

MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, September 24, 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, and Greg Abercrombie. Also present: David Langston, County Attorney; Greg Bodley, County Engineer; Julie Reeves, Chief Administrative Officer; Jessica Smith, Deputy Chief Administrative Officer; Mike Wetzal, Communications Director; and Laura Vest, Business Services Coordinator. Absent: Commissioner Don Stisher. Mrs. Reeves, Mrs. Vest, and Mrs. Smith 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. Chairman Long declared the Meeting open for the transaction of business.

VISITORS

Erica Smith, Decatur Daily
George Hill, Chief Information Officer
WAFF 48 News

AGENDA

The Agenda for the meeting of Tuesday, September 24, 2024, had been presented 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 listed agenda; it is hereby approved.

MINUTES

The Minutes of the meeting held on Tuesday, September 10, 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. Greg Abercrombie, seconded by Mr. Randy Vest, and unanimously carried that there being no further additions or corrections to the above referenced Minutes; they are hereby approved.

OLD BUSINESS:

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM
AYERS SERVICES AS LOWEST MOST RESPONSIVE BIDDER MEETING
SPECIFICATIONS FOR FARM SERVICES CLEANING IN THE AMOUNT OF \$1,650
PER MONTH.**

<u>VENDOR</u>	<u>AMOUNT</u>
AYERS SERVICES	\$1,650.00**
JANIKING SALES	\$2,895.00
CHANO & SON'S, INC.	\$1,995.00

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 24-515

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from Ayers Services as lowest most responsive bidder meeting specifications for Farm Services cleaning in the amount of \$1,650 per month, this the 24th day of September 2024:

<u>Vendor</u>	<u>Amount</u>
Ayers Services	\$1,650.00
Janiking Sales	\$2,895.00
Chano & Son's, Inc.	\$1,995.00

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM CARMON CONSTRUCTION, INC., OF ALBERTVILLE, ALABAMA, AS LOWEST MOST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR THE MORGAN COUNTY COURTHOUSE RENOVATIONS, IN THE AMOUNT OF \$11,263,844, AND TO NEGOTIATE COST OF ALTERNATE BID ITEMS WITH THE CONTRACTOR THROUGH VALUE ENGINEERING AND BUDGET CONSIDERATION, AND AMEND BUDGET ACCORDINGLY.

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 24-516

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from Carmon Construction, Inc., of Albertville, Alabama, as lowest most responsive bidder meeting specifications for the Morgan County Courthouse Renovations, in the amount of \$11,263,844, and to negotiate cost of alternate bid items with the contractor through Value Engineering and budget consideration, and amend budget accordingly, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM STANDARD ROOFING OF MONTGOMERY, AL, AS LOWEST MOST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR HVAC AND ROOF REPLACEMENT ON THE MORGAN COUNTY JAIL IN THE AMOUNT OF \$7,563,639, 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. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-517

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from Standard Roofing of Montgomery, AL, as lowest most responsive bidder meeting specifications for HVAC and roof replacement on the Morgan County Jail in the amount of \$7,563,639, and amend budget accordingly, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM HOWELL FENCING OF MOBILE, AL, AS THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR BALLFIELD FENCING AT NORTH PARK AND SOUTH PARK IN DISTRICTS 1 AND 3, IN THE AMOUNT OF \$180,000 WITH OPTION 1 FOR A TOTAL AMOUNT OF \$193,000, AND AMEND BUDGET ACCORDINGLY

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 24-518

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from Howell Fencing of Mobile, AL, as the lowest responsible and responsive bidder meeting specifications for ballfield fencing at North Park and South Park in Districts 1 and 3, in the amount of \$180,000 with option 1 for a total amount of \$193,000, and amend budget accordingly, this the 24th day of September 2024.

ADOPT RESOLUTION ACCEPTING THE RECEIVED BIDS FOR THE FOLLOWING ITEMS AND AUTHORIZE THE CHAIRMAN TO AWARD PURCHASE AGREEMENTS OR CONTRACTS TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDERS AS LISTED:

- **MCED 2024-003: BITUMINOUS PLANT MIX IN-PLACE AWARD:**
 - COUNTY WIDE PRICING: GRAYSON CARTER & SON CONTRACTING, INC. / ATHENS, AL
- **MCED 2024-004: TRAFFIC STRIPE, MARKINGS, LEGENDS AND MARKERS AWARD:**
 - J.C. CHEEK CONTRACTORS, INC. / KOSCIUSKO, MS
- **MCED 2024-005: GUARDRAIL AWARD:**
 - ALABAMA GUARDRAIL, INC. / CLEVELAND, AL
- **MCED 2024-006: MICRO SURFACING SEAL COAT AWARD:**
 - ASPHALT PAVING SYSTEMS, INC., / HAMMONTON, NJ
- **MCED 2024-007: LUBRICANTS AND ANTIFREEZE AWARD:**
 - W.H. THOMAS OIL CO. / DECATUR, AL
- **MCED 2024-008: TRAFFIC SIGNS AWARD:**
 - VULCAN SIGNS / FOLEY, AL
- **MCED 2024-009: CORRUGATED METAL PIPE AWARD:**
 - CONTECH ENGINEERING SOLUTIONS / ENGLEWOOD, TN

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 24-519

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby accept the received bids for the following items and authorize the Chairman to award purchase agreements or contracts to the lowest responsive and responsible bidders as listed, this the 24th day of September 2024:

- **MCED 2024-003: Bituminous Plant Mix In-Place Award:**
 - County Wide Pricing: Grayson Carter & Son Contracting, Inc. / Athens, AL
- **MCED 2024-004: Traffic Stripe, Markings, Legends and Markers Award:**
 - J.C. Cheek Contractors, Inc. / Kosciusko, MS
- **MCED 2024-005: Guardrail Award:**
 - Alabama Guardrail, Inc. / Cleveland, AL
- **MCED 2024-006: Micro Surfacing Seal Coat Award:**
 - Asphalt Paving Systems, Inc., / Hammonton, NJ
- **MCED 2024-007: Lubricants and Antifreeze Award:**
 - W.H. Thomas Oil Co. / Decatur, AL
- **MCED 2024-008: Traffic Signs Award:**
 - Vulcan Signs / Foley, AL
- **MCED 2024-009: Corrugated Metal Pipe Award:**
 - Contech Engineering Solutions / Englewood, TN

NEW BUSINESS:

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO SIGN A PETITION FOR MORGAN COUNTY, AS AN ADJOINING PROPERTY OWNER, TO VACATE THE PORTION OF THE ABANDONED SECTION OF UNION HILL ROAD LYING EAST OF APPLE GROVE ROAD AND WEST OF UNION HILL LOOP IN DISTRICT 4.

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, Greg Abercrombie abstained, and it was adopted to wit:

RESOLUTION 24-520

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to sign a petition for Morgan County, as an adjoining property owner, to vacate the portion of the abandoned section of Union Hill Road lying east of Apple Grove Road and west of Union Hill Loop in District 4, this the 24th day of September 2024.

ADOPT RESOLUTION ACCEPTING A PETITION FROM THE ADJOINING PROPERTY OWNERS TO VACATE THE PORTION OF THE ABANDONED SECTION OF UNION HILL ROAD LYING EAST OF APPLE GROVE ROAD AND WEST OF UNION HILL LOOP IN DISTRICT 4 AND SET A PUBLIC HEARING TO BE HELD AT 9:00 A.M., OCTOBER 22, 2024, DURING THE WORK SESSION OF THE REGULARLY SCHEDULED COMMISSION MEETING.

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, Greg Abercrombie abstained, and it was adopted to wit:

RESOLUTION 24-521

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby accept a petition from the adjoining property owners to vacate the portion of the abandoned section of Union Hill Road lying east of Apple Grove Road and west of Union Hill Loop in District 4 and set a public hearing to be held at 9:00 a.m., October 22, 2024, during the work session of the regularly scheduled Commission meeting, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE COMMISSION TO ACCEPT FUNDS FROM THE STATE PRODUCTS MART AUTHORITY OF MORGAN COUNTY (SPMA) DISSOLUTION, WITH A REQUEST FROM THE SPMA THAT ALL TRANSFERRED FUNDS ARE USED TO BUILD AN AGRICULTURE CENTER ON MORGAN COUNTY PROPERTY LOCATED ON LUKER ROAD IN THE COTACO COMMUNITY, AND TO COMMIT THE TRANSFERRED FUNDS TO REQUESTED PURPOSE.

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 24-522

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Commission to accept funds from the State Products Mart Authority of Morgan County (SPMA) dissolution, with a request from the SPMA that all transferred funds are used to build an Agriculture Center on Morgan County property located on Luker Road in the Cotaco Community, and to commit the transferred funds to requested purpose, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE COMMISSION TO APPROVE INCREASING THE CITY OF DECATUR'S ADMINISTRATIVE FEE CHARGED TO THE MORGAN COUNTY REGIONAL LANDFILL TO \$48,650 PER MONTH.

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 24-523

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Commission to approve increasing the City of Decatur's administrative fee charged to the Morgan County Regional Landfill to \$48,650 per month, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO SOLICIT SEALED BIDS FROM THE LOWEST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR CARPET INSTALLATION IN THE MORGAN COUNTY COURTHOUSE.

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 24-524

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to solicit sealed bids from the lowest responsive bidder meeting specifications for carpet installation in the Morgan County Courthouse, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE AMENDMENT #2 WITH AVENU INSIGHTS AND ANALYTICS, LLC, EXTENDING TERM FOR SCANNING HISTORICAL RECORDS IN PROBATE TO NOVEMBER 1, 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. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-525

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute Amendment #2 with Avenu Insights and Analytics, LLC, extending term for scanning historical records in Probate to November 1, 2024, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO RENEW THE CONTRACT WITH JANIKING FOR CLEANING AT THE MORGAN COUNTY SERVICE CENTER EAST FOR ONE ADDITIONAL YEAR ENDING NOVEMBER 14, 2025.

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 24-526

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to renew the contract with Janiking for cleaning at the Morgan County Service Center East for one additional year ending November 14, 2025, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF MICHELLE BIRDWELL, CHIEF JUVENILE PROBATION OFFICER, TO EXECUTE THE LONG-TERM DETENTION SUBSIDY CONTRACT ADDENDUM WITH THE ALABAMA DEPARTMENT OF YOUTH SERVICES FOR FISCAL YEAR 2024-2025.

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 24-527

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of Michelle Birdwell, Chief Juvenile Probation Officer, to execute the Long-Term Detention Subsidy Contract Addendum with the Alabama Department of Youth Services for Fiscal Year 2024-2025, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT JOB ESTIMATE SUMMARY FROM JOE WHEELER EMC FOR TRANSFORMER INSTALLATION FOR THE EVENT CENTER IN DISTRICT 4 IN THE AMOUNT OF \$79,296.97.

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 24-528

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept Job Estimate Summary from Joe Wheeler EMC for transformer installation for the Event Center in District 4 in the amount of \$79,296.97, this the 24th day of September 2024.

ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND SIGN THE BUSINESS PROPOSAL WITH JOE WHEELER FLASH FIBER FOR INTERNET SERVICE AT THE DISTRICT 3 OFFICE, FALKVILLE, AL, AT A MONTHLY COST OF \$79.95, AS REQUESTED BY GEORGE HILL, CHIEF INFORMATION OFFICER.

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 24-529

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept and sign the Business Proposal with Joe Wheeler Flash Fiber for internet service at the District 3 Office, Falkville, AL, at a monthly cost of \$79.95, as requested by George Hill, Chief Information Officer, this the 24th day of September 2024.

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

- **ANDRIEA B. WELLS
SIX MILE ROAD, DISTRICT 2**
- **WILLIAM R. HAYES, SUE ANN SLACK HAYES, AND
ROBERT R. SLACK, III
PERKINS WOOD ROAD, DISTRICT 2**
- **BELINDA G. LEE
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. Jeff Clark, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-530

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:

- **Andriea B. Wells
Six Mile Road, District 2**

this the 24th day of September 2024.

RESOLUTION 24-531

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 R. Hayes, Sue Ann Slack Hayes, and
Robert R. Slack, III
Perkins Wood Road, District 2**

this the 24th day of September 2024.

RESOLUTION 24-532

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:

- Belinda G. Lee
Hwy 36 East, District 2

this the 24th day of September 2024.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO APPROVE
THE MORGAN COUNTY ELECTRONIC SIGNATURE POLICY EFFECTIVE
OCTOBER 1, 2024.**

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

RESOLUTION 24-533

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to approve the Morgan County Electronic Signature Policy effective October 1, 2024, this the 24th day of September 2024:

**MORGAN COUNTY, ALABAMA
ELECTRONIC SIGNATURES POLICY**

Effective Date

October 1, 2024

Purpose

The purpose of this policy is to establish proper user practices for electronic signatures.

Scope

This policy governs all uses of electronic signatures when conducting business on behalf of the County. This policy applies to all County persons using electronic signatures.

Background

Federal and state law recognizes that an electronic signature has legal effect and is enforceable. To increase the efficiency of transactions that require approval or authorization by signature, the County supports the use of electronic signatures as long as their use meets legal and security requirements.

Definitions

For purposes of this policy, the following definitions apply:

Authentication. The assurance that an electronic signature is that of the individual purporting to sign a record or otherwise approving an electronic transaction.

Electronic Signature. A computer data compilation of any symbol or sound, or a series of symbols or sounds, attached to, or logically associated with, a record and executed and adopted by an individual with the intent to affix a signature to approve the record.

Record. A record created, generated, sent, communicated, received, or stored and signed or approved by electronic means.

Signature Authority. Permission given or delegated to an individual to sign a record (electronically or by hand), access specific County services, and/or perform certain County operations, including executing agreements that bind the County.

Procedure

Electronic signatures may be used to conduct County business as provided for by this policy. Electronic signatures may not be used when an applicable law, regulation, or County policy or process specifically requires a handwritten signature.

General

The County supports and may require the use of electronic signatures when conducting County business. The County, at its discretion, may elect to opt out of conducting business electronically with any party or in any transaction, for any reason or no reason.

The County accepts an electronic signature in place of a handwritten signature in County transactions when a signature is required, **except:**

- in instances in which the other contracting party will not accept an electronic signature; OR
- where applicable law, regulation, or County policy or process requires a handwritten signature or otherwise does not allow an electronic signature.

Validity

To the fullest extent permitted by law, the County accepts electronic signatures as legally binding. An electronic signature is valid if:

- no applicable law, regulation, or County policy or process requires a handwritten signature; and
- the individual has signature authority to sign the record to approve the transaction.

Only persons specifically authorized by the County Commission have signature authority established under this Policy. The mere fact that an individual signs a record with an electronic signature does not guarantee that the record has been signed by an authorized person with the ability to sign, approve, or bind the County with such record.

Authentication

All electronic signatures must employ a County-approved authentication method at the time of signature. When approving an authentication method, the County will consider, among other factors, whether the method:

- uniquely identifies the signer or creator of the record;
- prevents others from using the same identifier; and
- provides a mechanism for determining whether the data contained in the record was changed after it was signed or created.

Retention

Electronic signatures and the associated data to validate the electronic signature are an integral part of the record. Electronically signed documents must follow the same record retention as those using handwritten signatures. The signature and means to verify it need to be maintained for the full records life cycle.

Responsibilities

All individuals with signature authority are responsible for activities conducted under their digital signature and are expected to take all precautions to safeguard their password and files to prevent inappropriate use. Sharing of digital signatures, passwords, or other access tokens is prohibited.

It is a violation of this policy:

- for an individual to affix a signature of another individual, unless he or she has been granted specific, written authority by that individual; or
- to falsify an electronic signature.

County officials and employees are expected to report any actual or suspected fraudulent activities related to electronic signatures immediately to any manager or supervisor or through other appropriate channels.

Non-Compliance

Confirmed violations of this policy will result in consequences commensurate with the offense, up to and including termination of employment, appointment, or other relationships with the County.

Individuals may also be subject to criminal prosecution under applicable federal and state laws.

Implementation

The Chief Administrative Officer is responsible for the implementation of this policy, including developing and providing training to the County community prior to their authorized use of electronic signatures.

Review

The County Commission may review and amend this Policy whenever it deems necessary.

ADOPT RESOLUTION APPROVING MORGAN COUNTY PROCEDURES FOR PUBLIC RECORDS REQUESTS EFFECTIVE OCTOBER 1, 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. Randy Vest, it was put to a vote and unanimously adopted to wit:

RESOLUTION 24-534

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby approve Morgan County Procedures for Public Records Requests effective October 1, 2024, this the 24th day of September 2024:

MORGAN COUNTY PROCEDURES FOR PUBLIC RECORDS REQUESTS

It is the policy of the Morgan County Commission (“Commission”) to comply with Alabama’s Open Records Act, as amended by Ala. Act No. 2024-278, effective October 1, 2024, (“Open Records Act”) to allow Alabama residents, as defined below, to inspect and take a copy of public records within the custody and control of the Commission, subject to the payment of reasonable fees and to appropriate protections for private, confidential, privileged, and other nonpublic information. An Alabama resident requesting to inspect and take a copy of a public record (a “Requester”) is required to comply with the procedures set forth below.

ALABAMA RESIDENT: For purposes of the Open Records Act, an Alabama resident is an individual who is permanently domiciled in Alabama with an expectation to remain in Alabama as demonstrated by reasonable proof of residency such as, but not limited to, an Alabama driver license or voter registration.

SUBMISSION OF REQUEST/PROOF OF RESIDENCY: All requests to inspect and take a copy of public records (“public records requests”) must be submitted using the Commission’s “Standard Public Records Request Form,” a copy of which is attached to these procedures. The request must be accompanied by proof of the Requester’s status as an Alabama resident. All requests and required documentation must be submitted by the Requester in person at the following location:

Morgan County Commission
Morgan County Courthouse, 5th Floor
302 Lee Street NE
Decatur, AL 35601

PLEASE NOTE, DUE TO CYBER SECURITY AND SAFETY CONCERNS THE COMMISSION WILL NOT RESPOND BY WAY OF ACKNOWLEDGMENT OR OTHERWISE TO ANY REQUESTS OR INQUIRIES REGARDING PUBLIC RECORDS THAT ARE SUBMITTED VIA UNSOLICITED EMAILS OR OTHER ELECTRONIC COMMUNICATIONS.

SUBMISSION OF REQUEST FOR RECORDS SUBJECT TO PUBLIC DISCLOSURE UNDER ALA. CODE 1975 §§ 39-2-6(e) AND 41-16-57(e): Notwithstanding any provision of these procedures to the contrary, requests to inspect public records related to competitive bidding for goods and services or public works contracts that are required to be made public upon request under Ala. Code 1975, §§ 39-2-6(e) and 41-16-57(e) (“bid records”) may be submitted by contacting the Bid Point of Contact. Proof of residency shall not be required in conjunction with requests for the inspection of bid records. Except as provided in this paragraph, requests for the inspection of bid records shall otherwise conform to the requirements and procedures set forth herein that are generally applicable to requests for requests to inspect public records, including without limitation the payment as requested of reasonable administrative fees.

AMERICANS WITH DISABILITIES ACT COMPLIANCE: The Commission will provide effective communication as needed to ensure access to public records within its custody and control pursuant to the requirements of law and this policy.

DATE OF RECEIPT: A public records request will be deemed received when received at the location described above.

DESCRIPTION OF RECORDS REQUESTED: Requests must identify the requested public record with reasonable specificity. The County’s Public Officer is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is the Public Officer obligated to respond to a request that seeks records that do not exist or materials that are not public records.

REMITTANCE OF ADMINISTRATIVE FEES: A Requester will be required to pay estimated reasonable administrative fees before he or she may receive any public records and, in the case of a time-intensive request, i.e., a request that is estimated to require more than eight hours of staff time to process, prior to the initiation of a search for records responsive to the request. If the total fee associated with processing a request is more than the original estimated fee, any additional amount must be remitted before the requested records will be provided.

Fees may be submitted in person or via the United States Postal Service or other common carrier (e.g., FedEx). Payment must be in cash, or via money order or certified bank funds (e.g., cashier’s check).

Fees that are remitted in person or by common carrier (other than the United States Postal Service) must be delivered to the following address:

Morgan County Commission
Morgan County Courthouse, 5th Floor
302 Lee Street NE
Decatur, AL 35601

Fees remitted via the United States Postal Service must be addressed as follows:

Morgan County Commission
Chief Administrative Officer
PO Box 668
Decatur, AL 35602

QUESTIONS: Questions regarding the procedures described herein should be directed to the Morgan County Public Officer by calling 256.351.4735 or by forwarding your inquiry to the mailing address noted above.

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

- **CHAPTER 13, DRUG AND ALCOHOL ABUSE POLICIES AND PROCEDURES, ATTACHMENT A-SAFETY SENSITIVE CLASSIFICATIONS**

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 24-535

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend the following section of the *Morgan County Policies and Procedures Handbook*, this the 24th day of September 2024:

- Chapter 13, Drug and Alcohol Abuse Policies and Procedures, Attachment A-Safety Sensitive Classifications

**Chapter 13, Drug and Alcohol Abuse Policies and Procedures
Attachment A – Safety Sensitive Classifications**

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

The following positions were determined to be safety-sensitive:

ANIMAL CONTROL

Director Animal Control
Animal Control Officer

COMMISSION

Business Service Coordinator

COMMISSION ON AGING

Outreach Coordinator
Administrative Assistant
Site Manager
P/T Driver/Assistant Site Manager

COMMUNITY CORRECTIONS

Director
Community Corrections Officer
Field Officer
Lab Data Clerk

MAINTENANCE continued

Maintenance Worker
Maintenance Worker II
Custodian
Custodial Lead Person
Custodial Supervisor
Mail Room Administrative Assistant

PARK AND RECREATION

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

PROBATE

Chief Clerk
Deputy Chief Clerk

Drug Court Coordinator
Pre-Trial Release Coordinator

DISTRICTS

Foreman*
Equipment Operator *

DISTRICTS Continued

Senior Equipment Operator *
District Shop Laborer
Mechanic*
Administrative Assistant

EMA

Director EMA
Emergency Management Officer

ENGINEERING

County Engineer
Deputy County Engineer
Assistant Engineer
Engineer Assistant I
Engineer Assistant II

ENVIRONMENTAL

Solid Waste Manager
Route Supervisor *
Mechanic -Environmental*
Environmental Equipment Operator*
Sr. Environmental Equipment Operator*
Litter Control Assistant
Residential Driver*

INFORMATION TECHNOLOGY

Director IT
IT Support Specialist
IT Network Security Administrator
IT Support Technician

JUVENILE PROBATION

Chief Probation Officer
Juvenile Probation Officer

LICENSE

Deputy License Commissioner
Senior Assessment Clerk

MAINTENANCE

Building Superintendent
Assistant Superintendent

REVENUE

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

SAFETY

Safety Coordinator

SALES TAX

Director Sales Tax
License Inspector

SHERIFF'S OFFICE / JAIL

Chief Deputy
Captain
Lieutenant
Sergeant
Deputy
Corporal
Process Server
Investigator
IT Systems Administrator
IT Support Technician
Crime Scene/Evidence Technician
Task Force
Mechanic
Shop Mechanic Supervisor
Corrections Officer
Corrections Officer II
Maintenance
Detention Supervisor
Detention Supervisor—Sergeant
Detention Supervisor—Corporal
Detention Supervisor—Lieutenant
Corporal—Inmate Services
Corporal—Transports
Jail Staffing Specialist
Accounting Specialist
Bookkeeper
Administrative Clerk I & II
Personnel Clerk
Administrative Support Specialist
Public Information Officer
Records Clerk

* Safety-sensitive positions specifically subject to regulation by the Department of Transportation (DOT)

ADOPT RESOLUTION AUTHORIZING JEFF CLARK, DISTRICT 1 COMMISSIONER, TO FILL AN EQUIPMENT OPERATOR POSITION, GRADE B05 (\$20.73-\$26.67).

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: