
MORGAN COUNTY COMMISSION REGULAR MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a regular meeting on Wednesday, September 24, 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
Debra Gardner, COA/MCATS
Dinah George, Citizen of Morgan County
Gloria Tucker, Citizen of Morgan County
Dewayne Hellums, Decatur MPO
Lee Terry, Decatur MPO
Jack Madison, WAFF

AGENDA

The Agenda for the regular meeting of Wednesday, September 24, 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 Wednesday, September 24, 2014.

MINUTES

The Minutes of the Regular meeting held on Tuesday, September 9, 2014 and the Adjourned meeting held on Monday, September 15, 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:

PUBLIC HEARING 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.

The Chairman brought to the attention of the Commission that this was the date and time advertised to hold a "Public Hearing" for the purpose of receiving public comment on the proposed fare changes for the Urban portion of the Morgan County Area Transportation System.

Ms. Dinah George, citizen of Morgan County, spoke concerning the increase in the fare changes for the Urban portion of the Morgan County Area Transportation System.

Ms. Debra Gardner, Director of MCATS/COA, spoke to the Commission stating that she had not received any negative comments concerning the said increase.

There were no additional comments received regarding fare changes for the Urban portion of the Morgan County Area Transportation System.

The Chairman declared the "Public Hearing" closed.

ADOPT RESOLUTION FOR THE REJECTION OF BID FROM OFFICE PRIDE (EASY STEP SOLUTIONS) TO PROVIDE CLEANING SERVICES FOR THE FARM SERVICE CENTER LOCATED AT 3120 HWY. 36 WEST, HARTSELLE, ALABAMA, DUE TO FAILURE FOR MEETING REQUIREMENTS OF SPECIFICATIONS.

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 14-440

**RESOLUTION DECLARING NON-RESPONSIVE
THE BID OF EASY STEP SOLUTIONS FOR
CLEANING CONTRACT AT FARM SERVICES BUILDING**

WHEREAS, the Morgan County Commission invited bids for cleaning services at the Farm Services Building and Easy Step Solutions submitted a bid for said contract but omitted to include with its bid a bid guarantee as required by the specifications; and

WHEREAS, the specifications provided that "each bid *must* contain a bid guarantee in the amount of \$100.00 payable to Morgan County Commission in the form of a bid bond or a certified check"; and

WHEREAS, in view of the mandatory language relating to the requirement for a bid guarantee, the Morgan County Commission believes that the bid of Easy Step Solutions should be declared non-responsive:

NOW THEREFORE, BE IT RESOLVED by the Morgan County Commission that due to the failure of Easy Step Solutions to include a bid guarantee with its bid as required by the specifications, the bid of Easy Step Solutions for the cleaning contract at the Farm Services Building is hereby declared non-responsive, this the 24th day of September, 2014.

**ADOPT RESOLUTION FOR THE ACCEPTANCE OF BID FROM THE LOWEST
RESPONSIBLE BIDDER MEETING SPECIFICATIONS, CLEANING AND MORE, FOR
CLEANING FARM SERVICES BUILDING:**

- Ayers Cleaning Service \$1,540.00 mthly
- **Cleaning and More, Inc. \$1,489.00 monthly**
- Janiking Sales \$2,125.00 monthly
- Office Pride (Easy Step Solutions) Bid Rejected

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 14-441

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve the acceptance of bid from the lowest responsible bidder meeting specifications, **Cleaning and More**, for cleaning Farm Services Building:

- Ayers Cleaning Service \$1,540.00 mthly
- **Cleaning and More, Inc. \$1,489.00 monthly**
- Janiking Sales \$2,125.00 monthly
- Office Pride (Easy Step Solutions) Bid Rejected

THIS the 24th day of September, 2014.

**ADOPT A RESOLUTION FOR THE ACCEPTANCE OF BIDS TO FURNISH ITEMS LISTED
AS PRESENTED BY GREG BODLEY, COUNTY ENGINEER, AND AUTHORIZE THE
CHAIRMAN TO AWARD PURCHASE AGREEMENTS TO THE LOW BIDDERS MEETING
SPECIFICATIONS.**

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 14-442

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve the acceptance of bids to furnish the following items as presented by Greg Bodley, County Engineer, and authorize the Chairman to award purchase agreements to the low bidders meeting specifications:

- MCED 2014-001 Traffic Stripe
Award J.C. Cheek Contractors, Inc.
Ozark Striping Company, Inc.

- MCED 2014-002 Traffic Signs
Award Traffic Signs, Inc.
Vulcan Signs
- MCED 2014-003 Lubricants and Antifreeze
Award W.H. Thomas Oil Co.
Campbell and Ward Petroleum
- MCED 2014-004 Cold Mix – Delivered
Award Midsouth Paving Inc.
Wiregrass Construction Co., Inc.
- MCED 2014-005 Reinforced Concrete Pipe - Delivered
Award Harvey Culvert Company, Inc.
Hanson Pipe and Precast
- MCED 2014-005 Reinforced Concrete Pipe – Plant Site
Award Hanson Pipe and Precast
Harvey Culvert Company, Inc.
- MCED 2014-006 Gasoline and Diesel
Award Petroleum Sales, Inc.
Campbell and Ward Petroleum
- MCED 2014-007 Stone
Award Vulcan Materials
Award Blount Springs Materials
Award Rogers Group
- MCED 2014-008 Bituminous Surface Treatments
Award Charles E. Watts, Inc.
Midsouth Paving Inc.
- MCED 2014-009 Bituminous Plant Mix, In-Place and Delivered
Award Reed Contracting Co., Inc. (County Wide Pricing)
Wiregrass Construction Co., Inc.
- MCED 2014-009 Bituminous Plant Mix – Plant Site
Award Wiregrass Construction Co., Inc.
Award Reed Contracting Co., Inc.

THIS the 24th day of September, 2014.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXTEND THE BID TO THE VENDORS LISTED BELOW FOR VARIOUS ITEMS FOR MORGAN COUNTY FOR THE TIME PERIOD OF OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015, USING THE SAME PRICING, TERMS AND CONDITIONS:

- **Vulcan Asphalt – Liquid Asphalt**
- **Alabama Guardrail, Inc. – Guardrail**
- **Advanced Asphalt – Cold Mix – Plant Site**
- **Wiregrass Construction Co., Inc. – Cold Mix – Plant Site**

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 14-443

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 the vendors listed below for various items for Morgan County for the time period of October 1, 2014 through September 30, 2015, using the same pricing, terms and conditions:

- Vulcan Asphalt – Liquid Asphalt
- Alabama Guardrail, Inc. – Guardrail
- Advanced Asphalt – Cold Mix – Plant Site
- Wiregrass Construction Co., Inc. – Cold Mix – Plant Site

THIS the 24th day of September, 2014.

NEW BUSINESS:

ADOPT RESOLUTION APPROVING THE FY2014/2015 BUDGET FOR THE MORGAN COUNTY COMMISSION IN THE AMOUNT OF \$46,108,480.00 (REVENUES) AND \$45,843,696.00 (EXPENDITURES), EFFECTIVE OCTOBER 1, 2014.

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 14-444

Adopt resolution approving the FY2014/2015 budget for the Morgan County Commission in the amount of \$46,108,480.00 (Revenues) and \$45,843,696.00 (Expenditures), effective October 1, 2014, this the 24th day of September, 2014.

ADOPT RESOLUTION APPROVING CERTIFICATE TO SUBDIVIDE AND CONSOLIDATE PROPERTY LOCATED WITHIN MORGAN COUNTY.

Mr. Randy Vest, member of the Commission, offered the motion to approve the following Certificates to subdivide and consolidate properties located within Morgan County for:

- Johnny Max Rowe & Anita W. Rowe – Pleasant Country Road – District 3
- Malcolm Kirby, Jr. – North Johnson Chapel Road & Maddox Road – District 2

After being duly seconded by Mr. Don Stisher, it was put to a vote and unanimously carried that the Certificates be approved as presented:

RESOLUTION 14-445

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 Johnny Max Rowe & Anita W. Rowe – Pleasant Country Road – District 3.

RESOLUTION 14-446

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 Malcolm Kirby, Jr. – North Johnson Chapel Road & Maddox Road – District 2.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE AGREEMENT WITH THE TOWN OF EVA FOR POLICE PROTECTION TO BE PROVIDED BY THE MORGAN COUNTY SHERIFF AT AN ANNUAL COST OF \$58,872.00 EFFECTIVE OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015.

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 14-447

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the agreement with the Town of Eva for police protection to be provided by the Morgan County Sheriff at an annual cost of \$58,872.00 effective October 1, 2014 through September 30, 2015, this the 24th day of September, 2014.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE HEALTH SERVICES AGREEMENT WITH SOUTHERN HEALTH PARTNERS REPRESENTING THE INMATE'S MEDICAL COVERAGE, EFFECTIVE OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015 FOR THE MORGAN COUNTY SHERIFF'S OFFICE.

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 14-448

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the Health Services Agreement with Southern Health Partners representing the inmate's medical coverage, effective October 1, 2014 through September 30, 2015 for the Morgan County Sheriff's office, this the 24th day of September, 2014.

ADOPT RESOLUTION PROCLAIMING THE MONTH OF OCTOBER, 2014 AS “NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH” AND URGE ALL CITIZENS TO PARTICIPATE ACTIVELY IN THE SCHEDULED EVENTS AND PROGRAMS TO ELIMINATE THE USE OF PERSONAL AND INSTITUTIONAL VIOLENCE.

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 14-449

P R O C L A M A T I O N

WHEREAS, domestic violence is a serious crime that affects people of all races, ages, income levels, sexes and religious backgrounds; and

WHEREAS, the crime of domestic violence violates an individual’s privacy, dignity, security, and humanity, due to the systematic use of physical, emotional, sexual, psychological and economic control or abuse; and

WHEREAS, in the United States, more than three women are murdered everyday by their husbands or boyfriends, and approximately one million incidents of domestic violence are reported annually; and

WHEREAS, in 2013, there were 24 domestic violence homicides in Alabama of the 32,587 domestic violence assaults; and 218 domestic violence rapes reported and 2,872 domestic violence aggravated assaults.

WHEREAS, children who grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police, court costs, shelters and foster care, sick leave, absenteeism and non-productivity; and

WHEREAS, only a coordinated community effort and awareness will put a stop to this heinous crime;

NOW, THEREFORE, BE IT RESOLVED, that the Morgan County Commission, of Morgan County, Alabama, do hereby proclaim the month of October, 2014, as

“NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH”

and urge all citizens to participate actively in the scheduled events and programs to eliminate the use of personal and institutional violence against women, this the 24th day of September, 2014.

ADOPT RESOLUTION TO RECLASSIFY THE MORGAN COUNTY POSITIONS LISTED.

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 14-450

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve reclassification of the following Morgan County positions:

<u>Job Title</u>	<u>Department</u>	<u>Class Code</u>	<u>Current Grade</u>	<u>Reclassify to Grade</u>
Chief Clerk	License	2402	3	4
Director, License Inspection	Sales Tax	2701	8	12
Receptionist	Law Library	9904	1	3
Administrative Assistant	Board of Registrars	9950	2	3
Director, Animal Control	Animal Control	9943	8	12
Director, Park and Recreation	Park and Recreation	2801	8	12
Athletic Director	Park and Recreation	2802	3	5
Chief Deputy	Sheriff	9975	13	14
Deputy Sheriff	Sheriff	3206	5	6
Deputy Sheriff, Investigations	Sheriff	3218	6A	7A
Deputy Sheriff, Task	Sheriff	3217	5A	6A
Lieutenant, Investigations/Task	Sheriff	3205	9A	10A
Lieutenant, Patrol	Sheriff	3204	9	10
Process Server	Sheriff	3221	2	3
Sargeant Investigations	Sheriff	3216	8A	9A
Sargeant Patrol	Sheriff	3220	8	9
Driver - Environmental	Environmental	1806	3	4
Residential Truck Driver	Recycling	1703	3	4
Captain, Patrol	Sheriff	3203	10	11
Captain, Drug Task Force	Sheriff	3215	10	11

THIS the 24th day of September, 2014.

ADOPT RESOLUTION APPROVING NEW JOB POSITIONS LISTED.

Mr. Greg Abercrombie, 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 14-451

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve the following new job positions:

<u>Job Title</u>	<u>Department</u>	<u>Class Code</u>	<u>Grade</u>
Data Entry Clerk	Sales Tax	9901	2
Facilities & Grounds Superintendent	Park and Recreation		8
Jail Administrator	Jail		10
Administrative Supervisor	Sheriff		5

THIS the 24th day of September, 2014.

ADOPT RESOLUTION ELIMINATING POSITIONS LISTED.

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 14-452

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve eliminating the following positions:

<u>Job Title</u>	<u>Department</u>	<u>Class Code</u>	<u>Grade</u>
Part-Time Data Entry Clerk	Sales Tax	9901	34
Deputy Sheriff	Jail	3206	5
Deputy Sheriff (2 positions)	Sheriff	3206	5
Deputy Sheriff, Investigations	Sheriff	3218	6A
Administration Clerk II	Sheriff	3223	4

THIS the 24th day of September, 2014.

ADOPT RESOLUTION APPROVING THE FOLLOWING NEW JOB DESCRIPTIONS:

- **Administrative Supervisor – Sheriff – Grade 5**
- **Jail Administrator – Jail – Grade 10**

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 14-453

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve the following new job descriptions:

**MORGAN COUNTY SHERIFF'S OFFICE
ADMINISTRATIVE SUPERVISOR – GRADE 5**

Essential Functions:

These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Administrative supervisor will provide supervision and leadership of the day to day activities of the Sheriff’s office (pistol permits, civil papers, payroll, bookkeeping, personnel, etc.).
- Coordinate and oversee administrative staff assignments.
- Ensure the public is being greeted and helped with needs that may arise.
- Troubleshoot and resolve issues.
- Hire, train, and supervise the performance of the administrative staff.
- Maintain administrative calendar based on knowledge of goals and priorities to ensure vacations, appointments, meetings and training are met.

- Analyze and oversee financials for the Sheriff's office (accounts, checkbooks, cash receipts, reports and other financial data).
- Approve and review invoices and process requisitions to be paid.
- Calculate inmate store and account revenues.
- Oversee payroll (review time clock, timesheets etc.).
- Prepare special payroll and reimbursements for (H.I.D.T.A., N.A.H.S.O. and U.S. Marshalls).
- Prepare banking transactions and documentation (balance payments and receipts, prepare bank deposits, issue checks and maintain records).
- Assist in preparing office budget (monitoring expenditures).
- Receive various documentation (review processes, respond, forward, and take other action as appropriate).
- Assist in the interviewing and hiring decision of the Sheriff's office and completing new hire paperwork and explaining benefits.
- Keeping track of each new employee, personnel file, probationary time, evaluations.
- Prepare various documents to County Commission (PAR's, letters).
- Oversee time to be set for disciplinary hearings and prepare disciplinary forms.
- Prepare A.P.O.S.T. applications and set time for physicals, PT test, finger printing.
- Perform various notarization of documents.
- Use of various computer software (excel, windows, power point, quick books, NCIC, alacop, etc.)

MINIMUM QUALIFICATIONS

High school diploma or GED required. Some college courses a plus. Four years in general office work and knowledge of how each component of the office is run (Supervisory skills or a related field or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities to perform the job). Must possess and maintain valid N.C.I.C. certification. Must have a clear criminal history and have a valid Alabama driver's license.

MORGAN COUNTY JAIL JAIL ADMINISTRATOR – GRADE 10

Duties:

The Jail Administrator is one of a Commanding Officer.

As outline in the *MCSO Manual Rules and Regulations*; Chapter two; 2-374 "Assignment Details":

“He shall, without specific instructions, establish the required details and assignments necessary to carry out the functions of the Sheriff's Office and of his command in particular. He shall be guided in his assignment of personnel by the number of officers available to him for assignment and the necessity for assigning his men where they will be the most useful and efficient.”

MINIMUM STANDARDS

- The Jail Administrator must be a Deputy Sheriff with arrest powers in compliance with the Alabama Peace Officers Standards and Training Commission (APOSTC) or equivalent certification. The Jail Administrator will oversee jail employees, execute warrants, oversee criminal investigations. The Jail Administrator will perform managerial and administrative duties as a shift/unit commander planning, coordinating, and supervising the daily operations to ensure that all Laws and Policies are followed to reduce the liability to the Sheriff and the County Commission.

NOTE: The following duties are illustrative and not exhaustive.

The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Receive orders from the Chief Deputy or Sheriff, and execute said orders.
 - Monitor Lieutenants, Sergeants, Corporals, Deputy Sheriffs and Detention Deputies.
 - Monitor Clerical and Civilian Personnel.
 - Monitor and Supervise Court Deputies and Courthouse Security.
 - Supervise the work of other assigned staff by scheduling, assigning and reviewing work.
 - Ensure staff is in compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures in the daily operation of the facility and maintains discipline without laxity or discrimination to ensure safety of employees, visitors, and other individuals.
 - Conduct inspections, documents all deficiencies, and ensure corrective action is taken.
 - Oversee building and ground areas to locate / remove contraband and to maintain security.
 - Oversee and evaluate actions taken to control/ restrain violent / unruly inmates.
-

- Investigate and resolve complaints against staff including interviewing all parties, recommending disciplinary action as required, ensuring that all rights are protected and protocol is followed.
- Consult with and serve various committees to review department operations and activities and make recommendations on new or revised policies and procedures to improve operational command and control.
- Assist in departmental planning and disseminate plans of action or activities developed for subordinate staff.
- Monitor attendance of mandatory training to ensure all staff is properly trained.
- Coordinate the transfer of inmates.
- Respond to complaints and questions related to department operations; investigate complaints regarding conduct of officers, research issues, provides information, and initiate appropriate course of action to resolve issues.
- Investigate irregular or unusual incidents to include gathering and preserving evidence as required.
- Conduct and oversee Criminal Investigations inside the jail, make arrests, oversee the completion of case reports, communicate with other local agencies and will testify in court and present to Grand Jury if applicable.
- Oversee maintenance of files, records and reports.
- Assume the job duties of the Court Lieutenant in their absence.
- Perform other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles, practices and techniques of modern inmate care, custody and control, and related state, federal and department laws, rules, regulations, standards and policies governing the operation of detention facilities and courtrooms.
- Considerable knowledge of local, state and federal laws governing the criminal justice system.
- Knowledge of crowd control defense and restraint tactics and communication procedures.
- Skill in the application of supervisory techniques.
- Skill in interviewing and interrogation methods and techniques.
- Ability and willingness to supervise the work of others.
- Ability to train others in all aspects of job duties and responsibilities.
- Ability to communicate effectively both verbally and in writing with diverse populations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to work in a hostile environment of inmates without reacting in a negative manner and project a professional image at all times.
- Ability to handle multiple tasks and smoothly and rapidly shift between dissimilar tasks.
- Ability to supervise emergency situations, make effective decisions under stressful situations and direct the use of physical force necessary to protect one self and others.
- Ability to detect potentially adverse or unsafe situations and react according to department policy.
- Ability to physically handle and control prisoners resisting detention.
- Ability to review, establish and maintain accurate records of assigned activities and operations.
- Ability to properly use various restraining devices.
- Ability to safely and skillfully operate a motor vehicle.
- Ability to operate a computer and related software
- Ability to work effectively with others.
- Ability and willingness to use weapons and to properly maintain them.
- Have knowledge and understanding of the criminal code.
- Ability to perform criminal investigations and prepare case reports.

THIS the 24th day of September, 2014.

**ADOPT RESOLUTION APPROVING EXCESS PROCEED CLAIM ARISING FROM
REVENUE COMMISSIONER'S TAX SALE FOR STEPHEN TRACEY CONLEY SPEEGLE IN
THE AMOUNT OF \$847.86, PARCEL NO. 11-08-33-0-000-007.017.**

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 14-454

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 Stephen Tracey Conley Speegle in the amount of \$847.86, Parcel No. 11-08-33-0-000-007.017, this the 24th day of September, 2014.

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

- **Chapter 4.06 – Adjustments to Pay Rate** – Amend Chapter with new language. *(Page 14 of MC Policies and Procedures Handbook)*
- **Chapter 6.01 – Creating and Filling Positions** – Amend Chapter with new language. *(Page 21 of MC Policies and Procedures Handbook)*
- **Chapter 6.05 – Acceptance of Applications** – Amend Chapter with new language. *(Page 22 of MC Policies and Procedures Handbook)*
- **Chapter 13 – Drug Free Workplace Policy** – Amend General Statement of Policy on Page 72 by replacing with new language. *(Page 72 of MC Policies and Procedures Handbook)*

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 14-455

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 4.06 – Adjustments to Pay Rate** – Amend Chapter with new language. *(Page 14 of MC Policies and Procedures Handbook)*

All cost of living or merit increase adjustments approved for classified and unclassified employees will be at a time determined by the Morgan County Commission. The period constituting the evaluation will also be determined by the Morgan County Commission. For example: if the County Commission so deems, a rate increase will be effective on the first day of any designated pay period such as; the first complete pay period in October, or any other month so stated by the Morgan County Commission.

No retroactive pay adjustments will be made in relation to pay increases or decreases.

Any pay adjustments made will be in the pay period in which the PAR is received by the Human Resources Department. No backdated PAR will be accepted.

The absence policy is defined as: Four (4) or more consecutive hours absent will constitute one (1) incident. Leave without pay is also considered an absence for the purpose of calculating consecutive hours absent and incidents. They will be added to any sick leave that has been taken during the evaluation period. FMLA approved absence will not be considered in computing absences for the purpose of any merit increase. Employees that are rated as marginal in 3 or more categories on the performance appraisal or violate the following absence control policy will not be considered for a merit increase in the established evaluation period. The following absence control policy is the guideline followed by the Morgan County Commission if a merit increase is approved.

ABSENCE CONTROL POLICY:

8 HOUR SCHEDULE – OVER 96 HOURS AND OVER 6 INCIDENTS OF ABSENCE

10 HOUR SCHEDULE – OVER 120 HOURS AND OVER 6 INCIDENTS OF ABSENCE

11.50 HOUR SCHEDULE – OVER 138 HOURS AND OVER 6 INCIDENTS OF ABSENCE

****Chapter 6.01 – Creating and Filling Positions** – Amend Chapter with new language. *(Page 21 of MC Policies and Procedures Handbook)*

Before filling any positions, the position must be created by the Morgan County Commission. The Commission has sole authority and reserves the right to create or abolish employment positions as deemed appropriate or necessary. Department Heads/Elected Officials may fill open, funded vacancies in their designated department upon Commission approval. **All new full time employees will start their employment with Morgan County on the beginning day of the pay period. Exceptions will only be made at the approval of the Chairman of the County Commission.**

****Chapter 6.05 – Acceptance of Applications** – Amend Chapter with new language. (Page 22 of MC Policies and Procedures Handbook)

Applicants for employment or promotion shall apply by completing the required forms and furnishing documentation specified. Completed applications shall be accepted only during the time period stated on the job announcement. Applications will be accepted at the Morgan County Commission office or via email through the Morgan County website. **Applications will remain active for consideration for sixty (60) days following the starting hire date of the selected applicant.**

****Chapter 13 – Drug Free Workplace Policy** – Amend General Statement of Policy on Page 72 by replacing with new language. (Page 72 of MC Policies and Procedures Handbook)

DRUG AND ALCOHOL ABUSE POLICIES AND PROCEDURES
Effective date: October 1, 2012

GENERAL STATEMENT OF POLICY

Morgan County is committed to providing a safe working environment for all employees while serving the citizens of Morgan County. Morgan County recognizes that any employee who improperly uses intoxicating substances, including drugs and alcohol, poses a serious threat to his or her self, his or her coworkers, and to the public in general. Even small quantities of narcotics, abused prescription or over-the-counter drugs or alcohol can impair judgment and reflexes. This impairment can have dire results, particularly for employees operating vehicles or potentially dangerous equipment.

It is therefore the policy of Morgan County that all employees or any person performing any kind of work for Morgan County must report to work completely free from alcohol, illegal or unauthorized drugs, or any other substances that may have a mind-altering or intoxicating effect or otherwise impair the employee's judgment, reaction times, or functioning.

Morgan County also prohibits all employees from using, possessing, manufacturing, distributing, selling, purchasing or making arrangements to distribute, sell or purchase alcohol, illegal or unauthorized drugs, or any other intoxicating substances while at work or on or about any county property.

In order to avoid creating safety problems and violating this Policy, employees must inform their supervisor when they are legitimately taking any medication, including prescription drugs or over-the-counter medications, which may affect their ability to work. Employees whose job performance may be affected by such medications may be required to provide a fitness-for-duty certification before being allowed to resume their job duties.

Any employee who violates this Policy in any way shall be immediately removed from his or her job duties and shall be subject to discipline, up to and including termination.

No part of this Policy shall be construed to create a contract of continued employment or to confer upon any employee or applicant a property interest in his or her employment. Morgan County maintains the right to change this policy at any time without notice. To the extent that any portion or provision of this Policy and Procedure conflicts with any applicable federal or state laws or regulation, such federal or state laws or regulations will be controlling.

Morgan County has designated Belinda Ealey as the Drug Program Coordinator. If you have any questions or concerns regarding this Policy or its application, please contact Belinda Ealey at: 256-351-4735 or bealey@co.morgan.al.us.

THIS the 24th day of September, 2014.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ADVERTISE FOR BIDS FOR
(2) NEW VEHICLES, ONE FOR THE PROBATE JUDGE AND ONE FOR THE CHAIRMAN.**

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 14-456

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to advertise for bids for (2) new vehicles, one for the Probate Judge and one for the Chairman, this the 24th day of September, 2014.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE AN UNMETERED OUTDOOR LIGHTING SERVICE AGREEMENT WITH DECATUR UTILITIES FOR ADDITIONAL LIGHTING AT MORGAN COUNTY COURTHOUSE.

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 14-457

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute an unmetered outdoor lighting service agreement with Decatur Utilities for additional lighting at Morgan County Courthouse, this the 24th day of September, 2014.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE LONG TERM DETENTION SUBSIDY CONTRACT WITH THE ALABAMA DEPARTMENT OF YOUTH SERVICES EFFECTIVE OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015.

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 14-458

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the Long Term Detention Subsidy Contract with the Alabama Department of Youth Services effective October 1, 2014 through September 30, 2015, this the 24th 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:

- **Village Profile.com (Chamber Maps) ----- \$2,085**
- **Morgan County Sports Hall of Fame (Ad Sponsor) ----- \$500.00**

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 14-459

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:

- Village Profile.com (Chamber Maps) ----- \$2,085
- Morgan County Sports Hall of Fame (Ad Sponsor) ----- \$500.00

THIS the 24th day of September, 2014.

ADOPT RESOLUTION APPROVING A 2% COST-OF-LIVING RAISE FOR ALL MORGAN COUNTY EMPLOYEES EFFECTIVE OCTOBER 5, 2014.

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 14-460

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve a 2% cost-of-living raise for all Morgan County employees effective October 5, 2014, this the 24th day of September, 2014.

ADOPT RESOLUTION APPROVING FARE INCREASE OF \$1.00 FOR THE URBAN PORTION OF THE MORGAN COUNTY AREA TRANSPORTATION SYSTEM TO BEGIN OCTOBER 1, 2014.

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 14-461

BE IT RESOLVED by the Morgan County Commission, of Morgan County, Alabama, that the Commission does hereby approve fare increase of \$1.00 for the urban portion of the Morgan County Area Transportation System to begin October 1, 2014, this the 24th day of September, 2014.

REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$975.00 FROM TTL, INC. REPRESENTING PROFESSIONAL SERVICES PERFORMED ON THE MORGAN COUNTY JAIL ANNEX, AUGUST 4, 2014 TO AUGUST 31, 2014.

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$975.00 from TTL, Inc. representing professional services performed on the Morgan County Jail Annex, August 4, 2014 to August 31, 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 \$975.00 to TTL, Inc. representing professional services performed on the Morgan County Jail Annex, August 4, 2014 to August 31, 2014.

REVIEW AND APPROVE INVOICE IN THE AMOUNT OF \$2,390.00 FROM NATIONAL ASSOCIATION OF COUNTIES (NACO) REPRESENTING ANNUAL MEMBERSHIP DUES FOR THE COUNTY COMMISSION, EFFECTIVE JANUARY 1, 2015 THROUGH DECEMBER 31, 2015.

The Chairman brought to the attention of the Commission that he was in receipt of an invoice in the amount of \$2,390.00 from National Association of Counties (NACO) representing annual membership dues for the County Commission, effective January 1, 2015 through December 31, 2015.

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 \$2,390.00 to National Association of Counties (NACO) representing annual membership dues for the County Commission, effective January 1, 2015 through December 31, 2015.

REVIEW AND APPROVE INVOICE FROM PECK GLASGOW AGENCY IN THE AMOUNT OF \$160.00 REPRESENTING PUBLIC OFFICIAL SURETY BOND FOR GREG ABERCROMBIE, DISTRICT 4 COMMISSIONER, EFFECTIVE SEPTEMBER 18, 2014 THROUGH NOVEMBER 12, 2016, PAYABLE OUT OF DISTRICT 4 FUNDS, BUDGETED ITEM.

The Chairman brought to the attention of the Commission that he was in receipt of an invoice from Peck Glasgow Agency in the amount of \$160.00 representing Public Official Surety Bond for Greg Abercrombie, District 4 Commissioner, effective September 18, 2014 through November 12, 2016, payable out of District 4 funds, budgeted item.

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 to Peck Glasgow Agency in the amount of \$160.00 representing Public Official Surety Bond for Greg Abercrombie, District 4 Commissioner, effective September 18, 2014 through November 12, 2016, payable out of District 4 funds, budgeted item.

REVIEW AND APPROVE INVOICE FROM PECK GLASGOW AGENCY IN THE AMOUNT OF \$160.00 REPRESENTING PUBLIC OFFICIAL SURETY BOND FOR DON STISHER, DISTRICT 3 COMMISSIONER, EFFECTIVE SEPTEMBER 18, 2014 THROUGH NOVEMBER 11, 2016, PAYABLE OUT OF DISTRICT 3 FUNDS, BUDGETED ITEM.

The Chairman brought to the attention of the Commission that he was in receipt of an invoice from Peck Glasgow Agency in the amount of \$160.00 representing Public Official Surety Bond for Don Stisher, District 3 Commissioner, effective September 18, 2014 through November 11, 2016, payable out of District 3 funds, budgeted item.

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 to Peck Glasgow Agency in the amount of \$160.00 representing Public Official Surety Bond for Don Stisher, District 3 Commissioner, effective September 18, 2014 through November 11, 2016, payable out of District 3 funds, budgeted item.

ADOPT RESOLUTION APPROVING BUDGET AMENDMENTS FOR VARIOUS DEPARTMENTS FOR SEPTEMBER 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 14-462

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 September 2014:

September 2014

<u>Park Fund</u>	<u>DEBIT</u>	<u>CREDIT</u>
1039999961000-Prior Year Revenue	87,082.00	
10357231520 - Capital Expenditures		87,082.00
(To amend budget for expenditures and revenue not previously budgeted)		
<u>Road and Bridge Fund</u>		
1129999962123 - Transfer out		19,000.00
(To amend budget for expenditures not previously budgeted)		
<u>Archives Fund</u>		
10600044360 - Revenue	25,000.00	
106999961000 - Prior Year Revenue	14,647.00	
10657601591 -Capital Expenditures		15,747.00
(To amend budget for expenditures and revenue not previously budgeted)		
<u>Excess Tax Fund</u>		
72000047500 - Revenue	460,000.00	
72051990415 - Expenditures		265,000.00
(To amend budget for expenditures and revenue not previously budgeted)		
<u>Tourism Fund</u>		
1239999961112- Transfer in	19,000.00	
12357000253 - Expenditures		19,000.00
(To amend budget for expenditures and revenue not previously budgeted)		
<u>Capital Improvement Fund</u>		
1169999961000-Prior Year Balance	232,114.00	
1169999962161-Transfer Out		232,114.00
(To amend budget for expenditures and revenues not previously budgeted)		
<u>Juvenile Court Boot Camp Fund</u>		
14900044272 - Revenue	16,506.00	
14952600404-Expenditures		16,506.00
(To amend budget for expenditures and revenues not previously budgeted)		

THIS the 24th day of September, 2014.

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.

These Minutes were approved
this the 14th day of October, 2014.

RAY LONG, CHAIRMAN

JEFF CLARK, MEMBER

RANDY VEST, MEMBER

DON STISHER, MEMBER

GREG ABERCROMBIE, MEMBER
