
MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, April 25, 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; David Langston, County Attorney; Julie Reeves, Chief Administrative Officer; Jessica Smith, Deputy Chief Administrative Officer; Mike Wetzels, Communications Director; Laura Vest, Business Services Coordinator. Absent: none. 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

Erica Smith, Decatur Daily
Richard Moats, Morgan County Sheriff's Office
Kristi Matticola, Morgan County Sheriff's Office
George Hill, IT
Jennifer Hempfling, EMA

AGENDA

The Agenda for the meeting of Tuesday, April 25, 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, April 11, 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:

ADOPT RESOLUTION AMENDING RESOLUTION 23-187 INCREASING TOTAL COST OF 2023 F150 TRUCK FOR SAFETY DEPARTMENT TO \$44,757.

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 23-284

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend Resolution 23-187 increasing total cost of 2023 F150 truck for Safety Department to \$44,757, this the 25th day of April 2023.

ADOPT RESOLUTION AMENDING RESOLUTION 23-269 TO REMOVE THE FOLLOWING REVENUE/REAPPRAISAL DEPARTMENT POSITIONS FROM THE SAFETY SENSITIVE CLASSIFICATIONS AT THE REQUEST OF AMANDA SCOTT, REVENUE COMMISSIONER:

- **DEPUTY REVENUE COMMISSIONER**
- **APPRAISAL CLERK**
- **ASSESSMENT CLERK**
- **SENIOR ASSESSMENT CLERK**
- **MAPPER I**
- **MAPPER II**

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 23-285

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend Resolution 23-269 to remove the following Revenue/Reappraisal Department positions from the Safety Sensitive Classifications at the request of Amanda Scott, Revenue Commissioner:

- Deputy Revenue Commissioner
- Appraisal Clerk
- Assessment Clerk
- Senior Assessment Clerk
- Mapper I
- Mapper II

this the 25th day of April 2023.

NEW BUSINESS:

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO APPROVE APPLICATION ON BEHALF OF MORGAN COUNTY EMA FOR THE FISCAL YEAR 2023/2024 US DEPARTMENT OF TRANSPORTATION HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT, WITH A LOCAL MATCH OF 20%, FOR CERTAIN ALLOWABLE PLANNING, TRAINING, AND EXERCISE ACTIVITIES RELATED TO HAZMAT TRANSPORTATION.

Mr. Greg Abercrombie, 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 23-286

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to approve application on behalf of Morgan County EMA for the Fiscal Year 2023/2024 US Department of Transportation Hazardous Materials Emergency Preparedness (HMEP) Grant, with a local match of 20%, for certain allowable planning, training, and exercise activities related to hazmat transportation, this the 25th day of April 2023.

ADOPT RESOLUTION AUTHORIZING KATE TERRY, LICENSE COMMISSIONER, TO FILL AN ADVANCED DATA ENTRY CLERK POSITION, GRADE A02 (\$15.83-\$20.37).

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 23-287

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Kate Terry, License Commissioner, to fill an Advanced Data Entry Clerk position, Grade A02 (\$15.83-\$20.37), this the 25th day of April 2023.

ADOPT RESOLUTION AUTHORIZING RANDY VEST, DISTRICT 2 COMMISSIONER, TO CREATE AND FILL AN EQUIPMENT OPERATOR POSITION, GRADE B05 (\$20.32-\$26.15).

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 23-288

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Randy Vest, District 2 Commissioner, to create and fill an Equipment Operator position, Grade B05 (\$20.32-\$26.15), this the 25th day of April 2023.

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

- **9908 ADMINISTRATIVE ASSISTANT - ENGINEERING**

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 23-289

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to amend job title and job description for the following job class, this the 25th day of April 2023:

- 9908 Administrative Assistant

Classification Title:

**Administrative Assistant - Engineering
Class Code 9908**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform secretarial work 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 and/or typewriter.
- Receives various documentation; reviews, processes, responds, forwards, maintains, and or takes other action as appropriate.
- Coordinates calendar activities to include planning/scheduling appointments, meetings, interviews, etc.; updates on a regular basis; contacts parties involved as appropriate.
- May assist in planning and preparing for meetings, to include preparing agendas and meeting packets, attending meetings, recording and/or transcribing meeting minutes, distributing documentation as appropriate, maintaining records, or other related tasks.
- May process accounts receivables, to include receiving/recording payments for department services, issuing receipts, balancing revenues, and preparing bank deposits or forwarding as appropriate.
- May process accounts payables, to include reviewing invoices for payment, preparing checks, distributing payments as appropriate, and maintaining records.
- Coordinates special projects, events and activities as assigned.
- Maintains confidentiality and professional integrity in involvement with departmental issues.
- Prepares departmental files; maintains file system of departmental records.
- Copies and distributes correspondence, memoranda, reports and other related materials.
- Receives, opens and distributes incoming mail; prepares outgoing mail.
- Maintains inventory of departmental supplies; initiates orders for new or replacement materials; obtains price quotes as appropriate.
- 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.
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner; performs basic computer maintenance functions such as data backups.
- May enter and retrieve data from ESRI based Geographic Information Systems (GIS).
- Ability to obtain "Notary Public" designation and notarize documents as needed.

ADDITIONAL FUNCTIONS

Provides backup coverage and assistance to other positions 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; 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.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ELIMINATE ONE SALES TAX COORDINATOR POSITION, GRADE A08, AND TWO DATA ENTRY CLERK POSITIONS, GRADE A01, IN THE SALES TAX DEPARTMENT, EFFECTIVE APRIL 25, 2023, AND AMEND BUDGET ACCORDINGLY.

Mr. Jeff Clark, 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 23-290

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to eliminate one Sales Tax Coordinator position, Grade A08, and two Data Entry Clerk positions, Grade A01, in the Sales Tax Department, effective April 25, 2023, and amend budget accordingly, this the 25th day of April 2023.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO APPROVE LEAVE WITHOUT PAY FOR DOMINIQUE COLEMAN, MORGAN COUNTY SHERIFF'S OFFICE, FROM APRIL 9, 2023 THROUGH MAY 9, 2023, AS REQUESTED BY SHERIFF RON PUCKETT.

Mr. Randy Vest, 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 23-291

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to approve Leave Without Pay for Dominique Coleman, Morgan County Sheriff's Office, from April 9, 2023 through May 9, 2023, as requested by Sheriff Ron Puckett, this the 25th day of April 2023.

ADOPT RESOLUTION APPROVING EMPLOYEE ADDITIONS/DELETIONS FOR MARCH 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. Greg Abercrombie, it was put to a vote and unanimously adopted to wit:

RESOLUTION 23-292

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following employee additions/deletions for March 2023, this the 25th day of April 2023:

<u>Additions</u>		<u>Deletions</u>	
Raul Aviles	Jail	Kelly Montgomery	Jail
William Chapman	Juv Probation	Ivan Torres	Sheriff
Candi Hall	Jail	Kisha Bolding	Sales Tax
Kenyon Baker	SRO	Celes McAfee	Probate
William Royals	Sheriff	Dareyale Coolie	Jail
Eric Milam	Jail	Matthew Mason	Sheriff
Hunter Brooks	Jail	Marcus Sims	Jail
Leah Ferrell	Jail	Bethaney Betterton	Sheriff
Christina Hernandez	License	Jourden Hatchett	Maintenance
Michael Austin	Jail	Ashlee Davis	Jail
Matthew Fox	Jail	Cedric Jeffrey	Jail
Sidney Kendrick	Sheriff	Eric Milam	Jail
		Devon Warnick	Jail
		Donnie Howell	Parks & Recreation
		Candi Hall	Jail

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

- **WILLIAM M. & JOAN B. FARLEY, AND THE ESTATE OF MYRA E. BONDS
WILHITE ROAD, DISTRICT 3**

- **BOBBY ANDERS, DANA ANDERS, MICHAEL G. COOK AND LISA R. COOK**
CEDAR PLAINS ROAD AND HWY 55 WEST, DISTRICT 3
- **TWIN CREEKS FARM**
AL HWY 36 EAST, DISTRICT 2

Mr. Randy Vest, 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 23-293

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:

- William M. & Joan B. Farley, and the Estate of Myra E. Bonds
Wilhite Road, District 3

this the 25th day of April 2023.

RESOLUTION 23-294

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:

- Bobby Anders, Dana Anders, Michael G. Cook and Lisa R. Cook
Cedar Plains Road and Hwy 55 West, District 3

this the 25th day of April 2023.

RESOLUTION 23-295

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:

- Twin Creeks Farm
AL Hwy 36 East, District 2

this the 25th day of April 2023.

ADOPT RESOLUTION APPROVING THE TRANSFER OF THE FOLLOWING VEHICLE FROM COMMISSION (SAFETY DEPARTMENT) TO PARKS & RECREATION:

- **2018 FORD F150 (#4706)**
VIN #1FTMF1C58JKF95599

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 23-296

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the transfer of the following vehicle from Commission (Safety Department) to Parks & Recreation:

- **2018 Ford F150 (#4706)**
VIN #1FTMF1C58JKF95599

this the 25th day of April 2023.

**ADOPT RESOLUTION AUTHORIZING GEORGE HILL, IT DIRECTOR, TO
DECLARE THE FOLLOWING EQUIPMENT AS SURPLUS AND DISPOSE OF
PROPERLY:**

- **IBM XSERVER 3500 M3 (#4429)**

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 23-297

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize George Hill, IT Director, to declare the following equipment as surplus and dispose of properly:

- **IBM XServer 3500 M3 (#4429)**

this the 25th day of April 2023.

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

- **MORGAN COUNTY SCHOOLS FOUNDATION ---- \$320**
- **HARTSELLE AREA CHAMBER OF COMMERCE ----- \$1,150**
- **DECATUR-MORGAN HOSPITAL FOUNDATION ----- \$1,000**

Mr. Randy Vest, 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 23-298

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:

- **Morgan County Schools Foundation ---- \$320**

this the 25th day of April 2023.

RESOLUTION 23-299

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 Area Chamber of Commerce ----- \$1,150**

this the 25th day of April 2023.

RESOLUTION 23-2300


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:

- **Decatur-Morgan Hospital Foundation ----- \$1,000**

this the 25th day of April 2023.

April 25, 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.

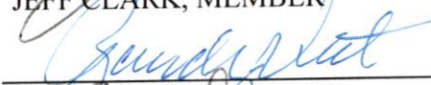


RAY LONG, CHAIRMAN

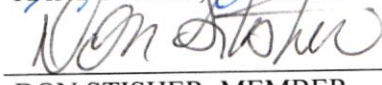
These Minutes were approved,
this the 9th day of May 2023.



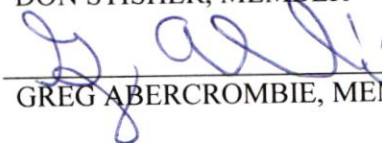
JEFF CLARK, MEMBER



RANDY VEST, MEMBER



DON STISHER, MEMBER



GREG ABERCROMBIE, MEMBER