

ST. CLAIR COUNTY COMMISSION MEETING FEBRUARY 11, 2020

The St. Clair County Commission met in regular session on February 11, 2020 in the County Commission Chambers of the St. Clair County Courthouse Annex #1 (Administrative Center) in Ashville, Alabama.

Members Present: Paul Manning, Chairman
Ricky Parker, Commissioner District Two
Tommy Bowers, Commissioner District Three
Jeff Brown, Commissioner District One
Jimmy Roberts, Commissioner District Four

Members Absent:

Others Present: Tina Morgan, Administrator
Sandra Wolfe, Deputy Administrator
Donna Wood, CFO
Dan Dahlke, Engineer
James E. Hill, III, County Attorney
Corey Phillips, Administrative Assistant
Lyman Lovejoy, Lovejoy Reality
John Bowlin, Visitor
David Atchison, St. Clair Times
Kat Roberts, Visitor

CALL TO ORDER of Regular Meeting

Chairman Manning declared a quorum present at 9:06 a.m. and called the meeting to order.

APPROVAL OF AGENDA

On a motion by Commissioner Bowers, seconded by Commissioner Roberts, with all voting aye, it was

RESOLVED, that the Agenda be approved as presented.

APPROVAL OF MINUTES

On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the minutes of the regular meeting on January 28, 2020 be approved.

ENGINEER'S REPORT

The first item of the Engineer's report was an informational item updating the road crews.

Informational item: The County received a letter from New London Water Authority requesting the county to help maintain Willow Lane. The Engineer Dan Dahlke has been trying to contact the owners of that right-a-way, Pricilla Calhoun and Connie Turner. Mr. Dahlke will update the Commission once he gets in touch with the owners.

The next item was to discuss the bid results for Beaver Control. The Engineer stated that we received only one bid which was Gilford Sipes. He requested approval of the Gilford Sipes Bid pending proof of his business license. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the Engineer's recommendation for the Beaver Control Bid from Gilford Sipes is approved pending proof of business license.

The next item was to discuss a Roller purchase off the National Joint Purchasing. The Engineer stated Sourcewell is the Joint Purchasing Agency which was formally NJPA. The county is still a member and we have a member number. On a motion by Commissioner Brown, seconded by Commissioner Roberts, with all voting aye, it was

RESOLVED, that the recommendation of the engineer to purchase a Roller off of Sourcewell, the Joint Purchasing Agency is approved.

The next item was to discuss approving payment of two (2) invoices without a PO (Purchase Order) from Sain & Associates. Sain and Associates were using PO carried over from previous issued purchase orders. The work was done in the month of November and December, CFO, Donna Wood recommended to the Engineer to pay without a PO. On a motion by Commissioner Brown, seconded by Commissioner Parker, with all voting aye, it was

RESOLVED, that two (2) invoices from Sain & Associates be paid without a purchase order.

ADMINISTRATOR'S REPORT

The first item of the Administrators report was to discuss travel requests as submitted in the work session. On a motion by Commissioner Bowers, seconded by Commissioner Roberts, with all voting aye, it was

RESOLVED, that the travel requests as submitted in the work session are approved. (List to be made a part of these minutes as Attachment #1)

COUNTY ATTORNEY'S REPORT

The first item of the County Attorney's report was to discuss an amended set of requirements for mapping and recording Subdivision Plats. County Attorney, James Hill, has been working with the County Engineer and Mapping department and stated, relating to the manner at which we record and the requirements that we record a Subdivision Plat. Mr. Hill has an amended set of requirements. The primary distinction here is that it has created some mapping challenges if a large piece of property is divided a parcel at a time without having an entire picture in front of the mapper or the E-911 addresser. What this says is that when the development whether residential or commercial is the intent of the subdivision then we move through the process to make sure we have issues like drainage and mapping and addressing all taken care of. It also says to the extent that a municipality requires a plat where there is no development intended. For example: Lots of time you see this when family owns acreage such as 10 acres of family land and give 5 acres to a child, they would just record that plat with the deed and would not have to go through the subdivision process. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that an amended set of requirements for mapping and recording Subdivision Plats is approved. (Amended requirements to be made a part of these minutes as Attachment #2)

Informational item: Attorney Hill wants to mention as Patrice is not attending the meeting today, but wants to mention an ongoing project with weather radios and alerts that we get on our cell phones. The county received some insurance money and also a grant and used those monies to purchase weather radios. The EMA (Emergency Management Association) Director is actively trying to get the weather radios into the hands of individuals in our County that needs them the most. We have people in this County whose sole means of notification is the weather radios. We want to do everything in our power to make sure that those individuals are the ones that receive these radios. During the project Patrice, the EMA Director will continue to go to the Senior Centers and continue to emphasize that these radios are the means and methods for life saving when we have bad weather. Mr. Hill stated we want to get the radios in the hands of people that need them the most and those are the people that don't have other means of getting this information.

OLD BUSINESS

There were no items of Old Business.

NEW BUSINESS

The first item of New Business was to discuss renewing B.A.S. (Basic Administration Solutions) Dr. Lana Gaskin Bellew's (Grant Writer) contract. On a motion by Commissioner Bowers, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that renewing B.A.S. (Basic Administration Solutions) Dr. Lana Gaskin Bellew's contract is approved. (Contract to be made a part of these minutes as Attachment #3)

The next item was to discuss letting bid to replace carpet in various offices. On a motion by Commissioner Parker, seconded by Commissioner Bowers, with all voting aye, it was

RESOLVED, that letting bid to replace carpet in various offices is approved.

The next item was to discuss approving county levies for alcohol licensing. On a motion by Commissioner Brown, seconded by Commissioner Parker, with all voting aye, it was

RESOLVED, that county levies for alcohol licensing is approved. (List to be made a part of these minutes as Attachment #4)

The next item was to discuss adopting a Cybersecurity Training Policy. Attorney James Hill has a Policy, as the Commission is providing additional security with hardware and software for a more robust system. The county engaged a second vendor to provide training of where to go and where not to go and what to open and what not to open. One of the most likely means of infiltration on our system is through the users on the system. We have a policy that we have paid money for this training and we are requiring that all employees actually go through the training that the vendor will be providing. It will be a requirement for all employees to participate in the training in the allotted time. On a motion by Commissioner Bowers, seconded by Commissioner Brown, with all voting aye, it was

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RESOLVED, that the Cybersecurity Training Policy is approved.
(Policy to be made a part of these minutes as Attachment #5)

The next item was to discuss approving an MOA (Memorandum of Agreement) with LEO Technologies, LLC. This will be a 6 month trial period. LEO is Investigative Software that will aid in solving cases after inmates are arrested and placed in jail. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the MOA with LEO Technologies is approved.
(MOA to be made a part of these minutes as Attachment #6)

The next item was to discuss rescheduling the April 23RD work session directly before the April 28th Commission Meeting due to the Engineers National Conference. (NACE Annual Meeting/Management & Technical Conference). On a motion by Commissioner Brown, seconded by Commissioner Roberts, with all voting aye, it was

RESOLVED, that rescheduling the April 23RD work session directly before the April 28th Commission Meeting due to the Engineers National Conference is approved.

The next item was to discuss the recommendation of Property Maintenance Supervisor, Lynn Crow, to hire Brian Wilson into the vacant Contract Maintenance Laborer position. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the recommendation of Property Maintenance Supervisor, Lynn Crow, to hire Brian Wilson into the vacant Contract Maintenance Laborer position is approved. (Contract to be made a part of these minutes as Attachment #7)

The next item was to discuss approving payment of an invoice to Servpro in the amount of \$7,839.56. The county will be reimbursed from the Insurance Company. On a motion by Commissioner Roberts, seconded by Commissioner Bowers, with all voting aye, it was

RESOLVED, that payment of an invoice to Servpro in the amount of \$7,839.56 is approved.

The next item was to discuss approving the request from Sheriff Murray to hire an emergency, temporary full-time Telecommunicator (not to exceed 65 days). This will require a budget amendment. On a motion by Commissioner Parker, seconded by Commissioner Bowers, with all voting aye, it was

RESOLVED, that the request from Sheriff Murray to hire an emergency, temporary full-time Telecommunicator (not to exceed 65 days) is approved.

There were no board appointments.

The next item for discussion was to approve payment of the monthly bills. On a motion by Commissioner Roberts, seconded by Commissioner Brown, with all voting aye, it was

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RESOLVED, that the monthly bills be approved for payment with the exception of those that are questioned by the Commission before the close of business today.

There being no further business, the meeting adjourned, subject to call, at approximately 9:27a.m. On a motion by Commissioner Parker, seconded by Commissioner Roberts, with all voting aye.

Paul Manning, Chairman

Jeff Brown, Commissioner

Ricky Parker, Commissioner

Tommy Bowers, Commissioner

Jimmy Roberts, Commissioner