAYABLE OUT OF THE PROPER COUNTY FUNDS.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$424,739.36 from Meadowbrook Insurance Group representing Workers' Compensation Premium for period of October 1, 2014 to October 1, 2015, payable out of the proper county funds.

After due consideration it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Jeff Clark, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$424,739.36 to Meadowbrook Insurance Group representing Workers' Compensation Premium for period of October 1, 2014 to October 1, 2015, payable out of the proper county funds.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$225.00 FROM THE ASSOCIATION OF COUNTY ADMINISTRATORS OF ALABAMA (ACAA), REPRESENTING MEMBERSHIP DUES FOR BELINDA EALEY, CHIEF ADMINISTRATIVE OFFICER, AND JULIE REEVES, DEPUTY CHIEF ADMINISTRATIVE OFFICER, EFFECTIVE JANUARY 1, 2015 THROUGH DECEMBER 31, 2015, PAYABLE OUT OF THE GENERAL FUND, COMMISSION OFFICE BUDGET.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$225.00 from the Association of County Administrators of Alabama (ACAA), representing membership dues for Belinda Ealey, Chief Administrative Officer, and Julie Reeves, Deputy Chief Administrative Officer, effective January 1, 2015 through December 31, 2015, payable out of the General Fund, Commission office budget.

After due consideration it is therefore ordered by the Commission on motion of Mr. Greg Abercrombie, seconded by Mr. Jeff Clark, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Greg Abercrombie, seconded by Mr. Jeff Clark, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$225.00 to the Association of County Administrators of Alabama (ACAA), representing membership dues for Belinda Ealey, Chief Administrative Officer, and Julie Reeves, Deputy Chief Administrative Officer, effective January 1, 2015 through December 31, 2015, payable out of the General Fund, Commission office budget.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$142,463.00 FROM MEADOWBROOK INSURANCE GROUP FOR COMMERCIAL PROPERTY AND AUTOMOBILE COVERAGE, PERIOD OF OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$142,463.00 from Meadowbrook Insurance Group for commercial property and automobile coverage, period of October 1, 2014 through September 30, 2015.

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After due consideration it is therefore ordered by the Commission on motion of Mr. Jeff Clark, seconded by Mr. Don Stisher, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Jeff Clark, seconded by Mr. Don Stisher, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$142,463.00 to Meadowbrook Insurance Group for commercial property and automobile coverage, period of October 1, 2014 through September 30, 2015.

**REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$75,600.00 FROM GODWIN BARNETT WOODS ARCHITECTS REPRESENTING PROFESSIONAL SERVICES FOR NEW JAIL.**

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$75,600.00 from Godwin Barnett Woods Architects representing professional services for new jail.

After due consideration it is therefore ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Greg Abercrombie, and unanimously carried that the invoice be approved as presented.

It is further ordered by the Commission on motion of Mr. Randy Vest, seconded by Mr. Greg Abercrombie, and unanimously carried that the Chairman is hereby authorized to issue a warrant in the amount of \$75,600.00 to Godwin Barnett Woods Architects representing professional services for new jail.

**ADOPT RESOLUTION TO RE-SCHEDULE MEETING ORIGINALLY SCHEDULED FOR TUESDAY, SEPTEMBER 23, 2014 TO WEDNESDAY, SEPTEMBER 24, 2014.**

Mr. Greg Abercrombie, member of the Commission, offered the following resolution and moved for its adoption. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously adopted to wit:

**RESOLUTION 14-439**

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve re-scheduling meeting originally scheduled for Tuesday, September 23, 2014 to Wednesday, September 24, 2014, this the 15<sup>th</sup> day of September, 2014.

**THE PRELIMINARY FY2014/2015 BUDGET WAS PRESENTED TO THE COMMISSION FOR FURTHER REVIEW.**

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BE IT FURTHER RESOLVED by the Morgan County Commission of Morgan County, Alabama, that there being no further business to come before the Commission, the same on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried that the Morgan County Commission duly adjourned.

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These Minutes were approved  
this the 24<sup>th</sup> day of September, 2014.

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RAY LONG, CHAIRMAN

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JEFF CLARK, MEMBER

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RANDY VEST, MEMBER

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DON STISHER, MEMBER

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GREG ABERCROMBIE, MEMBER