

MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, September 10, 2024, 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; Jessica Smith, Deputy Chief Administrative Officer; and Laura Vest, Business Services Coordinator. Absent: David Langston, County Attorney; and Mike Wetzel, Communications Director. Mrs. Reeves, Mrs. Vest, and Mrs. Smith acted as clerks of the Meeting. Mr. Clark offered the prayer and Pledge of Allegiance. Mrs. Reeves called roll and stated that a quorum was present. Chairman Long declared the Meeting open for the transaction of business.

VISITORS

Erica Smith, Decatur Daily
Sheriff Ron Puckett, Morgan County Sheriff's Office
George Hill, Chief Information Officer
Jonathan Warner, Morgan County EMA
Jeff Brown, Harris Caddell & Shanks, PC

AGENDA

The Agenda for the meeting of Tuesday, September 10, 2024, 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, August 27, 2024, 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 24-366 CORRECTING THE TITLE TO MORGAN COUNTY *DISTRIBUTION MANAGEMENT PLAN*.

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 24-489

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend Resolution 24-366 correcting the title to Morgan County *Distribution Management Plan*, this the 10th day of September 2024.

NEW BUSINESS:

ADOPT RESOLUTION APPROVING THE FISCAL YEAR 2024-2025 BUDGET FOR THE MORGAN COUNTY COMMISSION IN THE AMOUNT OF \$78,672,476.84 (REVENUES) AND \$76,624,954.98 (EXPENDITURES), EFFECTIVE OCTOBER 1, 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. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-490

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the Fiscal Year 2024-2025 budget for the Morgan County Commission in the amount of \$78,672,476.84 (Revenues) and \$76,624,954.98 (Expenditures), effective October 1, 2024, this the 10th day of September 2024:

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO PARTICIPATE IN THE 2024 LONGEVITY BONUS PROGRAM WITH THE ASSOCIATION OF COUNTY COMMISSIONS OF ALABAMA WORKERS' COMPENSATION SELF-INSURERS FUND FOR THE PURPOSE OF PROVIDING A ONE-TIME ADDITIONAL REFUND EQUAL TO 10 PERCENT OF THIS YEAR'S ESTIMATED PREMIUM CONTRIBUTIONS AND RENEWING ITS CONTRACTED ANNUAL PARTICIPATION FOR A THREE-YEAR PERIOD ENDING SEPTEMBER 30, 2027.

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 24-491

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to participate in the 2024 Longevity Bonus program with the Association of County Commissions of Alabama Workers' Compensation Self-Insurers Fund for the purpose of providing a one-time additional refund equal to 10 percent of this year's estimated premium contributions and renewing its contracted annual participation for a three-year period ending September 30, 2027, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF MORGAN COUNTY EMA, TO APPROVE ONLINE APPLICATION OF THE STATE OF ALABAMA EMERGENCY MANAGEMENT AGENCY LOCAL FISCAL YEAR 2025 EMPG GRANT.

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 24-492

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Morgan County EMA, to approve online application of the State of Alabama Emergency Management Agency Local Fiscal Year 2025 EMPG Grant, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO A RENTAL AGREEMENT WITH TVA FOR SRMAC SPACE IN EMA, IN THE AMOUNT OF \$950 PER MONTH, FOR THE PERIOD OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

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 24-493

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into a rental agreement with TVA for SRMAC space in EMA, in the amount of \$950 per month, for the period October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE AGREEMENT WITH MORGAN COUNTY EMERGENCY MANAGEMENT COMMUNICATION DISTRICT 911 TO SERVE AS MORGAN COUNTY'S 24-HOUR WARNING POINT FOR TVA FOR A FIVE (5) YEAR PERIOD, EFFECTIVE OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2029.

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 24-494

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 Morgan County Emergency Management Communication District 911 to serve as Morgan County's 24-hour warning point for TVA for a five (5) year period, effective October 1, 2024 through September 30, 2029, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE AGREEMENT BETWEEN MORGAN COUNTY COMMISSION AND THE TENNESSEE VALLEY AUTHORITY (TVA) ESTABLISHING TERMS AND CONDITIONS FOR RADIOLOGICAL EMERGENCY PREPAREDNESS (REP) FUNDING FOR A FIVE (5) YEAR PERIOD, EFFECTIVE OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2029.

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 24-495

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the agreement between Morgan County Commission and the Tennessee Valley Authority (TVA) establishing terms and conditions for Radiological Emergency Preparedness (REP) Funding for a five (5) year period, effective October 1, 2024 through September 30, 2029, this the 10th day of September 2024.

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'S DEPARTMENT AT AN ANNUAL COST OF \$77,448, PAYABLE IN TWELVE (12) MONTHLY INSTALLMENTS OF \$6,454, EFFECTIVE OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

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 24-496

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's Department at an annual cost of \$77,448, payable in twelve (12) monthly installments of \$6,454, effective October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE THE SERVICE AGREEMENT WITH THE MENTAL HEALTH CENTER OF NORTH CENTRAL ALABAMA TO CONTINUE PROVIDING A JUVENILE COURT LIAISON IN THE JUVENILE PROBATION OFFICE, FOUR (4) DAYS A WEEK AT AN ANNUAL COST OF \$7,500 TO BE PAID IN TWELVE (12) MONTHLY INSTALLMENTS OF \$625, FOR THE PERIOD OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

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 24-497

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute the Service Agreement with the Mental Health Center of North Central Alabama to continue providing a Juvenile Court Liaison in the Juvenile Probation Office, four (4) days a week at an annual cost of \$7,500 to be paid in twelve (12) monthly installments of \$625, for the period October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO CONTRACTUAL AGREEMENT WITH ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (ADEM) FOR COLLECTION, MANAGEMENT, DISPOSAL, AND/OR OFFERING FOR BENEFICIAL USE OF DISCARDED TIRES AND REGULATED SOLID WASTE, FUNDED BY THE SCRAP TIRE FUND, FOR THE PERIOD OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

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 24-498

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into contractual agreement with Alabama Department of Environmental Management (ADEM) for collection, management, disposal, and/or offering for beneficial use of discarded tires and regulated solid waste, funded by the Scrap Tire Fund, for the period October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE A SERVICE AGREEMENT WITH GARRATT CALLAHAN FOR WATER TREATMENT CHEMICAL PROGRAM FOR THE MORGAN COUNTY COURTHOUSE IN THE AMOUNT OF \$5,400 ANNUALLY, TO BE PAID IN TWELVE (12) MONTHLY INSTALLMENTS OF \$450, FOR THE PERIOD OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

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 24-499

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute a service agreement with Garratt Callahan for water treatment chemical program for the Morgan County Courthouse in the amount of \$5,400 annually, to be paid in twelve (12) monthly installments of \$450, for the period October 1, 2024 through September 30, 2025, this the 10th day of September 2024.

ADOPT RESOLUTIONS APPROVING CERTIFICATES TO SUBDIVIDE AND GROUP DEVELOPMENT FOR PROPERTY LOCATED WITHIN MORGAN COUNTY FOR THE FOLLOWING:

- **CAROLYN PHELPS AND JAY PHELPS
PERKINS WOOD ROAD, DISTRICT 2**
- **WILLIAM C. MARTIN AND DIANE M. MARTIN
LAWRENCE COVE ROAD & SE SMITH ROAD, DISTRICT 3**
- **WHISTLE STOP CAMPGROUND
KYLE ROAD, DISTRICT 2**

Mr. Don Stisher, 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 24-500

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

- Carolyn Phelps and Jay Phelps
Perkins Wood Road, District 2

this the 10th day of September 2024.

RESOLUTION 24-501

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

- William C. Martin and Diane M. Martin
Lawrence Cove Road & SE Smith Road, District 3

this the 10th day of September 2024.

RESOLUTION 24-502

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

- Whistle Stop Campground
Kyle Road, District 2

this the 10th day of September 2024.

ADOPT RESOLUTION APPROVING A 2% COST-OF-LIVING ADJUSTMENT FOR ALL ELIGIBLE MORGAN COUNTY EMPLOYEES, EFFECTIVE OCTOBER 6, 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 24-503

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve a 2% cost-of-living adjustment for all eligible Morgan County employees, effective October 6, 2024, this the 10th day of September 2024.

ADOPT RESOLUTION APPROVING NEW SALARY TABLES, EFFECTIVE OCTOBER 6, 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 24-504

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve new Salary Tables, effective October 6, 2024, this the 10th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO AMEND JOB DESCRIPTIONS FOR THE FOLLOWING JOB CLASS CODES:

- **1832 ENVIRONMENTAL EQUIPMENT OPERATOR**
- **3101 SENIOR ASSESSMENT CLERK**
- **9909 ENVIRONMENTAL ADMINISTRATIVE ASSISTANT**

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 24-505

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to amend job descriptions for the following job class codes, this the 10th day of September 2024:

- 1832 Environmental Equipment Operator
- 3101 Senior Assessment Clerk
- 9909 Environmental Administrative Assistant

Classification Title:

**Environmental Equipment Operator
Class Code 1832**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to drive and operate refuse packer type truck for residential refuse collection and to perform manual work functions associated with removing and transporting refuse. Operates equipment and performs manual work functions associated with collection of yard and land waste, maintenance and incineration, and any other assigned duties related to Morgan County Environmental Services.

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:

- Operates/drives a refuse packer truck to collect refuse along a designated residential route and transport trash to landfill.
- Observes assigned route and changes to provide collection service in compliance with departmental rules and regulations; monitors status of materials under transport and retrieves any fallen debris.
- Performs manual work functions associated with trash pickup and removal; picks up garbage; lifts trash receptacles; empties contents of trash receptacles into truck; removes spilled garbage or debris from roadsides and from ground around trash receptacles when necessary.
- Handles trash receptacles and trash bags in a manner which will prevent damage to customers' property; returns receptacles to proper place.
- Unloads garbage from truck at landfill site.
- Assists with cleaning and sanitizing assigned vehicle; washes/cleans truck and equipment; assists with fueling truck.
- Performs preventative maintenance tasks necessary to keep truck, machinery, and equipment in good working condition, which includes inspecting equipment, checking condition of tires and air pressure, checking/replacing fluid levels, and washing/cleaning equipment; reports equipment problems or malfunctions to appropriate supervisor.
- Communicates via telephone and/or two-way radio, provides information, takes and relays messages and/or directs calls to appropriate personnel, responds to requests for service; responds to dispatch requests.
- Maintains knowledge of county geographic lay-out including location of roads.
- Follows all traffic regulations; observes road and weather conditions and takes all safety precautions necessary while operating assigned vehicle.
- Represents the department in dealing with customers; maintains good customer service relations; refers/reports complaints from citizens related to garbage service and brush removal to appropriate supervisor.
- Responds to routine requests for information from officials, employees, general public, or other individuals.
- Prepares and/or receives various forms, logs, reports or other documents associated with daily

responsibilities of this position; processes and forwards as appropriate.

ADDITIONAL FUNCTIONS

When necessary or as instructed:

- Operates equipment, machinery and tools used in collection of brush, trees and other particles associated with yard or land waste, which may include a knuckle boom truck, side loading truck, incineration machine, excavator, skid steer, trencher, dump trailer, weed eater, mower, chain saw, axe, shovel, rake, and mechanic tools.
- Cleans and maintains the office at the incinerator site.
- Performs manual work functions associated with collection and incineration, including but not exclusively, driving a knuckle boom truck, loading trucks, operating a van or pickup truck. Uses power equipment including chain saws, weed eaters, manual saws, axe and hand tools. Opens gates and maintains the office and property at the Old Branch Rd location and performs any other duties related to Morgan County Environmental Services.
- Prepares and delivers invoices and collects payments and delivers them to the office.
- Monitors equipment gauges and other indicators for non-standard conditions; reports faulty equipment for repair; performs basic equipment repairs.
- Assists mechanic with general maintenance; checks fluid levels, tires, and air pressure; greases fittings.
- Clears debris from truck wash; performs general cleaning/housekeeping tasks associated with maintaining shop areas.
- May perform general cleaning/housekeeping tasks associated with maintaining shop or other work areas.
- Performs administrative tasks such as answering the telephone, providing information, taking and relaying messages, and/or directing calls as appropriate.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; two years of experience in driving commercial class vehicles or related required and some manual labor experience desired; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain and maintain a valid Alabama Commercial Driver's License. (County may provide assistance in obtaining valid CDL upon employment.)

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of machinery, equipment and tools including a 3/4-ton dump bed truck, rear end packer truck, excavator, skid steer, incinerator, shovel, rake, tire tools, fire extinguisher, high pressure sprayer, mechanic tools, and two-way radio. Physical demand requirements are at levels of those for heavy 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 maps and operational manuals.

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

LANGUAGE ABILITY: Requires ability to read a variety of 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 basic mechanical and operational 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; multiply and divide totals; 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 job related equipment and to operate motor vehicles.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, heavy equipment, tools, 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: Requires 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:

**Senior Assessment Clerk
Class Code 3101**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative/clerical work functions associated with collecting taxes, processing documentation, and providing customer service

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:

- Provides direction, guidance and assistance to assigned staff; organizes projects and workload; assigns and evaluates work; may counsel, discipline, or process employee concerns and problems; may complete employee performance appraisals.
- Performs customer service functions in person or via telephone; provides information and assistance to the general public, employees, officials, or other individuals; answers questions regarding departmental documentation, procedures, or other issues.
- Calculates various taxes and fees.
- Receives monies in payment of taxes; records transactions; issues receipts; balances payments and receipts; prepares bank deposits or forwards as appropriate.
- Coordinates audit activities and provides assistance/information to auditors.
- Prepares and/or generates various 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.
- Receives/generates various reports; reviews for accuracy and makes corrections; performs applicable calculations; forwards as appropriate.
- Receives, opens and distributes incoming mail; prepares outgoing mail.
- Copies and distributes correspondence, memoranda, reports, and other related materials.
- Prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records.
- Performs research functions as needed.
- Communicates with staff, officials, state agencies, or others as appropriate concerning problems, procedures, legal clarification, general information, or other issues.
- Responds to routine requests for information from officials, employees, the general public or other individuals.
- Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Assignment within the Commissioner of Licenses Office may include performance of the following additional duties and responsibilities:

- Reviews motor vehicle titles, bill of sale forms, and related documentation; processes title transfers, new title registrations, title corrections, compute/charge sales taxes, and forwards to state office with remittance.
- May be required to perform duties which include but are not limited to: processes/issues new/renewed business licenses; prepares/issues fleet vehicle registrations, license tags, and renewal decals; and processes/issues/reports hunting and fishing licenses to DCNR.
- Maintains inventory of departmental supplies, and initiates orders for new or replacement materials/tags.
- Makes changes/deletions to receipts for Assessment Clerks.
- Balances Assessment Clerks' cash drawers.
- Performs the duties of the Deputy Commissioner of Licenses in absence of same.

Assignment within the Revenue Commissioner Office may include performance of the following duties and responsibilities:

- Coordinates property assessment office activities and collection of ad valorem taxes; plans and

- implements office procedures; ensures work is performed within timeframes designated by state.
- Processes various documentation associated with property assessments; makes determinations concerning final settlements, disbursements, exemptions, amount of taxation, or other issues.
- Files property tax exemption forms.
- Reads/interprets maps and legal descriptions.
- Prepares legal advertising for publication in newspapers.
- Creates and interprets Excel spreadsheets.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; one to two years of experience in supervision, customer service, assessment 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 including 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 maps, legal code books, reference manuals, or procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal and 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 legal and 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 legal and 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; multiply and divide totals; determine percentages; determine time and weight; utilize mathematical formulas; and interpret statistical data.

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

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:

**Administrative Assistant – Environmental
Class Code 9909**

PURPOSE OF CLASSIFICATION

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

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 Environmental Services Office.
- 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.
- 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.
- Performs administrative duties as directed by the Solid Waste Manager.
- Maintains inventory of departmental supplies; initiates orders for new or replacement materials.
- Uses knowledge of Microsoft Office to operate a computer in an effective and efficient manner.
- Performs data entry functions by keying data into computer system.
- Supervises and directs the work of the Environmental Clerk.
- Enters requisitions for purchase orders; tracks encumbered funds.
- Enters all accounts payable invoices for Environmental Services and Recycling departments.
- Responsible for billing of dumpster services and roll-off rentals.
- Performs functions of Environmental Clerk in absence of same.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; two years of experience in general office practices 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; multiply 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 APPROVING THE FOLLOWING JOB DESCRIPTIONS,
EFFECTIVE SEPTEMBER 10, 2024:**

- **1833 SENIOR ENVIRONMENTAL EQUIPMENT OPERATOR**
- **9919 ENVIRONMENTAL CLERK**
- **1905 DEPUTY COUNTY ENGINEER**
- **3227 CORPORAL – TRANSPORTS**
- **9936 SHOP MECHANIC SUPERVISOR**

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 24-506

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following job descriptions, effective September 10, 2024, this the 10th day of September 2024:

- 1833 Senior Environmental Equipment Operator
- 9919 Environmental Clerk
- 1905 Deputy County Engineer
- 3227 Corporal – Transports
- 9936 Shop Mechanic Supervisor

Classification Title:

**Senior Environmental Equipment Operator
Class Code 1833**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to drive and operate refuse packer type truck for residential refuse collection and to perform manual work functions associated with removing and transporting refuse. Operates equipment and performs manual work functions associated with collection of yard and land waste, maintenance and incineration, and any other assigned duties related to Morgan County Environmental Services.

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:

- Operates/drives a refuse packer truck to collect refuse along a designated residential route and transport trash to landfill.
- Observes assigned route and changes to provide collection service in compliance with departmental rules and regulations; monitors status of materials under transport and retrieves any fallen debris.
- Performs manual work functions associated with trash pickup and removal; picks up garbage; lifts trash receptacles; empties contents of trash receptacles into truck; removes spilled garbage or debris from roadsides and from ground around trash receptacles when necessary.
- Handles trash receptacles and trash bags in a manner which will prevent damage to customers' property; returns receptacles to proper place.
- Unloads garbage from truck at landfill site.
- Assists with cleaning and sanitizing assigned vehicle; washes/cleans truck and equipment; assist with fueling truck.
- Performs preventative maintenance tasks necessary to keep truck, machinery, and equipment in good working condition, which includes inspecting equipment, checking condition of tires and air

- pressure, checking/replacing fluid levels, and washing/cleaning equipment; reports equipment problems or malfunctions to appropriate supervisor.
- Communicates via telephone and/or two-way radio, provides information, takes and relays messages and/or directs calls to appropriate personnel, responds to requests for service; responds to dispatch requests.
- Maintains knowledge of county geographic lay-out including location of roads.
- Follows all traffic regulations; observes road and weather conditions and takes all safety precautions necessary while operating assigned vehicle.
- Represents the department in dealing with customers; maintains good customer service relations; refers/reports complaints from citizens related to garbage service and brush removal to appropriate supervisor.
- Responds to routine requests for information from officials, employees, general public or other individuals.
- Prepares and/or receives various forms, logs, reports or other documents associated with daily responsibilities of this position; processes and forwards as appropriate.

ADDITIONAL FUNCTIONS

When necessary or as instructed:

- Operates equipment, machinery and tools used in collection of brush, trees and other particles associated with yard or land waste, which may include a knuckle boom truck, side loading truck, incineration machine, excavator, skid steer, trencher, dump trailer, weed eater, mower, chain saw, axe, shovel, rake, and mechanic tools.
- Cleans and maintains the office at the incinerator site.
- Performs manual work functions associated with collection and incineration, including but not exclusively, driving a knuckle boom truck, loading trucks, operating a van or pickup truck. Uses power equipment including chain saws, weed eaters, manual saws, axe and hand tools. Opens gates and maintains the office and property at the Old Branch Rd location and performs any other duties related to Morgan County Environmental Services.
- Prepares and delivers invoices and collects payments and delivers them to the office.
- Monitors equipment gauges and other indicators for non-standard conditions; reports faulty equipment for repair; performs basic equipment repairs.
- Assists mechanic with general maintenance; checks fluid levels, tires, and air pressure; greases fittings.
- Clears debris from truck wash; performs general cleaning/housekeeping tasks associated with maintaining shop areas.
- May perform general cleaning/housekeeping tasks associated with maintaining shop or other work areas.
- Performs administrative tasks such as answering the telephone, providing information, taking and relaying messages, and/or directing calls as appropriate.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; Seven years of continuous service as a Morgan County Environmental Services Equipment Operator; Consistent satisfactory Employee Performance Appraisals; No disciplinary action in the preceding 2 years. Must possess and maintain a valid Alabama Commercial Driver's License. Reclassification to this position is automatic when all minimum qualifications have been met.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of machinery, equipment and tools including a 3/4-ton dump bed truck, rear end packer truck, excavator, skid steer, incinerator, shovel, rake, tire tools, fire extinguisher, high pressure sprayer, mechanic tools, and two-way radio. Physical demand requirements are at levels of those for heavy 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 maps and operational manuals.

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

LANGUAGE ABILITY: Requires ability to read a variety of 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 basic mechanical and operational

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; multiply and divide totals; 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 job related equipment and to operate motor vehicles.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, heavy equipment, tools, 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: Requires 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:

**Environmental Clerk
Class Code 9919**

PURPOSE OF CLASSIFICATION

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

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 Environmental Services Office.
- 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.
- 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.
- Performs administrative duties as directed by the Solid Waste Manager.
- Maintains inventory of departmental supplies, initiates orders for new or replacement materials.
- Uses knowledge of Microsoft Office to operate a computer in an effective and efficient manner.
- Performs data entry functions by keying data into computer system.
- Schedules pick up times and addresses for brush removal.
- Receives and files receipts for brush removal services.
- Helps with filings for the exemption process for residents.
- Performs functions of Administrative Assistance in absence of same.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; one year of experience in general office work 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; multiply 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:

**Deputy County Engineer
Class Code 1905**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical, professional, supervisory, and administrative work functions associated with county engineering functions. The position is a contract position that reports directly to the County Engineer. The position is second in command to the County Engineer and shall assume the duties and responsibilities of the County Engineer when the County Engineer is absent.

ESSENTIAL FUNCTIONS

This position reports to the County Engineer and performs any Engineering Department task as assigned by the County Engineer. 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:

- Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Interprets and enforces applicable laws, regulations and policies (e.g., subdivision regulations, flood zone regulations, road/bridge weight regulations, etc.).
- Assists in overseeing engineering work involving the location, design, construction and maintenance of county roads, bridges and drainage systems and other county construction projects.
- Coordinates computer system activities; administers, programs, operates and maintains departmental computer system components including computer-aided design "CAD" systems, GIS and PC systems.
- Coordinates computerized data collection guidelines for total station and GPS operation to ensure accuracy and compatibility with CAD system.
- Prepares plans, specifications and cost estimates for county road and bridge construction; inspects county, state and federal road and bridge construction projects; monitors status of work in progress.

- Coordinates availability of labor, materials and equipment needed for county projects.
- Reviews subdivision plats, site plans and related documentation; inspects subdivision construction for compliance with county subdivision regulations.
- Inspects county roads and bridges for appropriate weight limitations; establishes legal/allowable weights on roads and bridges; establishes weight limits.
- Performs field engineering and land surveys to obtain data for roads, bridges, centerlines, cross-sections, rights-of-way and other county projects.
- Obtains disaster funding; administers funding guidelines including estimates and actual cost tracking.
- Issues building permits/flood zone permits.
- Represents the county in accident lawsuit defense cases; collects accident data and analyzes events; prepares accident investigation reports.
- Administers/performs testing for quality control and quality assurance.
- Performs research functions as needed; gathers, collates and maintains information and statistics for use in planning departmental projects and activities.
- Reviews/interprets maps, plats, site plans, blueprints, architectural drawings, and construction plans.
- Prepares right-of-way, public land and topographical maps; prepares deeds and legal descriptions.
- Assists in preparing departmental budget; monitors expenditures; reviews/approves invoices and forwards for payment.
- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, and other documents.
- Receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate.
- Acts as a liaison between the county, state and general public in matters pertaining to the Engineering Department.
- Attends meetings as required.
- Answers the telephone; provides information, guidance and assistance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Responds to routine requests for information or assistance from employees, officials, the general public, or other individuals.
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

May perform various manual work functions associated with construction, maintenance and repair of county roads, bridges, drainage systems and other county projects.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Civil Engineering or related field required; a minimum of 10 years of experience in management and civil engineering or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain the following:

- Alabama Professional Engineer (P.E.) registration,
- Alabama Professional Land Surveyors (P.L.S.) registration
- Alabama Department of Transportation Bridge Inspector ACBI certification
- Must meet the requirements as required by the Alabama Department of Transportation including any laws in place as related to the "County Engineer" position

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to operate a variety of equipment including a computer, printer, plotter, typewriter, facsimile machine, copy machine, calculator, telephone, total station, GPS, level, drafting equipment, computer-aided drafting equipment, testing equipment, and construction tools. Physical demand requirements are at levels of those for heavy 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 maps, plats, site plans, blueprints, architectural drawings, construction plans, legal code books, procedural manuals, operational manuals, and reference manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative, financial, legal, technical, civil engineering-related, construction-related, and computer related 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, financial, legal, technical, civil engineering-related, construction-related, and computer-related 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, such as in public speaking situations.

INTELLIGENCE: Requires the ability to learn and understand relatively complex financial, legal, technical, civil engineering-related, construction-related, and computer-related 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, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide totals; determine percentages; determine time and weight; interpret graphs; utilize mathematical formulas; and interpret statistical data.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include a transit, level, testing equipment, drafting equipment, and computer-aided drafting equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, 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: Requires 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 considerable 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:

**Corporal - Transports
Class Code 3277**

POSITION OVERVIEW:

This is a supervisory position assisting in the maintenance of law and order, and service of legal process of courts of records within the county.

Employees in this class are responsible for the performance of supervisory police work of more than ordinary difficulty and responsibility involving supervision of, and responsibility for the work of a number of deputy sheriffs performing routine law enforcement work. Work involves responsibility for the assignment of personnel and vehicles under his/her supervision to various parts of the county, service of criminal and civil papers and performing other duties as a law enforcement officer.

Work is performed under the supervision of a Lieutenant, Captain, and Chief Deputy Sheriff, who instruct and advise on special problems, although the employee must use considerable, independent judgement and initiative in making and carrying out normal assignment.

REPORTS TO:

Lieutenant, Captain

ESSENTIAL DUTIES AND RESPONSIBILITIES

(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)

- Exercises field supervision over uniformed deputy sheriffs on an assigned shift.
- Assists in training subordinates in police science and methods.
- Advises the public on complaint procedures and other matters under the jurisdiction of the Sheriff's Office.
- Assumes the duties of superior officers in their absence or as directed.

- Operate vehicles in an assigned area.
- Makes arrests, including subduing individuals with appropriate action and force as necessary, placing individuals into handcuffs or other restraining devices, searching vehicles and persons under arrest for weapons and contraband, and transporting arrested individuals to our detention center.
- Complete paperwork for incarcerated arrestees.
- Assemble and prepare documentation and narrative reports, memorandum, miscellaneous, Incident/Offense reports.
- Enforce court orders, including serving summons, subpoenas, eviction orders, Protection From Abuse (PFA), and execute arrest warrants when required.
- Provide sworn testimony in court proceedings, when needed.
- Operate computer terminals (MDT's, desktop, laptop) to receive information and data.
- Other duties or tasks may be assigned as needed.

ADDITIONAL DAILY FUNCTIONS FOR POSITION

- Out-of-state extraditions; civil process server; PFA's; Probate transports; Juvenile transports; DOC facilities; Evictions; Executions; unlawful detainers; Federal transports; Federal paperwork.
- Shackle and belly chain proficient; courthouse transports; court action summaries; frisking and searching of prisoners; pepper spray and taser qualified.
- Assist Federal Marshals.
- Election ballot security; prepares forms; reports and other documentation; maintains files/computer files and logs; performs other clerical duties as needed.
- Cross trains to work in transports; courts; court/courthouse security; civil process; Clerks and records.
- Will fill in anywhere the Office of the Sheriff needs fulfilling.
- Basic computer knowledge.
- Maintains a working relationship with all employees.
- Maintains a military bearing.
- Subject to rare callouts.
- May at times be required to work weekends.
- Any and all jobs the administration division civilians, deputies and corporal accomplish.
- Judge dockets.
- Supervise transports daily.
- Court functions.
- Public relations.
- Communicate with other law enforcement agencies.
- Be familiar with all agencies and offices in the courthouse.
- Manage personnel, courtroom security and agency computer programs.
- Kronos Time Management Manager 1.
- Documents all transports and courtroom activities.
- Evaluates staff.
- Have considerable knowledge of state and local laws, extradition laws. and leadership principles.
- Train personnel in all aspects of the Administration Division.
- Submit recommendations to the Lieutenant and commanding officer.
- Proficient in all agency policies and division protocols.
- Physically manage unruly prisoners, command the peace in courtrooms.
- Prepare daily to run the entire division.
- Meet daily and brief Lieutenant or Captain.

EDUCATION EXPERIENCE AND QUALIFICATIONS:

Education and Experience

Requirements for entering the process for promotion to Corporal:

- Must be a current deputy with two (2) years of continuous experience as a deputy with the Morgan County Sheriff's Office as of the closing date of the job posting.
- Additional combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform this job for the division.
- No serious disciplinary action within the preceding 12 months (serious disciplinary actions are any such which involve suspension or reduction in rank).

Knowledge, Skills, and Ability

- Knowledge of the application of modern law enforcement principles and practices.
- Knowledge of applicable laws, rules, and regulations.
- Knowledge of first aid practices.
- Ability to understand and carry out oral and written instructions.
- Ability to cope with stressful situations and perform calmly under stressful conditions.
- Ability to work closely with others as a team.
- Ability to prepare and present clear, accurate, concise, and objective written and oral reports.
- Ability to enforce the law with firmness, tact, and impartiality and to deal courteously with the public.
- Ability to recognize and understand the emotional and physical reactions of both victims and perpetrators of crimes.
- Ability to maintain a level of physical conditioning to be able to physically subdue, restrain and apprehend law violators.
- Ability to meet requirements of periodic in-service training in all liability areas.
- Ability to render physical assistance to victims.
- Ability to adhere, at all times, to the standards and principles of honesty, integrity, transparency and to keep your private life unsullied as an example to all.
- Ability to adhere, at all times, to the standards and principles of honesty, integrity, transparency and to keep your private life unsullied as an example to all.
- Skill in calmly and systemically eliciting critical information from individuals who may be injured and/or highly emotional.
- Skill in firearms to be able to operate and qualify either authorized firearms designated by the Office from a standing; crouch; kneeling; or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not limited to the following: grip; stance; sighting under various lighting conditions; trigger control; body positioning; drawing techniques and loading/unloading.
- Skill in operation of motor vehicles in a safe and efficient manner in a law enforcement environment.

OTHER REQUIREMENTS:

Physical Requirements

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, use hands and fingers to operate a standard keyboard; use a computer, printer, copier, fax, telephone, radios, handgun, handcuffs, shackles and other restraint devices, chemical agents, firearm, taser, bullet resistant vest.
- The employee may be required to climb, crouch, crawl, bend or stoop, push, pull or drag objects.
- The employee must occasionally lift and/or move over 50 pounds and must be able to pull or drag objects.
- Specific vision abilities required by the job include close vision, color and distance vision, depth perception and the ability to focus.
- Additional requirements include the ability to speak, read and write.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age, must be a US Citizen or have proof of naturalization.
- High school diploma or General Education Development (GED).
- Must not have been convicted of a Felony or Misdemeanor involving either force, violence, or moral turpitude.
- Must have and maintain a valid Driver's License and be insurable by the Morgan County Commission's risk underwriters.
- Must be able to pass the APOSTC Physical Agility Course.
- Must meet all APOST requirements for certification as a Peace Officer.
- Must be able to pass the approved APOST firearms qualification course

**MINIMUM REQUIREMENTS
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be able to operate a variety of office equipment and specialized equipment which may include a police vehicle; standard/emergency vehicles; firearms; chemical weapons; emergency equipment; radio/communications equipment; handcuffs; baton; flashlight processing kits; photographic equipment; radar equipment; alcohol testing equipment; handcuffs; baton; flashlight; processing kits; photographic equipment; tape recorder; calculator; copy machine; facsimile machine and telephone. Physical demand requirements are at levels for those for heavy work.

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

INTERPERSONAL COMMUNICATIONS: Requires the ability to speak with and/or signal people to convey or exchange law enforcement, radio communications, emergency medical and court-related information, including giving assignments and/or directions to co-workers or assistants as well as communications with official and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of law enforcement radio communications, emergency medical, and court-related documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job-related documentation with your 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 law enforcement radio communications; emergency medical and court-related principles and techniques; to understand departmental policies and procedures; to make independent judgements 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, subtract, multiply, 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 which may include processing kits and photographic equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment and to operate motor vehicles.

MANUAL DEXTERITY: Requires the ability to manage a variety of items, job-related equipment, control knobs, switches, etc.

COLOR DIFFERENTIATION: Requires 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 considerable 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:

**Shop Mechanic Supervisor
Class Code 9936**

POSITION OVERVIEW:

The purpose of this position is to perform supervisory skilled/manual work functions associated with the repair and maintenance of vehicles with the Sheriff's Office

REPORTS TO:

Chief Deputy

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class).

- Maintains shop conformance with applicable federal, state and county standards.
- Oversees workflow in/out of shop; prioritizes requests for service/repairs and organizes workload.
- Inspects vehicles and equipment; diagnoses malfunctions; examines parts for damage or excessive wear; repairs and maintains automotive and mechanical equipment.
- Removes major parts from vehicles; performs general mechanical repair tasks in-house; sends parts to outside source for major repairs.
- Recovers and recycles CFC refrigerants used in air conditioning systems.
- Performs welding and other metal works.
- Operates a variety of machinery, equipment and tools associated with repairing, rebuilding, maintaining and testing of vehicles and equipment.
- Installs special equipment such as two-way radios, emergency lights, etc.
- Oversees inventory of parts and supplies, initiates orders for new or replacement materials; reviews invoices for appropriateness of charge and forwards for payment.
- Oversees equipment service records, warranty records, etc.
- Prepares and or receives various forms, reports or other documents; processes and forwards as appropriate.
- Communicates via phone or two-way radio.

- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends/advances in the profession; reads professional literature; attends workshops or training as appropriate.
- Supervises, directs and evaluates assigned staff.
- Oversees the facility functions and safety protocols and the property management.
- Other duties or tasks may be assigned as needed.

**EDUCATION, EXPERIENCE, AND QUALIFICATIONS:
MINIMUM QUALIFICATIONS REQUIRED**

KNOWLEDGE, SKILLS AND ABILITIES

- Must have the ability to supervise.
- Must have the ability to think and act quickly during an emergency.
- Must have the ability to follow written and oral instructions.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and use hands and fingers to operate a standard keyboard, use a computer, printer, copier, fax, telephone, radios.
- The employee may be required to climb, crouch, crawl, bend or stoop, push pull or drag objects.
- The employee must occasionally lift and/or move over 50 pounds.
- Additional requirements include the ability to speak, read and write.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age, must be a U.S. Citizen or have proof of naturalization.
- High school diploma or General Education Development (GED).
- 1 to 2 years of experience in mechanical repair or a related field.
- Must not have been convicted of a Felony or Misdemeanor involving either force, violence, or moral turpitude.
- Must have and maintain a valid Driver's License and be insurable by the Morgan County Commission's risk underwriters.
- Must be able to pass a background investigation, drug screen, and physical examination.

**MINIMUM REQUIREMENTS
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be able to operate a variety of office equipment and specialized equipment which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, radio/communications equipment, radar equipment, alcohol testing equipment, handcuffs, baton, flashlight, processing kits, photographic equipment, tape recorder, calculator, copy machine, facsimile machine and telephone. Physical demand requirements are at levels of those for heavy work.

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

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and or signal people to convey or exchange law enforcement, radio communications, emergency medical and court-related information, including giving assignments and or directions to co-workers or assistants as well as communication with officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of law enforcement, radio communications, emergency medical and court-related documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms, and job-related documentation with your 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 law enforcement, radio communications, emergency medical and court-related principles and techniques; to understand departmental policies and procedures; to make independent judgements 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; multiply 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 which may include processing kits and photographic equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job related equipment and to operate motor vehicles.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, job related 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: Requires 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 considerable 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 RECLASS ALL ENVIRONMENTAL DRIVERS TO ENVIRONMENTAL EQUIPMENT OPERATORS, GRADE B05 (\$22.49-\$28.94), AND ALL ENVIRONMENTAL DRIVER II TO SENIOR ENVIRONMENTAL EQUIPMENT OPERATORS, GRADE B06 (\$24.40-\$31.41), EFFECTIVE OCTOBER 6, 2024.

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 24-507

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to reclass all Environmental Drivers to Environmental Equipment Operators, Grade B05 (\$22.49-\$28.94), and all Environmental Driver II to Senior Environmental Equipment Operators, Grade B06 (\$24.40-\$31.41), effective October 6, 2024, this the 10th day of September 2024.

ADOPT RESOLUTION APPROVING THE FOLLOWING PAY GRADE CHANGES, EFFECTIVE OCTOBER 6, 2024:

- **1803 ROUTE SUPERVISOR - ENVIRONMENTAL TO GRADE B07 (\$26.47-\$34.08)**
- **2803 PARK SUPERINTENDENT - P&R TO GRADE B08 (\$28.72-\$36.98)**
- **1611 EMERGENCY MANAGEMENT OFFICER – EMA TO GRADE A05 (\$22.37-\$28.80)**

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 24-508

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following pay grade changes, effective October 6, 2024, this the 10th day of September 2024:

- 1803 Route Supervisor - Environmental to Grade B07 (\$26.47-\$34.08)
- 2803 Park Superintendent - P&R to Grade B08 (\$28.72-\$36.98)
- 1611 Emergency Management Officer – EMA to Grade A05 (\$22.37-\$28.80)

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

- **2402 CHIEF CLERK OF LICENSE, GRADE A03**
- **1301 DIRECTOR OF COMMISSION ON AGING, GRADE E01**
- **9910 ADVANCED DATA ENTRY CLERK ASSISTANT, GRADE A02**

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 24-509

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 eliminate the following positions, this the 10th day of September 2024:

- 2402 Chief Clerk of License, Grade A03
- 1301 Director of Commission on Aging, Grade E01
- 9910 Advanced Data Entry Clerk Assistant, Grade A02

ADOPT RESOLUTION AUTHORIZING THE APPROPRIATE ELECTED OFFICIAL/DEPARTMENT HEAD TO CREATE AND FILL THE FOLLOWING POSITIONS, EFFECTIVE OCTOBER 1, 2024:

- **1510 IT NETWORK SECURITY ADMINISTRATOR, GRADE A10 (\$33.65-\$43.30) - IT**
- **1506 IT SUPPORT SPECIALIST, GRADE A05 (\$22.37-\$28.80) – IT**
- **1408 MAINTENANCE WORKER II, GRADE B05 (\$22.49-\$28.94) - PARKS & RECREATION**
- **2404 LEAD ASSESSMENT CLERK, GRADE A02 (\$17.52-\$22.55) - LICENSE**
- **1905 DEPUTY COUNTY ENGINEER, PER CONTRACT - ENGINEERING**
- **3227 CORPORAL-TRANSPORTS, GRADE D02 (\$23.39-\$30.06) - SHERIFF'S OFFICE**
- **9936 SHOP MECHANIC SUPERVISOR, GRADE B07 (\$26.47-\$34.08) - SHERIFF'S OFFICE**
- **9919 ENVIRONMENTAL ADMINISTRATIVE CLERK, GRADE A01 (\$16.14-\$20.79) - ENVIRONMENTAL**

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 24-510

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 create and fill the following positions, effective October 1, 2024, this the 10th day of September 2024:

- 1510 IT Network Security Administrator, Grade A10 (\$33.65-\$43.30) - IT
- 1506 IT Support Specialist, Grade A05 (\$22.37-\$28.80) – IT
- 1408 Maintenance Worker II, Grade B05 (\$22.49-\$28.94) - Parks & Recreation
- 2404 Lead Assessment Clerk, Grade A02 (\$17.52-\$22.55) - License
- 1905 Deputy County Engineer, per contract - Engineering
- 3227 Corporal-Transports, Grade D02 (\$23.39-\$30.06) - Sheriff's Office
- 9936 Shop Mechanic Supervisor, Grade B07 (\$26.47-\$34.08) - Sheriff's Office
- 9919 Environmental Administrative Clerk, Grade A01 (\$16.14-\$20.79) - Environmental

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO RECLASS ALL ADVANCED DATA ENTRY CLERKS AND THE ADMINISTRATIVE ASSISTANT IN THE LICENSE DEPARTMENT TO SENIOR ASSESSMENT CLERKS, GRADE A04 (\$20.63-\$26.55), EFFECTIVE OCTOBER 6, 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. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-511

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to reclass all Advanced Data Entry Clerks and the Administrative Assistant in the License Department to Senior Assessment Clerks, Grade A04 (\$20.63-\$26.55), effective October 6, 2024, this the 10th day of September 2024.

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

RESOLUTION 24-512

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following employee additions and deletions for August 2024, this the 10th day of September 2024:

<u>Additions</u>		<u>Deletions</u>	
Michael Kyzer	COA	William Thackston	Community Corrections
Jacobi Brewer	Jail	Melissa Winans	Jail
Katherine Nelson	Jail	Anthony Mims	Jail
Kristina Ladd	Jail	James Borden	Jail
Cierra Hammonds	Jail	Ashley Ivey	Jail
William Lacey, Jr.	Jail	Dewayne Hann	Jail
Melissa Putman	Jail	Brittany Monceaux Lackey	Jail
Devon Sivils	Jail	Kevin Chappell	Jail
Bethany Smith	Jail	Anna Talavera	Jail
Kayla Luckie	License	Bethany Ragan	Jail
		Sean Butler	Jail
		Besstina Foster	License

ADOPT RESOLUTION AUTHORIZING THE APPROPRIATE ELECTED OFFICIAL/DEPARTMENT HEAD TO DECLARE CERTAIN EQUIPMENT AS SURPLUS AND DISPOSE OF PROPERLY.

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 24-513

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 equipment as surplus and dispose of properly, this the 10th day of September 2024:

District 1 - (1) Alamo Single-Wing Interstater mower (#4529), S/N #IS74R-61419
 IT - (6) CISCO C220 M4 Servers (#4613, 4614, 4615, 4617, 4573, 4618)

ADOPT RESOLUTION APPROVING DISBURSEMENTS FOR AUGUST 2024, TOTALING \$5,843,367.36.

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 24-514

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve the following disbursements for August 2024, totaling \$5,843,367.36, this the 10th day of September 2024:

September 10, 2024

Morgan County Commission Accounts Payable Disbursements August 2024		
<u>Account</u>	<u>Check Numbers</u>	<u>Total Amount</u>
Accounts Payable	269128 - 269653	\$ 1,116,703.85
Accounts Payable ACH	12526 - 12672	4,726,663.51
Total		<u>\$ 5,843,367.36</u>


REVIEW AND APPROVE THE FOLLOWING INVOICES, TOTALING \$51,555.67:

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Goodwyn Mills Cawood LLC	Event Center	7,217.50
Bear Cable Concepts LLC	Install Fiber Optics District Shops	7,711.17
Southern Automotive Lift LLC	Purchase and Install (3) lifts - SO	\$36,627.00

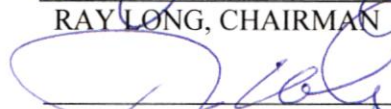
Mr. Randy Vest, member of the Commission, moved for its approval. Upon the same being duly seconded by Mr. Greg Abercrombie, it was put to a vote and unanimously approved.

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. Randy Vest, and unanimously carried; the Morgan County Commission is duly adjourned.

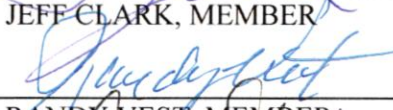
These Minutes were approved,
this the 24th day of September 2024.




RAY LONG, CHAIRMAN



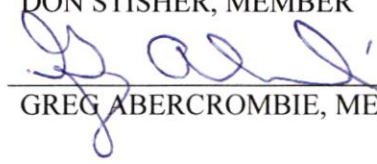
JEFF CLARK, MEMBER



RANDY VEST, MEMBER



DON STISHER, MEMBER



GREG ABERCROMBIE, MEMBER