

**MINUTES, LIMESTONE COUNTY COMMISSION, FEBRUARY 17, 2015**

The Limestone County Commission met in a regular meeting today, at 10:00 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

Present: Stanley Hill, Steve Turner, Jason Black, and Ben Harrison. Absent: None. Mark Yarbrough, Chairman presided.

The meeting began with the Pledge of Allegiance.

**MOTION** was made by Jason Black and seconded by Stanley Hill to approve the minutes of February 2 & 11, 2015.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Stanley Hill, aye; Steve Turner, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Jason Black to approve the following claims

2/03/15	Check # 31936 – 32232	\$ 74,250.00
2/03/15	Check # 32233	\$ 250.00
2/06/15	Check # 32234 – 32312	\$ 887,829.39
2/13/15	Check # 32313 – 32386	<u>\$ 468,424.13</u>
	TOTAL	\$1,430,753.52

with detailed claims of the above being on file for review upon request to the County Administrator.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Jason Black, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Ben Harrison and seconded by Stanley Hill to authorize the Chairman to execute the following resolution to dedicate a portion of property in the Elm Industrial Park, jointly owned with the City of Athens, for the extension of Wilkinson Street and Airport Road.

**RESOLUTION**

**A RESOLUTION DEDICATING CERTAIN REAL  
PROPERTY FOR A PORTION OF WILKINSON STREET  
AND AIRPORT ROAD**

**WHEREAS**, the City of Athens, Alabama (the “City”) and Limestone County, Alabama (the “County”) are the joint owners of certain property located in Limestone County, Alabama and described as follows:

Commencing at the Southwest corner of Section 28, Township 2 South, Range 4 West (also being the Southeast corner of section 29, the Northeast corner of

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Section 32, & the Northwest corner of section 33) on the Northern right-of-way for Airport Road, said point also being the point of beginning.

Thence from the point of beginning run along said right-of-way for Airport Road South 88°24'03" East at a distance of 210.29 feet to a point; Thence run south 88°36'16" East at a distance of 481.58 feet to a point; Thence leaving said Northern right-of-way for Airport Road run South 01°23'44" west at a distance of 60.00 feet to a point on the Southern right-of-way for Airport Road; Thence run North 88°20'46" West at a distance of 46.19 feet to a point; Thence leaving said Southern right-of-way for Airport Road run South 46°17'45" West at a distance of 28.53 feet to a point on the Eastern right-of-way for Wilkinson Street; Thence run along said right-of-way for Wilkinson Street South 01°47'33" West at a distance of 296.51 feet to a point; Thence run along a curve to the right having a chord bearing of South 33°23'16" West, a chord length of 345.78 feet and a radius of 330.00 feet to a point; Thence run South 64°58'57" West at a distance of 216.96 feet to a point; Thence run along a curve to the left having a chord bearing of South 32°19'57" West, a chord length of 291.33 feet and a radius of 270.00 feet to a point; Thence run South 00°19'02" East at a distance of 288.29 feet to a point; Thence leaving said Eastern right-of-way for Wilkinson Street run North 88°18' 19" West at a distance of 60.00 feet to a point; Thence run North 00°21'29" West at a distance of 52.09 feet to a point; Thence run North 88°40'14" West at a distance of 10.00 feet to a point on the Western right-of-way for Wilkinson Street; Thence run along said Western right-of-way for Wilkinson Street North 00°19'02" West at a distance of 233.80 feet to a point; Thence run along a curve to the right having a chord bearing of North 32°19'57" East, a chord length of 366.86 feet and a radius of 340.00 feet to a point; Thence run North 64°58'57" East at a distance of 216.96 feet to a point; Thence run along a curve to the left having a chord bearing of North 33°23'16" East, a chord length of 272.43 feet and a radius of 260.00 feet to a point; thence run North 01°49'12" East at a distance of 296.02 feet to a point; Thence leaving said Western right-of-way for Wilkinson Street run North 43°56'54" West at a distance of 28.46 feet to a point on the Southern right-of-way for Airport Road; thence run along said Southern right-of-way for Airport Road North 88°36'12" West at a distance of 1143.75 feet to a point; Thence leaving said Southern right-of-way for Airport Road run North 00°43'42" West at a distance of 60.00 feet to a point on the Northern right-of-way for Airport Road; Thence run South 88°40'35" East at a distance of 610.52 feet and back to the point of beginning, said right-of-way contains 4.20 acres more or less. (the "Property");

**WHEREAS**, the City and County desire to dedicate the Property to the use of the public as a street/roadway, and for accompanying public uses (such as public utility lines/facilities);

**WHEREAS**, the Property will be used as an extension of Wilkinson Drive and Airport Road;

**WHEREAS**, the Planning Commission of the City of Athens, Alabama approved such roadway extension at its meeting on October 21, 2014; and

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**WHEREAS**, the Property is depicted and shown on the attached **Exhibit A**, and made a part of this Resolution hereby.

**NOW, THEREFORE, BE IT RESOLVED** that the Property is hereby dedicated to the use of the public as a street/roadway, and accompanying public uses, and the Chairman is authorized to execute such documents as may be required in connection with the recognition of such dedication.

ADOPTED AND APPROVED this 17<sup>th</sup> day of February, 2015.

\_\_\_\_\_  
Limestone County Commission Chairman

ATTEST:

\_\_\_\_\_  
County Clerk/Administrator



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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Ben Harrison, aye; Stanley Hill, aye; Steve Turner, aye; and Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Steve Turner to authorize the Chairman to execute the following resolution to adopt the Title VI Program Plan.

**Documentation of Title VI Authorization**

**RESOLUTION ADOPTING A TITLE VI PLAN**

**WHEREAS**, the Limestone County Commission is a recipient of federal financial assistance from the Alabama Department of Transportation in support of transit services which imposes certain obligations upon the recipient, including complying with the Title VI federal requirements; and

**WHEREAS**, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

**WHEREAS**, the Limestone County Commission commits to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity regardless of the funding source;

**NOW, THEREFORE**, be it resolved by the Commissioners of the Limestone County Commission as follows:

The Limestone County Commission approves the proposed Title VI Program in order to comply with the Title VI federal requirements.

The Grant Coordinator, in his/her capacity, will serve as the Title VI Officer and is authorized to revise and update the plan as necessary.

Adopted this 17<sup>th</sup> day of February, 2015.

Signature: \_\_\_\_\_

Attest: \_\_\_\_\_

Typed Name: Mark Yarbrough

Typed Name: Pam Ball

Title: Chairman,  
Limestone County Commission

Title: County Administrator,  
Limestone County Commission

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Steve Turner, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

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**MOTION** was made by Stanley Hill and seconded by Ben Harrison to authorize the Chairman to execute an agreement with the Alabama Department of Transportation (ALDOT) to resurface Thach Road using federal funds of \$1,042,032.00 and county funds of \$260,508.00 for a total cost of \$1,302,540.00. Project # ACNU61857-ATRP.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Stanley Hill, aye; Ben Harrison, aye; Steve Turner, aye; and Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Stanley Hill to suspend the Rules of Order.

The Administrator called the roll. Steve Turner, aye; Stanley Hill, aye; Jason Black, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Stanley Hill and seconded by Ben Harrison to accept a grant in the amount of \$2,500.00 from the Monsanto Fund on behalf of Segers Volunteer Fire Department that was named an American Farmers Grow Communities winner.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Stanley Hill, aye; Ben Harrison, aye; Steve Turner, aye; and Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Ben Harrison and seconded by Steve Turner to award the following bid proposals to the lowest responsible bidder meeting specifications as follows:

<b>Proposal No.</b>	<b>Item</b>	<b>Awarded To</b>	<b>Amount</b>
2518	Office Supplies	Staples  Ameri tek  Berney Office Solutions	General Office Supplies: 72% Machines & related products: 53% Paper supply: 78% Office furniture: 58% <u>Computer, computer supplies:40%</u> Ribbons, toners, cartridges & developers: 35% Desktop copiers 34.5% Console copiers 74%
2519	Security Envelopes (License Commission)	Printers & Stationers, Inc.	\$339.00
2520	Mail Notices for Boat Owners (License Commission)	Printers & Stationers, Inc.	\$345.00
2521	Cold Mix	Eagle Wholesale Supply Delivered Picked up	\$20.45/Bag \$18.85/Bag

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Ben Harrison, aye; Steve Turner, aye; Stanley Hill, aye; and Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Jason Black to amend job description and staffing plan for Public Relations Specialist to Community Relations Coordinator and change from Grade X to Grade IX.

### **Limestone County JOB DESCRIPTION**

Job Title: Community Relations Coordinator

Department: County Commission Office

FLSA: Nonexempt

Grade: IX

Job Description Prepared: June 2014

Revised: February 2015

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Chairman

Subordinate Staff: None

Other Internal Contacts: County Administrator; Commissioners; all County department heads

External Contacts: General public, news agencies, schools and civic organizations, industrial customers, contractors, TVA, State and Federal agencies, congressional and state legislative contacts, other counties and municipalities.

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### **Job Summary**

Under the general oversight and direction of the Chairman and County Administrator the employee is responsible for working on comprehensive communications, community relations, and public relations programs for the promotion of Limestone County and the Limestone County Commission. Communicates information to all County Departments and the public through the Office of the Chairman. Prepares and/or distributes marketing and public relations materials, promotional materials, press releases and reports, and community relations materials. Interacts with civic organizations, community groups and associations, and media outlets. Promotes a positive organizational image for building public confidence in the Limestone County Commission. Fields and solicits opinions and suggestions from citizens and agencies. Conduct research to determine best mediums and practices for promoting Limestone County. Work closely with all County departments.

### **Job Domains**

#### **A. Communications and Marketing**

- Creates, implements, and maintains comprehensive community relations, public relations, and communications program for the County. Actively looks for opportunities to promote a positive County image.
- Communicates the County's message and vision to citizens and organizations through preparation of newsletters, press releases, and other types of media. Generates press releases at the direction of the Chairman, the County Administrator, and/or the Commission.
- Takes photographs and videos as needed for County Commission use as well as for distribution to media outlets such as the Athens News Courier, Decatur Daily, Huntsville Times, television stations, and the like.
- Provides all media (newspapers, cable TV, radio, web site, etc.) with notices of upcoming projects, newsworthy events, advertising and any other such notices as directed.
- Maintains a comprehensive press release policy, communicates the policy to departments, and monitors the policy for compliance. Responsible for developing and distributing publicity materials including notices, calendar events, photographs, and general news articles.
- Coordinates with the County's IT department to update and maintain the County's website and social media sites as needed, to insure the quality and integrity of the website and social media sites content, and to evaluate the use and effectiveness of website and social media sites, including any such sites for individual departments and sites which may be regularly maintained by any County department. Assist the County's IT department in managing links

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between websites, social media sites, home pages, and in troubleshooting problems and inefficiencies.

- Coordinates speaking engagements for the Chairman, and prepares or assists with preparing presentations by the Chairman as needed.
- Provides assistance to the Chairman on special projects including, but not limited to, responding to complaints and inquiries and preparing letters to public officials and other parties.
- Assist with publication of advertisements of bids as needed.
- Works closely with various groups and organizations as directed to promote Limestone County.
- May serve as a County representative at Emergency Management Association meetings.

Prepares annual, semi-annual, and/or quarterly reports detailing accomplishments and activities of Limestone County and the Commission as directed.

- Researches best practices and mediums for promoting Limestone County.
- Responds to e-mail inquiries as needed or directed.

### **B. Special Events Coordination**

- Attends special events such as groundbreaking, ribbon cuttings, dedications, trade shows, county-wide receptions, office tours, open houses, special recognition ceremonies, presentations of certificates, and other such events as needed, or from time to time required, and regardless of whether such events are attended by the Chairman or other members of the County Commission.
- Implements a Citizens Academy program as may be established by the Association of County Commissions of Alabama, including developing content for Citizens Academy sessions and organizing event dates and graduation ceremonies for the Citizens Academy.

### **C. Budgeting**

- Responsible for preparing and maintaining a marketing budget. Tracks invoices and expenses. Submits annual budget to Chairman and County Administrator. Insures that requests for payment are processed timely and properly. Compiles cost data as requested.

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### **D. General Duties**

- Attends a wide variety of internal and external meetings. Attends conferences and workshops.
- May make presentations to various groups as directed.
- Serves on committees and task forces as assigned.
- Promotes morale, teamwork, and cooperation across county departments and across shifts.
- Promotes and maintains a positive image of the County at all times.
- Other duties assigned as assigned.

### **Knowledge, Skills and Abilities** **(\* Can be acquired on the job)**

#### **Education**

- High School Degree or GED required.
- Bachelor's degree in relevant field preferred but not required.
- A minimum of five years work experience may be substituted for educational requirements.

#### **Required Certifications and Licenses**

- Possession of a current and valid Alabama driver's license.

#### **Work Experience and Related Job Knowledge**

- Minimum of three years of experience in a similar position preferred.
- English fluency required.
- Demonstrated ability to handle multiple projects and details simultaneously.
- \*Knowledge of applicable federal, state and local laws, regulations, codes and ordinances.
- \*Extensive knowledge of the functions and operational priorities of the County.

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### **Communication and Computer Skills**

- Proficient in Windows, Microsoft Word, Excel, PowerPoint, database management, and general PC operations.
- Knowledge of web sites and proficient in the use of the Internet.
- Verbal and written communications skills to effectively prepare and deliver formal presentations to various organizations if necessary.
- Ability to communicate diplomatically with all levels of the organization as well as other public entities and the general public.
- Verbal and written communications skills to effectively receive and communicate reports clearly and rapidly via radio, telephone, or any type of transmitting device.
- Ability to operate a computer, typewriter, telephones, radio, and other types of general office machines and equipment.

### **Interpersonal Skills**

- Excellent interpersonal skills; ability to be diplomatic, disciplined, and professional in difficult situations. Must be able to work cooperatively across all organizational levels and with the public. Ability to project a positive image of the work group, department, and county.
- Ability to consistently demonstrate good judgment and discretion required for maintaining confidential and sensitive information.
- Strong organizational skills. High level of flexibility.
- Ability to be self-motivated and to work autonomously.

### **Physical Requirements**

- Physical strength, ability, and mobility to perform all essential job functions including, but not limited to:
  - (a) Ability to operate a telephone, radio, computer, copiers, fax machines, and various office machines and office equipment.
  - (b) Ability to perform recurring walking, bending, crouching, stooping, stretching, reaching, or similar activities. Ability to lift moderately heavy items such as boxes of books and supplies.

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- (c) Ability to see, to hear, and to speak well enough to receive and communicate verbal and written reports clearly.
  - (d) Ability to sit for extended periods of time to operate a computer and other office equipment.
- Physical and mental capacity and ability to safely drive a vehicle and be issued a valid and current driver's license, to be insured as a driver, and to get into and out of a vehicle freely.

### **General Knowledge and Abilities**

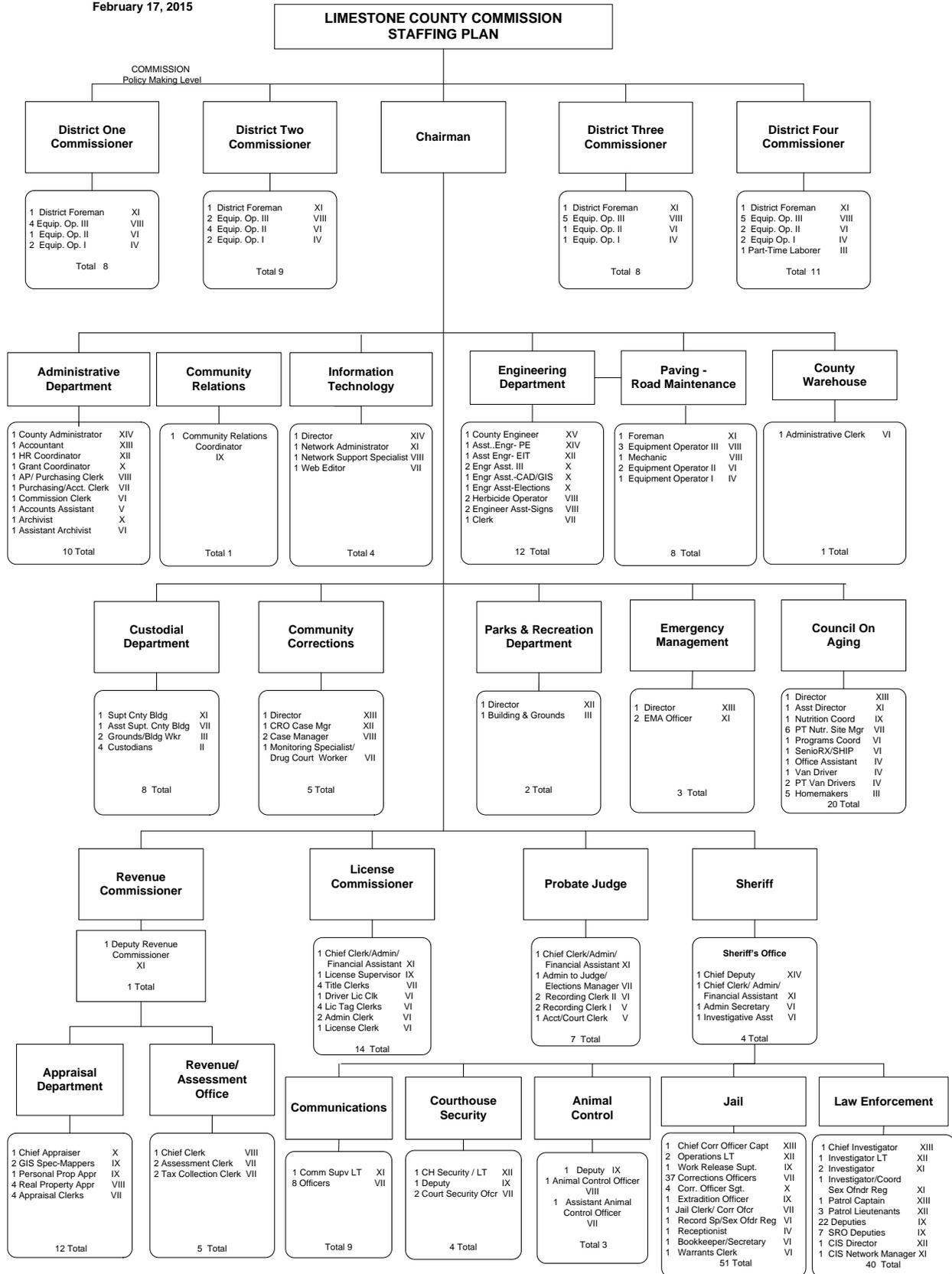
- \*Knowledge of County rules, regulations, policies and procedures.
- \*Knowledge of County office locations.
- Ability to be on-call as required.
- Ability to travel as necessary.
- Ability to work shifts, overtime, weekends, holidays, and non-standard work hours as needed.

### **Work Environment and Physical Demands**

The primary work environment involves everyday risks or discomforts associated with offices, meeting and training rooms, or vehicles. The work areas are adequately lighted, heated, and ventilated. The work may be sedentary. The employee may sit comfortably to do the work for long periods. Requires some physical exertion such as recurring standing, walking, bending, crouching, stooping, crawling, pushing, pulling, carrying, stretching, and moderate lifting. Requires operating a telephone, computer, radio, and general office equipment. Also requires driving a vehicle often and sometimes for long periods of time.

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The Chairman asked if there was any discussion. Commissioner Ben Harrison said the position was approved in the budget but really wished the Commission would discuss the postponement of hiring for the position. The Administrator called the roll. Steve Turner, aye; Jason Black, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Steve Turner to promote Tammy Waddell to Jail Operation Lieutenant.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Steve Turner, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Steve Turner to employ Jerry Darnell as Monitoring Specialist/Drug Court Worker for Community Corrections.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Steve Turner, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Stanley Hill and seconded by Steve Turner to approve the following merit increases, which are included in the base pay and cost of living pay as listed below.

Name	Position	Effective Date
Cynthia Adams	Warrants Clerk	2/23/15
Sonya Anthony	Grant Coordinator	2/06/15
Michael Black	Equipment Operator III	2/28/15
Justin Brown	Herbicide Operator	1/07/15
William Chandler	Corrections Officer	2/05/15
Danny Craig	Deputy	2/01/15
Richard Craig	Deputy	2/03/15
April Davis	Assistant Archivist	2/08/15
Debra Davis	Chief Clerk	2/03/15
David Freeman	Information Tech. Coord.	2/14/15
Sandra Gaines	Title Clerk	2/08/15
Jeffrey Grisham	Corrections Officer	2/08/15
Jonathan Hinton	Lieutenant	2/01/15
Daphne Kilpatrick	EMA Clerk	2/01/15
Sonya Persell	Appraisal Clerk	2/14/15
Cameron Puckett	Chief Clerk	2/16/15
Ricky Vining	Equipment Operator II	2/04/15
Dennis Wallace	Equipment Operator III	2/06/15
Denise Williams	Title Clerk	2/25/15
Stephen Young	Deputy	2/03/15

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Stanley Hill, aye; Steve Turner, aye; Jason Black, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Ben Harrison to approve the following speed limits:

<b>Road Name</b>	<b>District</b>	<b>Location</b>	<b>Miles Per Hour</b>
Whitetail Lane	2	Antler Point Subdivision	25
Ten Point Lane	2	Antler Point Subdivision	25
Upland Trail	2	Antler Point Subdivision	25

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Ben Harrison, aye; Stanley Hill, aye; and Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Jason Black to approve Change Orders for the East Limestone Senior Center from EMW Construction, Inc. for a total of \$17,923.85:

- **To resolve ground water issues:**
  - a. Additional 26 CY excavation \$7,150.00
  - b. Credit for removing dirt from site <\$1,760.00>
  - c. Terratex fabric, as recommended \$385.00
  - d. French Drain material:
    - Concrete for sidewalk \$331.00
    - Perforated Pipe \$147.00
    - Total Cost: \$6,253.00
    - G. C. Markup 15% \$937.95
    - Total Add: \$7,190.95**

- **Exterior vinyl replacement windows:**

To replace 27 exterior windows with Low E single hung vinyl replacement windows. All exterior frames of existing windows to be covered with PVC coated prefinished aluminum.

  - a. Materials \$7,307.00
  - b. Labor \$2,025.00
  - Total Cost \$9,332.00
  - G. C. Markup 15% \$1,399.90
  - Total Add: \$10,732.90**

The Chairman asked if there was any discussion. Commissioner Steve Turner briefed the Commission on the need for the exterior window replacements. The Administrator called the roll. Steve Turner, aye; Jason Black, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Ben Harrison and seconded by Steve Turner to approve

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Servpro Restoration to perform scope of work outlined by Terrell Technical Services, Inc. in the indoor environmental fungal assessment and remediation protocol of the Limestone County Board of Education building; in the amount of \$16,327.31.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Ben Harrison, aye; Steve Turner, aye; Stanley Hill, aye; and Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Stanley Hill to approve to transfer a 2005 Dodge Ram, inventory # 17828, from District 2 to District 3 for \$2,250.00.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Stanley Hill, aye; Steve Turner, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Ben Harrison to remove the following equipment from inventory:

<b>Department</b>	<b>Item</b>	<b>Inventory #</b>
Jail	Dispatch Workstation	4285
Jail	Dispatch Workstation	4286
Jail	Dispatch Workstation	4287

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Ben Harrison, aye; Stanley Hill, aye; and Jason Black, aye. Motion carries unanimously.

Commissioner Stanley Hill commented on the weather and stated what a big difference three miles can make in regards to road conditions.

Commissioner Steve Turner said there was no snow and ice issues in District 2 at this time.

Commissioner Jason Black stated District 3 crew had worked keeping the roads cleared.

Commissioner Ben Harrison said there were a few tree problems in District 4. He had received a request to clean up at the L & S site and would haul debris to the Decatur landfill.

Chairman Mark Yarbrough advised everyone to be weather aware.

Recessed at 10:32 a.m. until 10:00 a.m. on Wednesday, February 25, 2015, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.