
MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, December 12, 2023, at 9:00 a.m. in the Conference Room of the Commission in the Morgan County Commission Office, Morgan County Courthouse, Decatur, Alabama. The following members were present: Chairman Ray Long; Commissioners Jeff Clark, Randy Vest, Don Stisher, and Greg Abercrombie. Also present: Greg Bodley, County Engineer; Julie Reeves, Chief Administrative Officer; Mike Wetzel, Communications Director; Laura Vest, Business Services Coordinator. Absent: David Langston, County Attorney; Jessica Smith, Deputy Chief Administrative Officer. Mrs. Reeves and Mrs. Vest acted as clerks of the Meeting. Mr. Vest offered the prayer and Pledge of Allegiance. Mrs. Reeves called roll and stated that a quorum was present. The Chairman declared the Meeting open for the transaction of business.

VISITORS

Heather McIngvale, Morgan County Sheriff's Office
Erica Smith, Decatur Daily
Zach Starnes, Harris, Caddell, & Shanks, PC
Tom Camp, Morgan County Maintenance
George Hill, Morgan County IT
Jonathan Warner, Morgan County EMA

AGENDA

The Agenda for the meeting of Tuesday, December 12, 2023, 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 there being no further additions or corrections to the above listed agenda; it is hereby approved.

MINUTES

The Minutes of the meeting held on Tuesday, November 28, 2023, had been presented via email to the Commission for 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 referenced Minutes; they are hereby approved.

OLD BUSINESS: None

NEW BUSINESS:

REVIEW AND APPROVE MORGAN COUNTY FINANCIAL STATEMENTS FOR THE PERIOD OF OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023.

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 24-100

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby review and approve Morgan County Financial Statements for the period of October 1, 2022 through September 30, 2023, this the 12th day of December 2023.

FINANCIAL REPORT FOR MORGAN COUNTY, ALABAMA							
FOR THE PERIOD ENDING SEPTEMBER 30, 2023							
(Unaudited)							
	Governmental				Proprietary	Fiduciary	Totals
	Fund Types				Fund Type	Fund Types	
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Trust and Agency	
REVENUES							
Taxes	\$ 19,188,861.97	\$ 9,429,806.64	\$	\$	\$	\$	\$ 28,618,668.61
Licenses and Permits	214,651.00						214,651.00
Intergovernmental	4,381,263.54	9,707,669.92			7,816.95	30,661.36	14,127,411.77
Charges for Services	7,395,158.88	1,457,239.43			3,734,762.05	62,481.37	12,649,641.73
Miscellaneous	636,732.20	1,095,839.37	2,304.18		114,175.08	414.18	1,849,465.01
Total Revenues	31,816,667.59	21,690,555.36	2,304.18	-	3,856,754.08	93,556.91	57,459,838.12
EXPENDITURES							
General Government	8,497,665.39	1,688,213.04				65,254.77	10,251,133.20
Public Safety	17,643,949.39	1,751,061.97					19,395,011.36
Highways and Roads		11,183,566.32					11,183,566.32
Sanitation		204,967.73			3,775,647.97		3,980,615.70
Health	400,453.35						400,453.35
Welfare	57,768.16	416,313.30					474,081.46
Culture and Recreation	97,000.00	1,604,921.46					1,701,921.46
Education	55,000.00						55,000.00
Capital Outlay	364,515.51	2,137,665.05		1,381,601.44			3,883,782.00
Debt Service:							
Principal		56,064.01	1,840,000.00				1,896,064.01
Interest and Fiscal Charges	464.49	2,324.70	653,315.00				656,104.19
Other Debt Service			4,000.00				4,000.00
Intergovernmental						2,959.83	2,959.83
Total Expenditures	27,116,816.29	19,045,097.58	2,497,315.00	1,381,601.44	3,775,647.97	68,214.60	53,884,692.88
Excess of Revenues Over/Under Expenditures	4,699,851.30	2,645,457.78	(2,495,010.82)	(1,381,601.44)	81,106.11	25,342.31	3,575,145.24
OTHER FINANCING SOURCES/USES							
Operating Transfers In	567,407.30	5,422,245.12	2,472,377.25				8,462,029.67
Operating Transfers Out	(3,435,104.62)	(4,985,483.75)				(41,441.30)	(8,462,029.67)
Proceeds from Issuance of LT Debt	73,938.00						73,938.00
Proceeds from Sale of Fixed Assets	11,150.01	14,785.69			206,050.00		231,985.70
Total Other Financing Sources/Uses	(2,782,609.31)	451,547.06	2,472,377.25	-	206,050.00	(41,441.30)	305,923.70
Excess of Revenues and Other Sources							
Over/(Under) Expenditures and Other Uses	1,917,241.99	3,097,004.84	(22,633.57)	(1,381,601.44)	287,156.11	(16,098.99)	3,881,068.94
Fund Balance at Beginning of Year	8,016,919.98	17,195,347.12	350,506.12	4,095,335.72	5,104,932.65	252,488.49	35,015,530.08
Prior Period Adjustments	(1,188.39)	(4,460.19)			(683,546.61)		(689,195.19)
Adjusted Fund Balance	8,015,731.59	17,190,886.93	350,506.12	4,095,335.72	4,421,386.04	252,488.49	34,326,334.89
Fund Balance at End of Year	\$ 9,932,973.58	\$ 20,287,891.77	\$ 327,872.55	\$ 2,713,734.28	\$ 4,708,542.15	\$ 236,389.50	\$ 38,207,403.83

MORGAN COUNTY COMMISSION							
OUTSTANDING INDEBTEDNESS							
Fiscal Year Ended	General		General		General		Total Principal and Interest Requirements To Maturity
	Obligation Warrants		Obligation Warrants		Obligation Warrants		
	Series 2013B		Series 2015		Series 2019		
	Principal	Interest	Principal	Interest	Principal	Interest	
September 30,							
2024	\$ 415,000.00	\$ 13,487.50	\$ -	\$ 109,302.50	\$ 440,000.00	\$ 169,000.00	
2025	-	-	115,000.00	109,302.50	455,000.00	151,400.00	
2026			120,000.00	106,715.00	480,000.00	128,650.00	
2027			115,000.00	104,015.00	505,000.00	104,650.00	
2028			115,000.00	101,140.00	530,000.00	79,400.00	
2029			410,000.00	98,265.00	265,000.00	58,200.00	
2030			2,185,000.00	87,400.00	280,000.00	47,600.00	
2031			-	-	290,000.00	36,400.00	
2032					305,000.00	24,800.00	
2033					315,000.00	12,600.00	
Totals	\$ 415,000.00	\$ 13,487.50	\$ 3,060,000.00	\$ 716,140.00	\$ 3,865,000.00	\$ 812,700.00	
Fiscal Year Ended	General		Loans Payable				Total Principal and Interest Requirements To Maturity
	Obligation Warrants						
	Series 2020						
	Principal	Interest	Principal	Interest	Principal	Interest	
September 30,							
2024	\$ 1,020,000.00	\$ 308,150.00	\$ 58,841.11	\$ 4,939.25	\$ 1,933,841.11	\$ 604,879.25	\$ 2,538,720.36
2025	1,400,000.00	277,550.00	24,267.76	2,627.91	1,994,267.76	540,880.41	2,535,148.17
2026	1,435,000.00	244,550.00	32,362.96	1,256.62	2,067,362.96	481,171.62	2,548,534.58
2027	1,500,000.00	187,150.00			2,120,000.00	395,815.00	2,515,815.00
2028	1,555,000.00	127,150.00			2,200,000.00	307,690.00	2,507,690.00
2029	1,610,000.00	80,500.00			2,285,000.00	236,965.00	2,521,965.00
2030	-	-			2,465,000.00	135,000.00	2,600,000.00
2031					290,000.00	36,400.00	326,400.00
2032					305,000.00	24,800.00	329,800.00
2033					315,000.00	12,600.00	327,600.00
Totals	\$ 8,520,000.00	\$ 1,225,050.00	\$ 115,471.83	\$ 8,823.78	\$ 15,975,471.83	\$ 2,776,201.28	\$ 18,751,673.11

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO BOTH A CONSIGNMENT AUCTION AGREEMENT AND AN AGREEMENT TO SELL CUSTOMER VEHICLES WITH ENTERPRISE FLEET MANAGEMENT TO PROVIDE AUCTION SERVICES RELATED TO USED VEHICLES. THE COUNTY WILL RECEIVE SELL PRICE LESS COSTS AND A \$500 SERVICE FEE ASSOCIATED WITH SELLING EACH UNIT.

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 24-101

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into both a Consignment Auction Agreement and an Agreement to Sell Customer Vehicles with Enterprise Fleet Management to provide auction services related to used vehicles. The County will receive sell price less costs and a \$500 service fee associated with selling each unit, this the 12th day of December 2023

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF JONATHAN WARNER, EMA DIRECTOR, TO RENEW AGREEMENT WITH GADSDEN/ETOWAH COUNTY EMA FOR EVERBRIDGE MASS NOTIFICATION SYSTEM FOR AN ANNUAL COST OF \$21,816.88 FOR ONE (1) ADDITIONAL YEAR BEGINNING JANUARY 1, 2024 THROUGH DECEMBER 31, 2024.

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 24-102

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Jonathan Warner, EMA Director, to renew agreement with Gadsden/Etowah County EMA for Everbridge mass notification system for an annual cost of \$21,816.88 for a one (1) additional year beginning January 1, 2024 through December 31, 2024, this the 12th day of December 2023.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF GEORGE HILL, IT DIRECTOR, TO RENEW CONTRACT WITH CSPIRE BUSINESS VIRUS SCAN PROTECTION FOR THE MORGAN COUNTY COMMISSION, IN THE AMOUNT OF \$36,149.51 FOR ONE (1) ADDITIONAL YEAR BEGINNING SEPTEMBER 13, 2023 THROUGH DECEMBER 15, 2024, AND AMEND BUDGET ACCORDINGLY.

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 24-103

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of George Hill, IT Director, to renew contract with cSpire Business virus scan protection for the Morgan County Commission, in the amount of \$36,149.51 for one (1) additional year beginning September 13, 2023 through December 15, 2024, and amend budget accordingly, this the 12th day of December 2023.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF GEORGE HILL, IT DIRECTOR, TO RENEW THE ONLINE AGREEMENT WITH THE CENTER FOR INTERNET SECURITY FOR NETWORK SECURITY MONITORING IN THE AMOUNT OF \$13,800 FOR A 12-MONTH PERIOD BEGINNING DECEMBER 23, 2023 THROUGH DECEMBER 22, 2024.

Mr. Randy Vest, 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 24-104

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of George Hill, IT Director, to renew the online agreement with the Center for Internet Security for network security monitoring in the amount of \$13,800 for a 12-month period beginning December 23, 2023 through December 22, 2024, this the 12th day of December 2023.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO RENEW EMPLOYMENT CONTRACTS WITH GLENDA RATLIFF AND CHARLES WILLIAMS REPRESENTING SERVICE TO THE MORGAN COUNTY COMMISSION ON AGING AT A RATE OF \$50.00 PER SCHEDULED EVENT FOR THE PERIOD OF JANUARY 1, 2024 THROUGH DECEMBER 31, 2024.

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 24-105

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to renew employment contracts with Glenda Ratliff and Charles Williams representing service to the Morgan County Commission on Aging at a rate of \$50.00 per scheduled event for the period of January 1, 2024 through December 31, 2024, this the 12th day of December 2023.

ADOPT RESOLUTION AMENDING THE FOLLOWING SECTIONS OF THE MORGAN COUNTY POLICIES AND PROCEDURES HANDBOOK:

- **CHAPTER 13, DRUG AND ALCOHOL ABUSE, ATTACHMENT A SAFETY-SENSITIVE CLASSIFICATIONS**
- **CHAPTER 23, MISCELLANEOUS PROVISIONS 23.02 TRAVEL POLICY, SECTION 4(A) MEALS**

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 24-106

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend the following sections of the *Morgan County Policies and Procedures Handbook*, this the 12th day of December 2023:

- Chapter 13, Drug and Alcohol Abuse, Attachment A Safety-Sensitive Classifications
- Chapter 23, Miscellaneous Provisions 23.02 Travel Policy, Section 4(a) Meals

Chapter 13, Drug and Alcohol Abuse

Attachment A

All positions were reviewed for safety-sensitive duties, as defined in 49 CFR part 655, by the appropriate elected officials / department heads to determine the safety-sensitive positions. Additionally, any new positions created in the future will be reviewed for safety-sensitive duties.

The following positions were determined to be safety-sensitive:

SAFETY SENSITIVE CLASSIFICATIONS

ANIMAL CONTROL

Director Animal Control

Animal Control Officer

COMMISSION

Business Services Coordinator

COMMISSION ON AGING

Director Commission on Aging

Administrative Assistant

Site Manager

P/T Driver/Assistant Site Manager

COMMUNITY CORRECTIONS

Director Community Corrections

Community Corrections Officer

Field Officer

Lab Data Clerk

Drug Court Coordinator

DISTRICTS

Foreman*

Equipment Operator *

Senior Equipment Operator *

District Shop Laborer

Mechanic*

Administrative Assistant

EMA

Director EMA

EMA Specialist

ENGINEERING

County Engineer

Assistant Engineer

Engineer Assistant I

Engineer Assistant II

ENVIRONMENTAL

Solid Waste Manager

Route Supervisor *

Mechanic -Environmental*

Driver - Environmental*

Driver II - Environmental*

Litter Control Assistant

Residential Driver*

INFORMATION TECHNOLOGY

Director IT

IT Support Specialist

IT Network Security Administrator

IT Support Technician

JUVENILE PROBATION

Chief Probation Officer

Juvenile Probation Officer

LICENSE

Deputy License Commissioner

Administrative Assistant

Chief Clerk

MAINTENANCE

Building Superintendent

Assistant Superintendent

Maintenance Worker

Maintenance Worker II

Custodian

Custodial Lead Person
Custodial Supervisor
Mail Room Administrative Assistant

PARK AND RECREATION

Director Park and Recreation
Park Superintendent
Groundskeeper
Maintenance Worker
Recreation Coordinator
Athletic Director

PROBATE

Chief Clerk
Deputy Chief Clerk

REVENUE

Chief Appraiser
Assistant Chief Appraiser
Real Property Appraiser I, II, III
Personal Property Appraiser I, II, III

SAFETY

Safety Coordinator

SALES TAX

Director Sales Tax
License Inspector

SHERIFF'S OFFICE / JAIL

Chief Deputy
Captain
Lieutenant
Sergeant
Deputy
Corporal
Process Server
Investigator
IT Systems Administrator
IT Support Technician
Crime Scene/Evidence Technician
Task Force
Mechanic
Corrections Officer
Corrections Officer II
Maintenance
Warden
Detention Supervisor
Detention Supervisor- Sergeant
Detention Supervisor – Corporal
Detention Supervisor—Lieutenant
Corporal – Inmate Services
Jail Staffing Specialist
Accounting Specialist
Bookkeeper
Administrative Clerk I & II
Personnel Clerk
Administrative Support Specialist
Public Information Officer
Records Clerk
Reserve Program Members
*Safety-sensitive positions specifically subject to regulation by the Department of Transportation (DOT)

**Chapter 23, Miscellaneous Provisions
23.02 Travel Policy, Section 4(a) Meals**

4 Meals

- a. Meal per diem shall be reimbursed up to \$75 per day, substantiated by actual itemized receipts. Only meals prepared by commercial vendors are acceptable. Grocery items and alcoholic beverages are not reimbursable. Only meals for County employees are reimbursable.

ADOPT RESOLUTION AUTHORIZING APPROPRIATE ELECTED OFFICIAL/DEPARTMENT HEAD TO FILL THE FOLLOWING POSITIONS:

- **(2) CUSTODIAN, GRADE B01 (\$14.95-\$19.25) - MAINTENANCE**

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 24-107

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the appropriate elected official/department head to fill the following positions:

- (2) Custodian, Grade B01 (\$14.95-\$19.25) – Maintenance

this the 12th day of December 2023.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO AMEND THE JOB TITLE AND JOB DESCRIPTION FOR THE FOLLOWING JOB CLASS CODE:

- **9938 GOVERNMENTAL ACCOUNTANT II**

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 24-108

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to amend the job title and job description for the following job class code, this the 12th day of December 2023:

- 9938 Governmental Accountant II

Classification Title:

**Governmental Accountant II
Class Code 9938**

PURPOSE OF CLASSIFICATION:

The purpose of this classification is to assist in maintaining county financial records system.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Posts and reconciles various journals and ledgers, including accounts payable cash disbursements journal. Reviews bank deposits and cash disbursements against the cash account analysis. Makes all necessary special entries and closes books at month-end and year-end.
- Responsible for complex calculations and documentation regarding high level accounting transactions in accordance with legislation or GASB pronouncements.
- Reconciles balance sheet accounts on a monthly basis; prepares routine journal entries; prepares bank reconciliations; resolves discrepancies within transaction data; prepares

- periodic financial statements and analyses.
- Maintains and reviews expenditure and budgetary control accounts, ledgers, journals, and other records; prepares reports of limited complexity relating to accounting and auditing assignments.
 - Maintains fixed asset records; responsible for assigning asset numbers, account codes, classes, subclasses and descriptions; records asset activations, disposals, transfers and donations; records annual depreciation; coordinates annual fixed asset inventory with Elected Officials and Department Directors.
 - Uses knowledge of Munis accounting software, MS Office and other software programs to operate a computer in an effective and efficient manner.
 - Establishes proper coding in Munis (general ledger codes, accounts receivable codes and charge codes).
 - Reviews/monitors information pertaining to expenditures, open purchase orders, and available funds to ensure sufficient resources to meet expenditures.
 - Assists in annual budget preparation; provides financial information and assistance as needed.
 - Maintains various subsidiary ledgers.
 - Prepares necessary worksheets, documents, etc. for compliance with required financial reporting.
 - Works closely with Examiners of Public Accounts to provide necessary information for audit.

ADDITIONAL FUNCTIONS:

- Responsible for processing Payroll and all related disbursements in the absence of the Payroll Business Services Coordinator.
- Performs other related duties as required.
- Works in close coordination with the Chief Administrative Officer and Deputy Chief Administrative Officer to maintain continuity of operations within the accounting function.
- Attends appropriate educational courses pertinent to job functions

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or related discipline; five to seven years of experience in accounting, fixed asset accounting, budget preparation, financial statement preparation and general office work. Working knowledge of governmental accounting. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be accepted.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including a computer, printer, typewriter, copy machine, facsimile machine, calculator, check writing machine, and telephone. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include reference materials or procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange financial information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of financial documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex financial principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiple and divide totals; determine percentages; determine time and weight; and utilize mathematical formulas.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

**ADOPT RESOLUTION APPROVING THE FOLLOWING JOB DESCRIPTIONS
EFFECTIVE DECEMBER 12, 2023:**

- **9990 ADMINISTRATIVE ASSISTANT – COMMISSION OFFICE**
- **9937 GOVERNMENTAL ACCOUNTANT I**

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 24-109

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following job descriptions effective December 12, 2023, this the 12th day of December 2023:

- 9990 Administrative Assistant – Commission Office
- 9937 Governmental Accountant I

Classification Title:

**Administrative Assistant - Commission
Class Code 9990**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative functions associated with providing general office support.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Composes, prepares and/or generates routine correspondence, forms, reports, and other documents via computer.
- Receives various documentation; reviews, processes, responds, forwards, maintains, and or takes other action as appropriate.
- Accept and record payments received in the Commission Office.
- Maintains confidentiality and professional integrity in involvement with departmental issues.
- Prepares departmental files; maintains file system of departmental records; coordinates document destruction as needed.
- Copies and distributes correspondence, memoranda, reports and other related materials.
- Receives, opens and distributes incoming mail; prepares outgoing mail.
- Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals.
- Maintain copier and keep stocked.
- Performs administrative duties as directed by the Chairman, Chief Administrative Officer or Deputy Chief Administrative Officer.
- Uses knowledge of Microsoft Office to operate a computer in an effective and efficient manner.

ADDITIONAL FUNCTIONS

- Provides backup coverage and assistance to other positions in the department as needed.
- Performs data entry functions by keying data into computer system.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; one to three years of experience in secretarial, general office work or a related field preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment which may include a computer, printer, typewriter, copy machine, facsimile machine, calculator and telephone. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include reports, maps, reference manuals, or legal code books.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of administrative documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex administrative principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiple and divide totals; determine percentages; and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Classification Title:

**Governmental Accountant I
Class Code 9937**

PURPOSE OF CLASSIFICATION:

The purpose of this classification is to assist in maintaining county financial records system.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Posts and reconciles various journals and ledgers, including accounts payable cash disbursements journal. Reviews bank deposits and cash disbursements against the cash account analysis. Makes all necessary special entries and closes books at month-end and year-end.
- Reconciles balance sheet accounts on a monthly basis; prepares routine journal entries; prepares bank reconciliations; resolves discrepancies within transaction data; prepares periodic financial statements and analyses.
- Maintains and reviews expenditure and budgetary control accounts, ledgers, journals, and other records; prepares reports of limited complexity relating to accounting and auditing assignments.

- Uses knowledge of Munis accounting software, MS Office and other software programs to operate a computer in an effective and efficient manner.
- Establishes proper coding in Munis (general ledger codes, accounts receivable codes and charge codes).
- Reviews/monitors information pertaining to expenditures, open purchase orders, and available funds to ensure sufficient resources to meet expenditures.
- Assists in annual budget preparation; provides financial information and assistance as needed.
- Maintains various subsidiary ledgers.
- Prepares necessary worksheets, documents, etc. for compliance with required financial reporting.
- Process documentation related to Accounts Payable activities; Reviews for accuracy and completeness; Performs applicable calculations; Prints checks and processes ACH payments; Files invoices, checks and expense reports to properly maintain an orderly and accurate filing system.
- Process documentation related to Accounts Receivable; Track A/R Documentation.
- Works closely with Examiners of Public Accounts to provide necessary information for audit.

ADDITIONAL FUNCTIONS:

- Responsible for processing Payroll and all related disbursements in the absence of the Payroll Business Services Coordinator
- Works in close coordination with the Chief Administrative Officer and Deputy Chief Administrative Officer to maintain continuity of operations within the accounting function.
- Performs other related duties as required.
- Attends appropriate educational courses pertinent to job functions.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or related discipline; five to seven years of experience in accounting, fixed asset accounting, budget preparation, financial statement preparation and general office work. Working knowledge of governmental accounting. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be accepted.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including a computer, printer, typewriter, copy machine, facsimile machine, calculator, check writing machine, and telephone. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include reference materials or procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange financial information, including giving assignments and/or directions to co-workers or assistants as well as communicating with officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of financial documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex financial principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiple and divide totals; determine percentages; determine time and weight; and utilize mathematical formulas.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ELIMINATE TWO (2) BUSINESS SERVICES COORDINATOR POSITIONS IN THE COMMISSION OFFICE AND CREATE AND FILL ONE (1) ADMINISTRATIVE ASSISTANT – COMMISSION OFFICE POSITION, GRADE A03 (\$17.52-\$22.25) AND, CREATE AND FILL ONE (1) GOVERNMENTAL ACCOUNTANT I POSITION, GRADE E02 (\$29.45-\$37.81), AND AMEND BUDGET ACCORDINGLY.

Mr. Randy Vest, 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 24-110

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to eliminate two (2) Business Services Coordinator positions in the Commission Office and create and fill one (1) Administrative Assistant – Commission Office position, Grade A03 (\$17.52-\$22.25) and, create and fill one (1) Governmental Accountant I position, Grade E02 (\$29.45-\$37.81), and amend budget accordingly, this the 12th day of December 2023.

ADOPT RESOLUTION APPROVING EMPLOYEE ADDITIONS/DELETIONS FOR NOVEMBER 2023.

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 24-111

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following employee additions/deletions for November 2023, this the 12th day of December 2023:

<u>Additions</u>		<u>Deletions</u>	
Trevor Wallingsford	Jail	Ethan Newcomb	Jail
Talia Jacques	Jail	James Rosenblum	Jail
Lori Steele	Maintenance	Bradley Seigrist	Jail
Ashley Lawrence	Parks & Recreation	Raul Aviles	Jail
Steven Sparks	Sheriff's Office	Courtney Ingle	Jail
		Lisa Hubbard	Jail
		Devon Sivils	Jail
		Abigail Mann	Jail
		Paris McGuire	Jail
		Melody Padgett	Sales Tax

ADOPT RESOLUTIONS APPROVING CERTIFICATES TO SUBDIVIDE PROPERTIES AND SUBDIVISION PLAT LOCATED WITHIN MORGAN COUNTY FOR THE FOLLOWING:

- **CATHY W. CRAIG
US HIGHWAY 231, DISTRICT 4**
- **RONNIE J. & TERESA S. THORNE AND SHAYNE & VERA BOND
CAIN ROAD, DISTRICT 2**
- **JIMMY R. WATSON, CONNIE S. WATSON, BRANDON RAY WATSON
AND HEATHER BETH WATSON
HERRING ROAD, DISTRICT 1**
- **ESTATE OF RALPH E. MATTHEWS, JOEL A. MATTHEWS,
AS THE REPRESENTATIVE
RAPER ROAD & PLEASANT HILL ROAD, DISTRICT 1**
- **MILL BRANCH ESTATES
OLD MOULTON ROAD & CONWAY ROAD, DISTRICT 1**

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

RESOLUTION 24-112

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Cathy W. Craig
US Highway 231, District 4

this the 12th day of December 2023.

RESOLUTION 24-113

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Ronnie J. & Teresa S. Thorne and Shayne & Vera Bond
Cain Road, District 2

this the 12th day of December 2023.

RESOLUTION 24-114

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Jimmy R. Watson, Connie S. Watson, Brandon Ray Watson
And Heather Beth Watson
Herring Road, District 1

this the 12th day of December 2023.

RESOLUTION 24-115

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Certificate to Subdivide property located within Morgan County for the following:

- Estate of Ralph E. Matthews, Joel A. Matthews,
As the Representative
Raper Road & Pleasant Hill Road, District 1

this the 12th day of December 2023.

RESOLUTION 24-116

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Subdivision Plat located within Morgan County for the following:

- Mill Branch Estates
Old Moulton Road & Conway Road, District 1

this the 12th day of December 2023.

ADOPT RESOLUTION AUTHORIZING SEAN DAILEY, PARKS AND RECREATION DIRECTOR, TO PURCHASE ONE (1) AXIS 500 4X4 UTV FROM LOWE'S UTILIZING THEIR VOLUME SAVINGS PROGRAM PRICING IN THE AMOUNT OF \$8,074.05.

Mr. Randy Vest, 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 24-117

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Sean Dailey, Parks and Recreation Director, to purchase one (1) Axis 500 4x4 UTV from Lowe's utilizing their Volume Savings Program pricing in the amount of \$8,074.05, this the 12th day of December 2023.

ADOPT RESOLUTION AUTHORIZING THE APPROPRIATE ELECTED OFFICIAL/DEPARTMENT HEAD TO DECLARE CERTAIN ITEMS AS SURPLUS AND SELL ON GOVDEALS OR DISPOSE OF PROPERLY.

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 24-118

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the appropriate elected official/department head to declare the following items as surplus and sell on Govdeals or dispose of properly:

- Filing Cabinet ----- EMA
- 2005 Cadillac CTS ----- Morgan County Sheriff
VIN #1G6DP567X50109512

this the 12th day of December 2023.

ADOPT RESOLUTION AUTHORIZING AN EXPENDITURE OF \$1,500 PAYABLE FROM CONTINGENCY FUNDS TO DECATUR-MORGAN COUNTY MINORITY DEVELOPMENT ASSOCIATION REPRESENTING SUPPORT FOR THE 2024 MARTIN LUTHER KING, JR. UNITY BREAKFAST.

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 24-119

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize an expenditure of \$1,500 payable from Contingency Funds to Decatur-Morgan County Minority Development Association representing support for the 2024 Martin Luther King, Jr. Unity Breakfast, this the 12th day of December 2023.

ADOPT RESOLUTION AUTHORIZING AN EXPENDITURE OF \$10,000 PAYABLE FROM CONTINGENCY FUNDS TO THE MORGAN COUNTY RESCUE SQUAD FOR THE PURPOSE OF OUTFITTING NEWLY ACQUIRED VEHICLE.

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 24-120

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize an expenditure of \$10,000 payable from Contingency Funds to the Morgan County Rescue Squad for the purpose of outfitting newly acquired vehicle, this the 12th day of December 2023.

December 12, 2023

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE
THE FOLLOWING CONTRACT REPRESENTING THE PROMOTION OF MORGAN
COUNTY WHICH WILL BE PAYABLE FROM TOURISM, RECREATION &
CONVENTION FUNDS:**

- **HARTSELLE HIGH SCHOOL SOFTBALL (BANNER RENEWAL) ----- \$350**
- **BREWER HIGH SCHOOL (FISHING TEAM) ----- \$500**

Mr. Greg Abercrombie, member of the Commission, offered the following resolutions and moved for their adoption. Upon the same being duly seconded by Mr. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-121

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the following contract representing the promotion of Morgan County which will be payable from Tourism, Recreation & Convention funds:

- Hartselle High School Softball (Banner Renewal) ----- \$350

this the 12th day of December 2023.

RESOLUTION 24-122

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the following contract representing the promotion of Morgan County which will be payable from Tourism, Recreation & Convention funds:

- Brewer High School (Fishing Team) ----- \$500

this the 12th day of December 2023.

REVIEW AND APPROVE THE FOLLOWING INVOICES, TOTALING \$220,502.00:

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
ALVOAD	Membership Dues – Warner, J.	\$50.00
AL Mountain Lakes Tourist Assoc	Membership Dues – Commission	150.00
AL Assoc. of Public Per. Admin	Membership Dues – Smith, J.	175.00
AL Assoc. of Emerg. Managers	Membership Dues – EMA	200.00
EDAA	Membership Dues – Long, R.	300.00
King Insurance	Public Official Bond – Boardman, L.	335.00
Assoc. of State Floodplain Mgrs	CFM Renewal – Kelley, J.	500.00
Assoc. of Co. Eng. Of AL	Membership Dues – Engineering	1,000.00
Genesis Construction	South Park Concession Stand	66,500.00
Genesis Construction	North Park Concession Stand	72,542.00
Goodwyn Mills Cawood, LLC	Recreation Center	78,750.00

Mr. Don Stisher, member of the Commission, moved for their approval. Upon the same being duly seconded by Mr. Jeff Clark, it was put to a vote and unanimously approved.

**ADOPT RESOLUTION CANCELLING DECEMBER 26, 2023, MEETING OF THE
MORGAN COUNTY COMMISSION.**


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

RESOLUTION 24-123

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby cancel the December 26, 2023, meeting of the Morgan County Commission, this the 12th day of December 2023.

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; the Morgan County Commission is duly adjourned.

These Minutes were approved,
this the 9th day of January 2024.


RAY LONG, CHAIRMAN


JEFF CLARK, MEMBER


RANDY VEST, MEMBER


DON STISHER, MEMBER


GREG ABERCROMBIE, MEMBER