

## MORGAN COUNTY COMMISSION MEETING

The Morgan County Commission of Morgan County, Alabama, convened in a scheduled meeting on Tuesday, September 27, 2022, at 9 a.m. in the Conference Room of the Commission in the Morgan County Commission Office, Morgan County Courthouse, Decatur, Alabama. The following members were present: Chairman Ray Long; Commissioners Jeff Clark, Randy Vest, Don Stisher, and Greg Abercrombie. Also present: Greg Bodley, County Engineer; David Langston, County Attorney; Julie Reeves, Chief Administrative Officer; Jessica Smith, Deputy Chief Administrative Officer; Sheryl Marsh, Communications Director; Laura Vest, Business Services Coordinator. Absent: None. Mrs. Reeves and Mrs. Vest acted as clerks of the Meeting. Mr. Vest offered the prayer and the Pledge of Allegiance. Mrs. Reeves called roll and stated that a quorum was present. The Chairman declared the Meeting open for the transaction of business.

### VISITORS

Michael Wetzel, Decatur Daily  
Heather McIngvale, Morgan County Sheriff's Office  
Rick Chandler, Libertarian Party Candidate  
Brett Garrett, Athens State  
Vyron Lavender, WAFF 48 News

Rick Chandler, Candidate for State Senate District 3, Libertarian Party, introduced himself to the Commission asking for their support as he runs against Arthur Orr in the upcoming general election in November. He told the Commissioners he wants to get away from the grocery tax and to bring the lottery to Alabama, among other things.

The Chairman thanked Mr. Chandler for coming and introducing himself to the Commission. He commented it is good for officials to come by as it is the governing body of the County. The County needs a good working relationship with legislators, and need legislators that will listen to the County.

### AGENDA

The Agenda for the meeting of Tuesday, September 27, 2022, 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, September 13, 2022, 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 ACCEPTING 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 2022-007: TRAFFIC STRIPE, MARKINGS, LEGENDS, AND MARKERS AWARD:**
  - J.C. CHEEK CONTRACTORS, INC. / KOSCIUSKO, MS
- **MCED 2022-008: GUARDRAIL AWARD:**
  - ALABAMA GUARDRAIL, INC. / CLEVELAND, AL

- **MCED 2022-009: BITUMINOUS PLANT MIX IN-PLACE AWARD:**
  - COUNTY-WIDE PRICING: ROGERS GROUP, INC. / HUNTSVILLE, AL
- **MCED 2022-010: BITUMINOUS PLANT MIX SPOT PLACEMENT AWARD:**
  - COUNTY-WIDE PRICING: ROGERS GROUP, INC. / HUNTSVILLE, AL
- **MCED 2022-011: COLD MIX AWARD:**
  - ADVANCED ASPHALT PRODUCTS / JASPER, AL
- **MCED 2022-013: STONE AWARD:**
  - VULCAN MATERIALS CO. / BIRMINGHAM, AL
  - WIREGRASS CONSTRUCTION / DOTHAN, AL
  - ROGERS GROUP, INC. / TUSCUMBIA, AL

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 22-563**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby accept 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 27th day of September 2022:

- **MCED 2022-007: Traffic Stripe, Markings, Legends, and Markers Award:**
  - **J.C. Cheek Contractors, Inc.** / Kosciusko, MS
- **MCED 2022-008: Guardrail Award:**
  - **Alabama Guardrail, Inc.** / Cleveland, AL
- **MCED 2022-009: Bituminous Plant Mix In-Place Award:**
  - County-Wide Pricing: **Rogers Group, Inc.** / Huntsville, AL
- **MCED 2022-010: Bituminous Plant Mix Spot Placement Award:**
  - County-Wide Pricing: **Rogers Group, Inc.** / Huntsville, AL
- **MCED 2022-011: Cold Mix Award:**
  - **Advanced Asphalt Products** / Jasper, AL
- **MCED 2022-013: Stone Award:**
  - **Vulcan Materials Co.** / Birmingham, AL
  - **Wiregrass Construction** / Dothan, AL
  - **Rogers Group, Inc.** / Tuscumbia, AL

#### **ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT BID FROM NORTH ALABAMA CHEMICAL COMPANY, INC. AS LOWEST MOST RESPONSIVE BIDDER MEETING SPECIFICATIONS FOR JANITORIAL SUPPLIES IN THE AMOUNT OF \$3,814.51.**

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 22-564**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept bid from North Alabama Chemical Company, Inc. as lowest most responsive bidder meeting specifications for janitorial supplies in the amount of \$3,814.51, this the 27th day of September 2022.

#### **NEW BUSINESS:**

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE A LEASE AGREEMENT WITH THE MORGAN COUNTY BOARD OF EDUCATION FOR BUILDING KNOWN AS QUASI HUT ON CAMPUS OF SPARKMAN ELEMENTARY SCHOOL, HARTSELLE, AL, AT NO COST TO THE COUNTY FOR A PERIOD OF (1) YEAR BEGINNING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023.**

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

**RESOLUTION 22-565**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute a Lease Agreement with the Morgan County Board of Education for building known as Quasi Hut on campus of Sparkman Elementary School, Hartselle, AL, at no cost to the County for a period of (1) year beginning October 1, 2022 through September 30, 2023, this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ENTER INTO A SHORT-TERM CONTRACT EXTENSION WITH QUALITY CORRECTIONAL HEALTH CARE (QCHC) FOR A PERIOD OF (90) DAYS BEGINNING OCTOBER 1, 2022 AND ENDING DECEMBER 29, 2022.**

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 22-566**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to enter into a short-term contract extension with Quality Correctional Health Care (QCHC) for a period of (90) days beginning October 1, 2022 and ending December 29, 2022, this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN, ON BEHALF OF THE MORGAN COUNTY SHERIFF'S OFFICE, TO RENEW THE AGREEMENT WITH PERMITIUM, LLC FOR THE HANDLING OF ONLINE WEAPONS PERMIT APPLICATIONS FOR A (1) YEAR PERIOD BEGINNING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023.**

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 22-567**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman, on behalf of the Morgan County Sheriff's Office, to renew the agreement with Permitium, LLC for the handling of online weapons permit applications for a (1) year period beginning October 1, 2022 through September 30, 2023, this the 27th day of September 2022.

**ADOPT A 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 \$71,520, PAYABLE IN (12) MONTHLY INSTALLMENTS OF \$5,960, EFFECTIVE OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023.**

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

**RESOLUTION 22-568**

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 \$71,520, payable in (12) monthly installments of \$5,960, effective October 1, 2022 through September 30, 2023, this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO EXECUTE AN AGREEMENT WITH THE NORTH CENTRAL ALABAMA HIGHWAY SAFETY OFFICE (NAHSO) AND THE MORGAN COUNTY SHERIFF'S OFFICE FOR OFFICIAL PARTICIPATION IN THE NORTH CENTRAL ALABAMA HIGHWAY TRAFFIC SAFETY OFFICE PROGRAM GRANTS(S) FOR FISCAL YEAR 2022-2023 BEGINNING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023.**

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 22-569**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to execute an agreement with the North Central Alabama Highway Safety Office (NAHSO) and the Morgan County Sheriff's Office for official participation in the North Central Alabama Highway Traffic Safety Office Program grants(s) for Fiscal Year 2022-2023 beginning October 1, 2022 through September 30, 2023, this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO RENEW CONTRACT WITH GARRATT CALLAHAN COMPANY FOR WATER TREATMENT SERVICES AT THE MORGAN COUNTY COURTHOUSE FOR (1) ADDITIONAL YEAR, EXPIRING SEPTEMBER 30, 2023.**

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

**RESOLUTION 22-570**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to renew contract with Garratt Callahan Company for water treatment services at the Morgan County Courthouse for (1) additional year, expiring September 30, 2023, this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO TERMINATE PITNEY BOWES AGREEMENT ENTERED INTO ON MARCH 8, 2022, AND ENTER INTO REPLACEMENT RENTAL AGREEMENT WITH PITNEY BOWES FOR POSTAGE METER RENTAL FOR A 60-MONTH PERIOD AT A QUARTERLY RATE OF \$3,153.66 FOR THE PERIOD BEGINNING OCTOBER 1, 2022 AND 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 22-571**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to terminate Pitney Bowes agreement entered into on March 8, 2022, and enter into replacement Rental Agreement with Pitney Bowes for postage meter rental for a 60-month period at a quarterly rate of \$3,153.66 for the period beginning October 1, 2022 and ending September 30, 2027, this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT QUOTE FROM TONY DILLEHAY WITH BEAR CABLE CONCEPTS, INC. FOR INSTALLATION OF IT INFRASTRUCTURE FOR MORGAN COUNTY SERVICE CENTER EAST IN THE AMOUNT OF \$8,883.**

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 22-572**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to accept quote from Tony Dillehay with Bear Cable Concepts, Inc. for installation of IT infrastructure for Morgan County Service Center East in the amount of \$8,883, this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING REFUND OF DEED TAX RECORDED IN ERROR IN THE MORGAN COUNTY PROBATE OFFICE TO REDSTONE TITLE SERVICES, HUNTSVILLE, AL, IN THE AMOUNT OF \$106.60.**

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 22-573**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize refund of deed tax recorded in error in the Morgan County Probate Office to Redstone Title Services, Huntsville, AL, in the amount of \$106.60, this the 27th day of September 2022.

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

- **CHAPTER 4, SECTION 4.12, ADJUSTMENTS IN ASSIGNMENTS, TRANSFERS, PROMOTIONS & DEMOTIONS**
- **CHAPTER 6, SECTION 6.08, HIRING FORMER EMPLOYEES**

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 22-574**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby amend the following sections of the *Morgan County Policies and Procedures Handbook*, this the 27th day of September 2022:

- Chapter 4, Section 4.12, Adjustments in Assignments, Transfers, Promotions & Demotions
- Chapter 6, Section 6.08, Hiring Former Employees

**CHAPTER 4, PG. 17-18**

*Morgan County Policies and Procedures Handbook*

**SECTION 4.12 ADJUSTMENTS IN ASSIGNMENTS, TRANSFERS, PROMOTIONS & DEMOTIONS**

When an employee is reassigned, transferred, promoted, or demoted, the rate of pay for the next position shall be determined as follows:

**Promotions** – If the rate in the previous position was less than the minimum rate of the new position, the rate of pay shall be Step one (1) of the new position, if this will result in at least a **3%** increase. If not, the employee should advance to the next step in the Pay Grade for the new position, Step two (2). If the employee is above the first Step in the new Pay Grade, he / she should advance, in the new Pay Grade, at least **3%** up from their current rate.

**Demotions** – The rate of pay shall be reduced to the same step within the Pay Grade of the position being demoted to.

**Transfers** – The rate of pay for a transfer that does not involve a change of Grade shall remain the same for employees moving from one position to another. If a non-lateral transfer occurs, the procedure for determining rate of pay shall be the same as that of demotion.

**Temporary Assignment** – If the temporary assignment exceeds thirty (30) days and is to a classification with a higher maximum salary, the employee shall be paid no less than the start rate for the new classification or at least **3%** above the employee's current rate of pay, whichever is higher. Upon

completion of the temporary assignment, the employee will revert to the pay grade / step from which he / she was moved, including any within grade increases due during the absence.

### **Reclassifications:**

1. When a position is reclassified to a class with a higher maximum salary, the employee who has been occupying that position may be noncompetitively promoted to that class. A reclassification will be subject to the approval of the Elected Official / Department Head and must be approved by action of the County Commission. If approved, the employee will be moved to the new pay grade at the same step they are currently holding in their current position.

2. If the reclassification is made to a class with a lower maximum salary, the employee occupying that position will not be demoted or reduced in pay, however future merit increases will be suspended until such time as the employee's rate of pay falls within the range of the reclassified position. The employee may be transferred to a position which supports a pay rate commensurate with the current pay rate of the affected employee. However, such employee may be transferred upon recommendation of the Elected Official / Department Head and approval of the County Commission to a vacant position within the same class as that which the employee held prior to the reclassification action, provided he or she is otherwise qualified for that position.

3. When a position to which an incumbent employee is currently assigned is reclassified to the new class with the same maximum salary rate, the employee may be reclassified to the new class of the position. If no full-time employee occupies the position, the vacant position may be filled by merit promotion (first transfer or original appointment).

## **CHAPTER 6, PG. 24**

### *Morgan County Policies and Procedures Handbook*

### **SECTION 6.08, HIRING FORMER EMPLOYEES**

A former employee may be rehired if the following conditions are met:

1. Applicant is selected from a list of eligible, as best qualified.
2. Applicant meets all pre-employment screening requirements.
3. The individual was in good standing at the time of separation and recommended for re-hire.
4. The separation status of an individual not recommended for rehire is re-evaluated by the Human Resources Director and submitted for approval to the County Commission.

For purposes of computing benefits due, a re-hired employee shall be considered as a new appointment and shall serve the required probationary period.

Former Morgan County Employees who are retirees in the Alabama Retirement System may be hired as Part-Time employees at the current start rate of pay for Part Time employees in the position being filled, subject to and consistent with the established rules of earning limitations of the Employee Retirement System (ERS) of Alabama.

### **ADOPT RESOLUTION AUTHORIZING SHERIFF RON PUCKETT TO CREATE AND FILL THE FOLLOWING POSITIONS:**

- **DEPUTY SHERIFF, GRADE D01 (\$20.41-\$26.23)**
- **DEPUTY INVESTIGATOR, GRADE D02 (\$21.64-\$27.80)**
- **(6) CORRECTION OFFICER II, GRADE C02 (\$17.30-\$22.24)**
- **JAIL STAFFING SPECIALIST, GRADE A04 (\$18.64-\$23.99)**

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 22-575**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Sheriff Ron Puckett to create and fill the following positions, this the 27th day of September 2022:

- Deputy Sheriff, Grade D01 (\$20.41-\$26.23)
- Deputy Investigator, Grade D02 (\$21.64-\$27.80)
- (6) Correction Officer II, Grade C02 (\$17.30-\$22.24)
- Jail Staffing Specialist, Grade A04 (\$18.64-\$23.99)

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO ELIMINATE (7) SEVEN CORRECTION OFFICER POSITIONS, GRADE C01 (\$16.02-\$20.59).**

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 22-576**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to eliminate (7) seven Correction Officer positions, Grade C01 (\$16.02-\$20.59), this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO AMEND THE JOB DESCRIPTION FOR THE FOLLOWING JOB CLASS IN THE JAIL:**

**• 3305 CORRECTIONS OFFICER II**

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

**RESOLUTION 22-577**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to amend the job description for the following job class in the Jail, this the 27th day of September 2022:

- 3305 Corrections Officer II

**JAIL CORRECTIONS OFFICER II**

**GRADE: 6**

**POSITION OVERVIEW:**

To perform functions associated with maintaining the safety and the security of the Morgan County Correctional Facility, Staff and the Inmates housed there.

**REPORTS TO:**

Corporal, Sergeant, Lieutenant

**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)

- Enforces jail rules and regulations; maintains inmate discipline; maintains a secure and peaceful environment in the jail.
- Supervises, observes, and monitors inmate activities inside the facility on a continual basis; supervises inmates working in the jail; takes counts of inmates as required.
- Monitors security of jail facility; inspects doors, fences, and other areas to assure facility security; operates security doors, via master control panel.
- Searches inmates, visitors, mail, cells, building, and grounds to locate/remove contraband or weapons.
- Processes incoming inmates per established procedures; completes applicable documentation; secures and records personal property; explains jail rules and regulations; assigns housing quarters.
- Able to sign off on warrants and make arrests within the jail.
- Makes fingerprinting records of incoming arrestees.

- Performs various functions associated with ensuring the health, safety, and welfare of inmates (e.g., distributing meals, providing clothing, bedding and supplies; obtaining medical aid; coordinating visitation; distributing mail; coordinating telephone communications; etc.)
- Administers medications, first aid and/ or CPR when needed.
- Transports inmates to/ from court, medical facilities, or elsewhere as directed.
- Escorts inmates from one area or the facility to another.
- Conducts release of prisoners per established procedures; prepares bonds for inmate release; completes applicable forms and obtains appropriate signatures.
- Collects funds for inmate accounts; issues receipt, records and secures payments.
- Enters data pertaining to inmates into computer system.
- Prepares and/ or generates routine correspondence, forms, reports, logs, receipts, and other documents.
- Receives various documentation; reviews, processes, responds, forwards, maintains, and/ or takes other action as appropriate.
- Communicates with staff or adjoining shifts to gather and exchange information on inmate activities.
- Communicates via telephone and two-way radio; provides information; takes and relays messages and / or directs calls to appropriate personnel; returns calls, as necessary.
- Responds to routine requests for information or assistance from inmates, family members, visitors, attorneys, court officials, members of the staff, the public or other individuals.
- Enforces all applicable codes, ordinances, laws, and regulations in order to protect life and property, prevent crime, and promote security.
- Conducts preliminary investigations; interviews victims, complainants and witnesses and takes statements; gathers information and evidence.
- Participates in court activities; testifies in judicial proceedings.
- Performs various court-related functions as assigned (e.g., serves warrants, subpoenas, and civil process documents; performs court security functions; etc.)
- Performs various Jail-related functions as assigned (e.g., booking prisoners, maintaining order in jail disturbances; etc.)
- Provides assistance and back up support to other deputies as necessary; substitutes for co-workers in their absence; performs flexible unit assignments as needed in emergency.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Responds to questions, complaints, and requests for information/ assistance by telephone or in person from the general public, news media, court personnel, employees, officials, other agencies, or other persons.
- Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies, and procedures.
- Performs other related duties as required.

#### **Knowledge/Skills/Ability**

- Must have the ability to supervise and control prisoners individually and in groups.
- Must have the ability to think and act quickly during an emergency.
- Must have excellent written and oral instructions.

#### **Physical Requirements**

- Climb multiple flights of stairs during visual inspections.
- Prolonged walking and standing greater than one hour, pushing, and/or pulling wheeled carts in excess of 200 pounds.
- Brief periods of intense physical exertion when physically engaging with non-compliant or disruptive inmates is required.
- Periods of repetitive bending, stooping, or crawling to perform a variety of searches involving personnel or the facility.

#### **Minimum Qualifications:**

- High School diploma or GED required.
- Must possess and maintain valid P.O.S.T.C. certification, if applicable.
- Must possess and maintain a valid Alabama Driver's license.
- Must have a clear criminal and driver's history.

- Must have no known association with convicted felons.
- Will be required to complete an 80-hour Basic Jail Academy and receive certification with OC Spray and Taser if not already completed.
- Must be willing to work overtime, weekends, and holidays.
- Must be off probation for six (6) months as of the closing of job posting.
- One year of corrections experience.

### **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.

**DATE 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 APPROPRIATE ELECTED OFFICIAL/DEPARTMENT HEAD, TO FILL THE FOLLOWING POSITIONS:**

- **NUTRITION SITE MANAGER, GRADE F01, (\$12.50) ----- COMMISSION ON AGING**
- **ADMINISTRATIVE ASSISTANT, GRADE A02, (\$15.83-\$20.37) ----- DISTRICT 2**
- **DATA ENTRY CLERK, GRADE A01, (\$14.59-\$18.78) ----- SALES TAX**

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 22-578**

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

- Nutrition Site Manager, Grade F01, (\$12.50) ----- Commission on Aging
- Administrative Assistant, Grade A02, (\$15.83-\$20.37) ----- District 2
- Data Entry Clerk, Grade A01, (\$14.59-\$18.78) ----- Sales Tax

this the 27th day of September 2022.

**ADOPT RESOLUTION APPROVING CERTIFICATE TO SUBDIVIDE PROPERTY  
LOCATED WITHIN MORGAN COUNTY FOR THE FOLLOWING:**

- **WAYNE HEINTSCHEL  
HWY 231, PARKS CHAPEL ROAD, DISTRICT 4**

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 22-579**

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

- Wayne Heintschel  
**Hwy 231, Parks Chapel Road, District 4**

this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO DECLARE THE  
FOLLOWING VEHICLES AS SURPLUS AND DISPOSE OF ACCORDINGLY:**

- **2008 CHEVROLET UPLANDER, VIN #1GBDV13W48D206617 (#4359)**
- **2010 FORD CUTAWAY, VIN #1FDWE3FL4ADB01577**
- **2010 FORD CUTAWAY, VIN #1FDWE4FS7ADA69978**
- **2010 FORD CUTAWAY, VIN #1FDWE4FS4ADA79061**
- **2012 DODGE CARAVAN, VIN #2C4RDGBG1CR265230**
- **2012 DODGE CARAVAN, VIN #2C4RDGBG5CR265229**
- **2013 FORD CUTAWAY, VIN #1FDWE3FL3DDA05864**
- **2013 FORD CUTAWAY, VIN #1FDWE3FL5DDA05865**

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 22-580**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to declare the following vehicles as surplus and dispose of accordingly, this the 27th day of September 2022:

- 2008 Chevrolet Uplander, VIN #1GBDV13W48D206617 (**#4359**)
- 2010 Ford Cutaway, VIN #1FDWE3FL4ADB01577
- 2010 Ford Cutaway, VIN #1FDWE4FS7ADA69978
- 2010 Ford Cutaway, VIN #1FDWE4FS4ADA79061
- 2012 Dodge Caravan, VIN #2C4RDGBG1CR265230
- 2012 Dodge Caravan, VIN #2C4RDGBG5CR265229
- 2013 Ford Cutaway, VIN #1FDWE3FL3DDA05864
- 2013 Ford Cutaway, VIN #1FDWE3FL5DDA05865

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO TRANSFER THE  
FOLLOWING VEHICLES TO THE NORTH CENTRAL ALABAMA REGIONAL  
COUNCIL OF GOVERNMENTS AT NO COST:**

- 2008 FORD CUTAWAY, VIN #1FD4E45S38DB56814 (#4360)
- 2010 FORD CUTAWAY, VIN #1FD4E4FS0ADA69983
- 2010 FORD CUTAWAY, VIN #1FD4E4FS2ADA79074
- 2010 FORD CUTAWAY, VIN #1FD4E4FS6ADA68899
- 2010 FORD CUTAWAY, VIN #1FD4E4FS4ADA68898
- 2010 FORD CUTAWAY, VIN #1FD4E4FS3ADA79066
- 2010 FORD CUTAWAY, VIN #1FD4E4FSXADA79064
- 2010 FORD CUTAWAY, VIN #1FD4E4FS9ADA79072
- 2010 FORD CUTAWAY, VIN #1FD4E4FS9ADA79069
- 2013 FORD CUTAWAY, VIN #1FD4E3FS1DDB28985 (#4517)
- 2013 FORD CUTAWAY, VIN #1FD4E3FS0DDB28976 (#4518)
- 2014 FORD CUTAWAY, VIN #1FD4E3FL1EDA46457 (#4519)
- 2014 FORD CUTAWAY, VIN #1FD4E3FLXEDA46456 (#4520)
- 2016 FORD CUTAWAY, VIN #1FD4E3FS8GDC12547 (#4620)
- 2016 FORD CUTAWAY, VIN #1FD4E3FS6GDC12546 (#4619)
- 2011 FORD F-150, VIN #1FTFW1CF0BFB93331 (#4452)

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 22-581**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to transfer the following vehicles to the North Central Alabama Regional Council of Governments at no cost, this the 27th day of September 2022:

- 2008 Ford Cutaway, VIN #1FD4E45S38DB56814 (#4360)
- 2010 Ford Cutaway, VIN #1FD4E4FS0ADA69983
- 2010 Ford Cutaway, VIN #1FD4E4FS2ADA79074
- 2010 Ford Cutaway, VIN #1FD4E4FS6ADA68899
- 2010 Ford Cutaway, VIN #1FD4E4FS4ADA68898
- 2010 Ford Cutaway, VIN #1FD4E4FS3ADA79066
- 2010 Ford Cutaway, VIN #1FD4E4FSXADA79064
- 2010 Ford Cutaway, VIN #1FD4E4FS9ADA79072
- 2010 Ford Cutaway, VIN #1FD4E4FS9ADA79069
- 2013 Ford Cutaway, VIN #1FD4E3FS1DDB28985 (#4517)
- 2013 Ford Cutaway, VIN #1FD4E3FS0DDB28976 (#4518)
- 2014 Ford Cutaway, VIN #1FD4E3FL1EDA46457 (#4519)
- 2014 Ford Cutaway, VIN #1FD4E3FLXEDA46456 (#4520)
- 2016 Ford Cutaway, VIN #1FD4E3FS8GDC12547 (#4620)
- 2016 Ford Cutaway, VIN #1FD4E3FS6GDC12546 (#4619)
- 2011 Ford F-150, VIN #1FTFW1CF0BFB93331 (#4452)

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO TRANSFER THE  
FOLLOWING VEHICLES TO THE LAWRENCE COUNTY COMMISSION AT  
NO COST:**

- 2008 CHEVROLET UPLANDER, VIN #1GBDV13W58D206240 (#4358)
- 2010 FORD CUTAWAY, VIN #1FDWE3FL2ADB01576
- 2010 FORD CUTAWAY, VIN #1FDWE3FL8ADB01579
- 2010 FORD CUTAWAY, VIN #1FDWE3FL9ADA90110

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 22-582**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to transfer the following vehicles to the Lawrence County Commission at no cost, this the 27th day of September 2022:

- 2008 Chevrolet Uplander, VIN #1GBDV13W58D206240 (#4358)
- 2010 Ford Cutaway, VIN #1FDWE3FL2ADB01576
- 2010 Ford Cutaway, VIN #1FDWE3FL8ADB01579
- 2010 Ford Cutaway, VIN #1FDWE3FL9ADA90110

**ADOPT RESOLUTION AUTHORIZING BRANDY DAVIS, EMA DIRECTOR, TO DECLARE THE FOLLOWING ITEMS AS SURPLUS AND SELL ON GOVDEALS OR DISPOSE OF PROPERLY:**

- (90) BLUE CHAIRS
- (1) L-SHAPED DESK
- (2) MATCHING CREDENZAS
- (2) CHAIR DOLLIES

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 22-583**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Brandy Davis, EMA Director, to declare the following items as surplus and sell on Govdeals or dispose of properly, this the 27th day of September 2022:

- (90) Blue Chairs
- (1) L-Shaped Desk
- (2) Matching Credenzas
- (2) Chair Dollies

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO REMOVE THE FOLLOWING VEHICLE FROM INVENTORY:**

- 2014 FORD EXPLORER, VIN #1FM558ARE3EGB8220 (#4557)

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

**RESOLUTION 22-584**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to remove the following vehicle from inventory:

- 2014 Ford Explorer, VIN #1FM558ARE3EGB8220 (#4557)

this the 27th day of September 2022

**ADOPT RESOLUTION AUTHORIZING THE CHAIRMAN TO REAPPOINT ADDENE MATTHEWS AND BELINDA JOHNSON TO THE REGIONAL HOUSING AUTHORITY BOARD FOR 5-YEAR TERMS RESPECTIVELY, EXPIRING SEPTEMBER 27, 2027.**

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 22-585**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize the Chairman to reappoint Addene Matthews and Belinda Johnson to the Regional Housing Authority Board for 5-year terms respectively, expiring September 27, 2027, this the 27th day of September 2022.

**ADOPT RESOLUTION AUTHORIZING RANDY VEST, DISTRICT 2 COMMISSIONER, TO APPROPRIATE \$6,666 AS PART OF THE FISCAL YEAR 2023 UNIFIED PLANNING WORK PROGRAM WITH THE METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE DEVELOPMENT OF AN INTERCHANGE STUDY AT INTERSTATE 65 AND BETHEL ROAD, TO BE FUNDED FROM DISTRICT 2 ROAD & BRIDGE FUNDS.**

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

**RESOLUTION 22-586**

BE IT RESOLVED by the Morgan County Commission of Morgan County, Alabama, that the Commission does hereby authorize Randy Vest, District 2 Commissioner, to appropriate \$6,666 as part of the Fiscal Year 2023 Unified Planning Work Program with the Metropolitan Planning Organization (MPO) for the development of an Interchange Study at Interstate 65 and Bethel Road, to be funded from District 2 Road & Bridge funds, this the 27th day of September 2022.

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

- **HARTSELLE HIGH SCHOOL BASEBALL GOLF TOURNAMENT ----- \$100.00**
- **BREWER HIGH SCHOOL BASKETBALL ----- \$500**

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

**RESOLUTION 22-587**

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

- **Hartselle High School Baseball Golf Tournament ----- \$100.00**

this the 27th day of September 2022.

**RESOLUTION 22-588**

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

- **Brewer High School Basketball ----- \$500**

this the 27th day of September 2022.

September 27, 2022

REVIEW AND APPROVE THE FOLLOWING INVOICES, TOTALING \$15,665.00:

| <u>VENDOR</u>               | <u>DESCRIPTION</u>                      | <u>TOTAL</u> |
|-----------------------------|---|--------------|
| Slaten Backhoe Service      | Septic – Morgan County Service Ctr East | \$8,665.00   |
| Community Consultants, Inc. | Falkville Senior Ctr – District 3       | 7,000.00     |

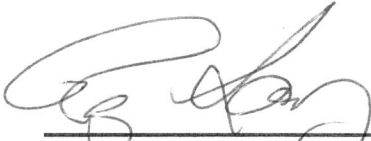
Mr. Jeff Clark, member of the Commission, moved for their approval. Upon the same being duly seconded by Mr. Don Stisher, it was put to a vote, and unanimously approved.


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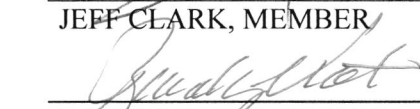
BE IT FURTHER RESOLVED by the Morgan County Commission of Morgan County, Alabama, that there being no further business to come before the Commission, the same on motion of Mr. Don Stisher, seconded by Mr. Greg Abercrombie, and unanimously carried; the Morgan County Commission is duly adjourned.

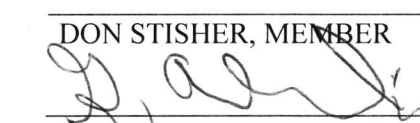
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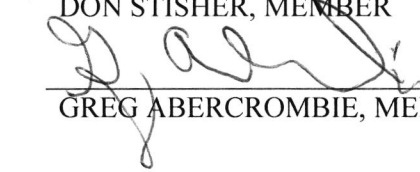
These Minutes were approved  
this the 11th day of October 2022.

  
\_\_\_\_\_  
RAY LONG, CHAIRMAN

  
\_\_\_\_\_  
JEFF CLARK, MEMBER

  
\_\_\_\_\_  
RANDY VEST, MEMBER

  
\_\_\_\_\_  
DON STISHER, MEMBER

  
\_\_\_\_\_  
GREG ABERCROMBIE, MEMBER