

**MINUTES, LIMESTONE COUNTY COMMISSION, MARCH 16, 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.

Chairman Yarbrough presented a certificate of achievement to the West Limestone Boys Varsity Basketball Team for winning the Class 4A State Championship.

Limestone County Board of Education President Dr. Thomas Sisk presented Commissioner Jason Black with a certificate of appreciation for his hard work in the reopening of Clements High School after the tornado damage.

The meeting began with the Pledge of Allegiance.

Martin & Cobey Construction Managers, Kelly Howard and Jim Maynard, gave construction updates on the Courthouse renovations and Jail expansion. Architect Robert Littleton, from Goodwyn, Mills & Cawood, briefed the Commission on the Courthouse roofing conditions.

**MOTION** was made by Jason Black and seconded by Ben Harrison to suspend the Rules of Order to add a TVA Contract and two Information Technology Job Descriptions to the agenda.

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

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

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

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

	Check # 32539	Void
3/09/15	Check # 32540 & 70920981	\$ 117,337.88
3/09/15	Check # 32541 – 32610	\$1,149,747.04
3/13/15	Check # 32611 – 32682	\$ 676,221.96
3/13/15	Check # 32683	\$ 200.00
	TOTAL	\$1,943,506.88

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

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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 Jason Black and seconded by Steve Turner to authorize the Chairman to execute the following resolutions authorizing the condemnation and/or acquisition of properties related to the ongoing bridge replacement projects throughout the County, on Lucas Ferry and Ragsdale Creek South.

**A RESOLUTION APPROVING THE CONDEMNATION AND/OR ACQUISITION OF PROPERTY IN LIMESTONE COUNTY, ALABAMA, FOR THE LUCAS FERRY BRIDGE REPLACEMENT PROJECT**

**WHEREAS**, the Limestone County Commission is the governing body of Limestone County, Alabama; and,

**WHEREAS**, the Limestone County Commission, as the governing body of Limestone County, Alabama, has the power of eminent domain in regard to roads and bridges within the County; and,

**WHEREAS**, the Limestone County Commission has determined that the obtainment of certain real property is necessary for the Lucas Ferry bridge replacement project along Lucas Ferry Road over Mud Creek; and,

**WHEREAS**, the said project has been determined by the Commission to be in the best interests of the public; and,

**WHEREAS**, in the judgment and opinion of the Limestone County Commission it is in the public interest and necessary and expedient that the County acquire certain parcels of land for said projects, which parcels and projects are more particularly described on Exhibits "A", "A-1", "A-2", "A-3", and "A-4" attached hereto; and,

**WHEREAS**, upon motion having been made by Commissioner Jason Black, and seconded by Commissioner Steve Turner, with discussion had thereon and a vote having been taken, upon which vote the said motion carried by a vote of 4 to 0;

**THEREFORE, BE IT RESOLVED** by the Limestone County Commission, that the Chairman of the Limestone County Commission be and is hereby authorized, empowered, and directed to cause a legal description to be prepared for the above stated properties to be obtained and to obtain said properties as described by agreement and voluntary conveyance, or condemnation, and, in the furtherance thereof, the Chairman of the County Commission shall be authorized, empowered, and directed to attempt to acquire the said properties for said project and aforesaid purposes at a fair and reasonable price in accordance with §18-1A-22 of the *Code of Alabama*, as amended; and,

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**BE IT FURTHER RESOLVED** that any prior acts taken by the Limestone County Commission or its officials and agents up to and including the County Engineer, the Engineering Department, and anyone acting on behalf of the County or its Engineering Department, toward the description and acquisition of the said property and any appraisals for same as part of an eminent domain process are hereby ratified; and,

**BE IT FURTHER RESOLVED** that in the event an agreement may not be reached for the purchase of said properties from the foregoing owners or any other owners or interests which may be hereafter identified, or in the event of any other failure to acquire said properties for the purposes aforesaid by purchase from any such owners, the Chairman of the County Commission is hereby authorized to engage the law firm of Wilmer & Lee, PA, to file and conduct condemnation proceedings on behalf of the Limestone County Commission for the acquisition of said properties by the exercise of the right of eminent domain; and,

**BE IT FURTHER RESOLVED** that the Chairman of the Limestone County Commission and its Administrator shall be authorized to execute any and all documents and instruments that may be necessary to further and complete the foregoing acquisitions and any eminent domain proceedings herein resolved, up to and including, but not limited to, issuing payment for the acquisition of said property as may be determined by an appraisal for same and/or an agreement with any such owners, or as may be awarded and/or ordered as part of any condemnation proceedings in an appropriate court.

The authority granted herein shall be in force and effect immediately upon adoption and passage of this Resolution.

**ADOPTED AND APPROVED** this 16<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Mark Yarbrough, Chairman  
Limestone County Commission

ATTEST:

\_\_\_\_\_  
Pam Ball, County Administrator  
Limestone County Commission



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**A RESOLUTION APPROVING THE CONDEMNATION AND/OR ACQUISITION OF  
PROPERTY IN LIMESTONE COUNTY, ALABAMA,  
FOR THE RAGSDALE CREEK SOUTH BRIDGE REPLACEMENT PROJECT**

**WHEREAS**, the Limestone County Commission is the governing body of Limestone County, Alabama; and,

**WHEREAS**, the Limestone County Commission, as the governing body of Limestone County, Alabama, has the power of eminent domain in regard to roads and bridges within the County; and,

**WHEREAS**, the Limestone County Commission has determined that the obtainment of certain real property is necessary for the Ragsdale Creek South bridge replacement project along a certain southern portion of Ragsdale Creek Road; and,

**WHEREAS**, the said project has been determined by the Commission to be in the best interests of the public; and,

**WHEREAS**, in the judgment and opinion of the Limestone County Commission it is in the public interest and necessary and expedient that the County acquire certain parcels of land for said projects, which parcels and projects are more particularly described on Exhibits "A", "A-1", "A-2", "A-3", "A-4", "A-5" and "A-6" attached hereto; and,

**WHEREAS**, upon motion having been made by Commissioner Jason Black, and seconded by Commissioner Steve Turner, with discussion had thereon and a vote having been taken, upon which vote the said motion carried by a vote of 4 to 0;

**THEREFORE, BE IT RESOLVED** by the Limestone County Commission, that the Chairman of the Limestone County Commission be and is hereby authorized, empowered, and directed to cause a legal description to be prepared for the above stated properties to be obtained and to obtain said properties as described by agreement and voluntary conveyance, or condemnation, and, in the furtherance thereof, the Chairman of the County Commission shall be authorized, empowered, and directed to attempt to acquire the said properties for said project and aforesaid purposes at a fair and reasonable price in accordance with §18-1A-22 of the *Code of Alabama*, as amended; and,

**BE IT FURTHER RESOLVED** that any prior acts taken by the Limestone County Commission or its officials and agents up to and including the County Engineer, the Engineering Department, and anyone acting on behalf of the County or its Engineering Department, toward the description and acquisition of the said property and any appraisals for same as part of an eminent domain process are hereby ratified; and,

**MINUTES, LIMESTONE COUNTY COMMISSION, MARCH 16, 2015**

**BE IT FURTHER RESOLVED** that in the event an agreement may not be reached for the purchase of said properties from the foregoing owners or any other owners or interests which may be hereafter identified, or in the event of any other failure to acquire said properties for the purposes aforesaid by purchase from any such owners, the Chairman of the County Commission is hereby authorized to engage the law firm of Wilmer & Lee, PA, to file and conduct condemnation proceedings on behalf of the Limestone County Commission for the acquisition of said properties by the exercise of the right of eminent domain; and,

**BE IT FURTHER RESOLVED** that the Chairman of the Limestone County Commission and its Administrator shall be authorized to execute any and all documents and instruments that may be necessary to further and complete the foregoing acquisitions and any eminent domain proceedings herein resolved, up to and including, but not limited to, issuing payment for the acquisition of said property as may be determined by an appraisal for same and/or an agreement with any such owners, or as may be awarded and/or ordered as part of any condemnation proceedings in an appropriate court.

The authority granted herein shall be in force and effect immediately upon adoption and passage of this Resolution.

**ADOPTED AND APPROVED** this 16<sup>th</sup> day of March, 2015.

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Mark Yarbrough, Chairman  
Limestone County Commission

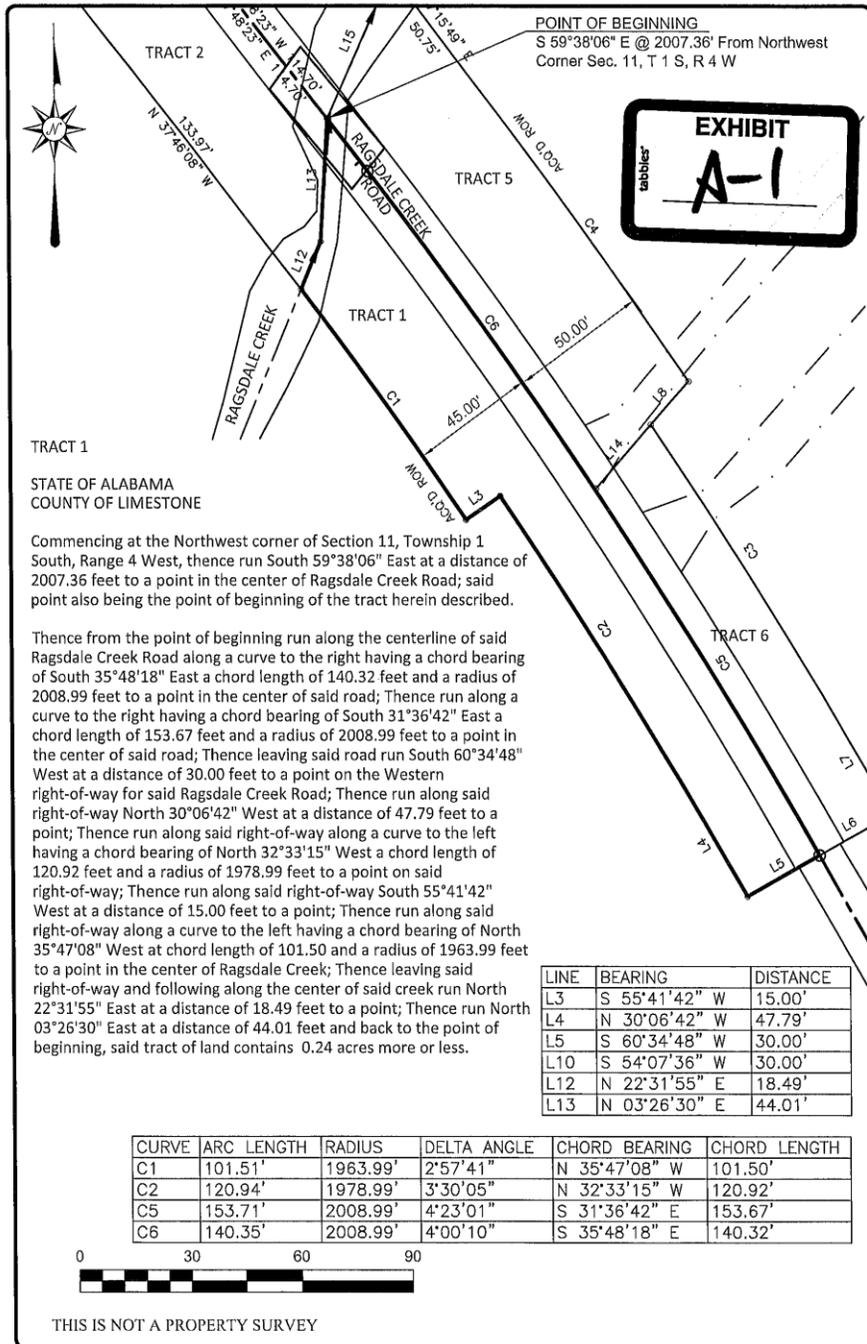
ATTEST:

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Pam Ball, County Administrator  
Limestone County Commission



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**MORELL  
ENGINEERING**

112 N. MARION STREET ATHENS, ALABAMA 35611  
PHONE (256) 867-4957 FAX (256) 867-1324

RIGHT-OF-WAY SKETCH FOR RAGSDALE CREEK  
ROAD AT RAGSDALE CREEK BRIDGE #1 TRACT 1  
LIMESTONE COUNTY, ALABAMA

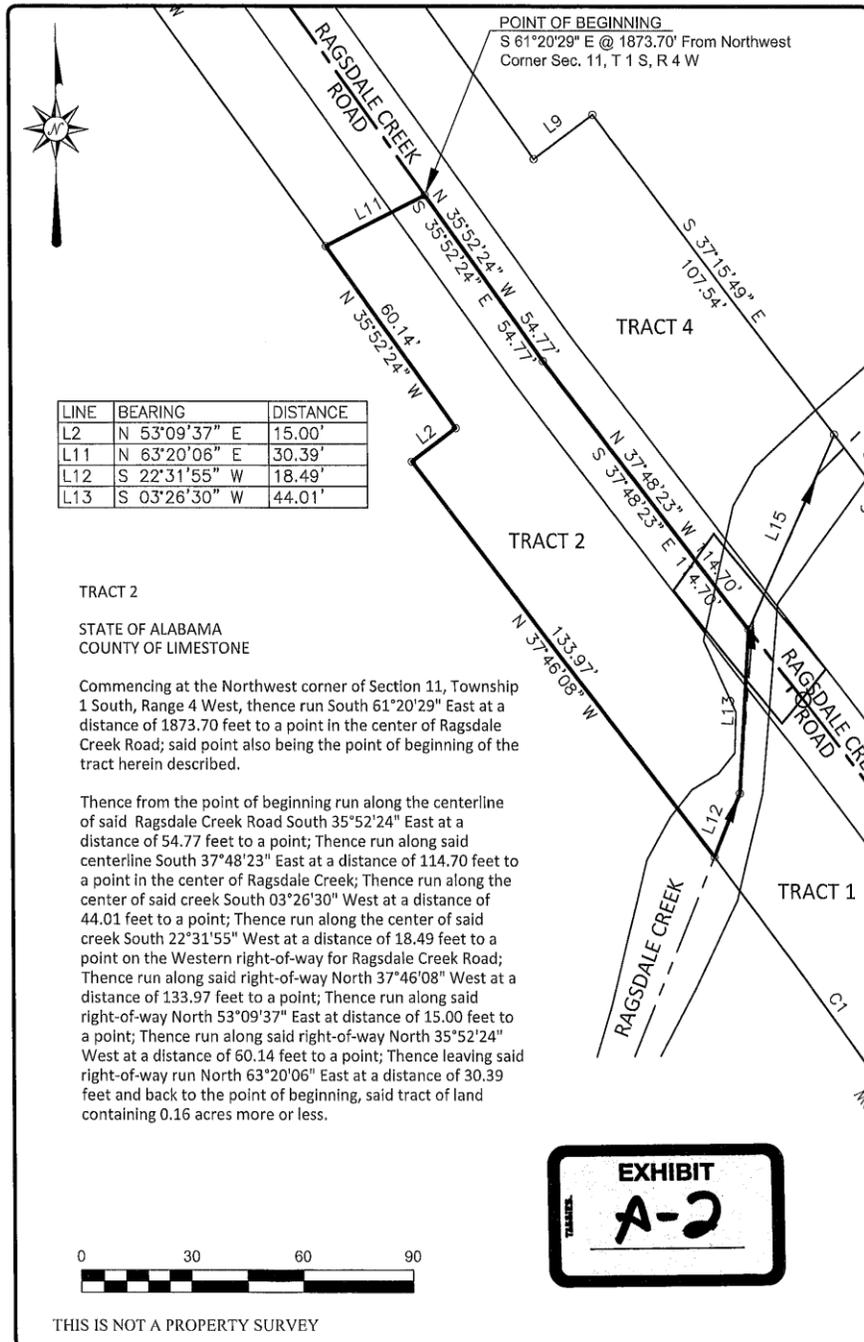
SCALE: 1" = 40'

DRAWN BY: WAD

DATE: 03/13/2015

CHECKED BY: MKM

MINUTES, LIMESTONE COUNTY COMMISSION, MARCH 16, 2015



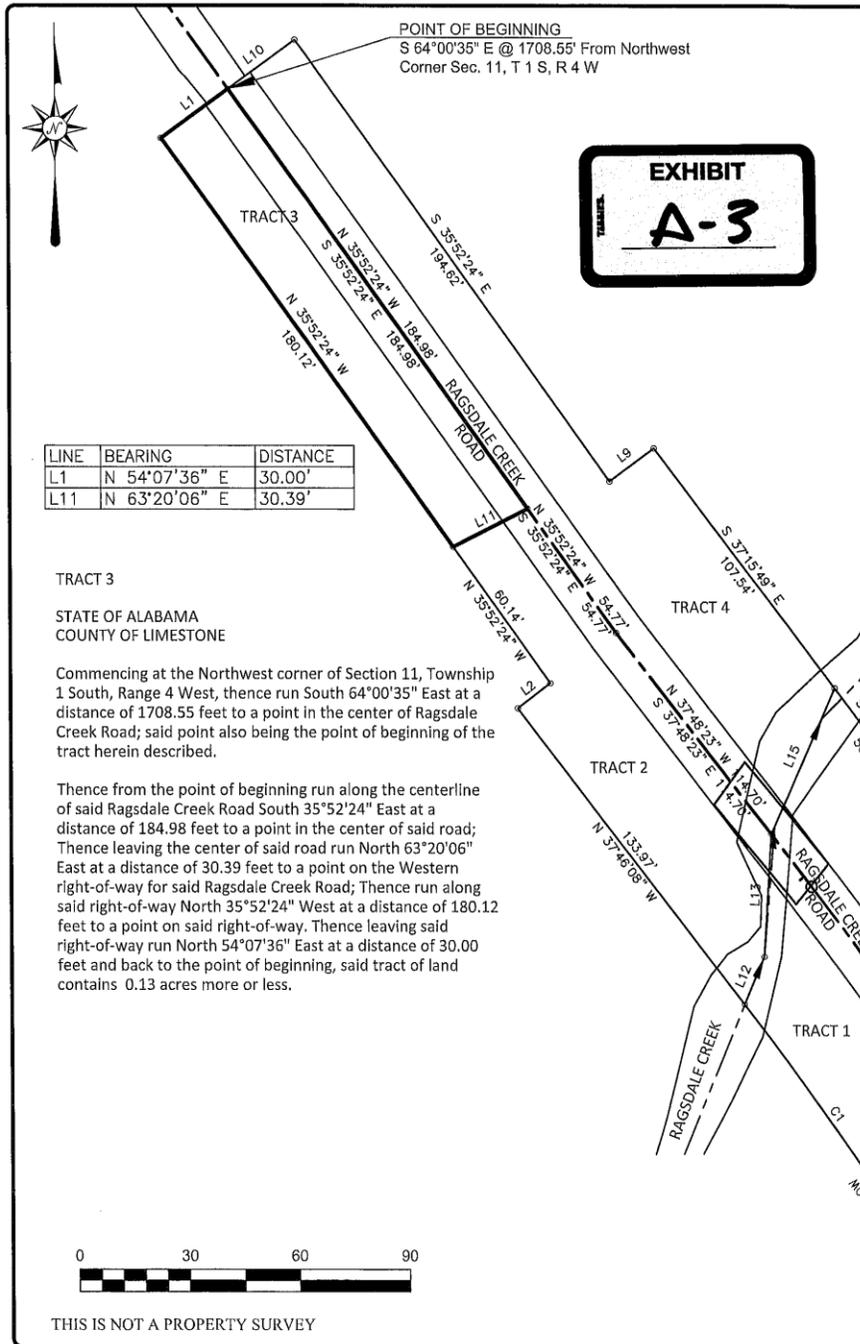
**MORELL ENGINEERING**

112 N. MARION STREET ATHENS, ALABAMA 35611  
PHONE (256) 867-4957 FAX (256) 867-1324

RIGHT-OF-WAY SKETCH FOR RAGSDALE CREEK ROAD AT RAGSDALE CREEK BRIDGE #1 TRACT 2 LIMESTONE COUNTY, ALABAMA

SCALE: 1" = 30'	DRAWN BY: WAD
DATE: 03/13/2015	CHECKED BY: MKM

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LINE	BEARING	DISTANCE
L1	N 54°07'36" E	30.00'
L11	N 63°20'06" E	30.39'

TRACT 3  
 STATE OF ALABAMA  
 COUNTY OF LIMESTONE

Commencing at the Northwest corner of Section 11, Township 1 South, Range 4 West, thence run South 64°00'35" East at a distance of 1708.55 feet to a point in the center of Ragsdale Creek Road; said point also being the point of beginning of the tract herein described.

Thence from the point of beginning run along the centerline of said Ragsdale Creek Road South 35°52'24" East at a distance of 184.98 feet to a point in the center of said road; Thence leaving the center of said road run North 63°20'06" East at a distance of 30.39 feet to a point on the Western right-of-way for said Ragsdale Creek Road; Thence run along said right-of-way North 35°52'24" West at a distance of 180.12 feet to a point on said right-of-way. Thence leaving said right-of-way run North 54°07'36" East at a distance of 30.00 feet and back to the point of beginning, said tract of land contains 0.13 acres more or less.

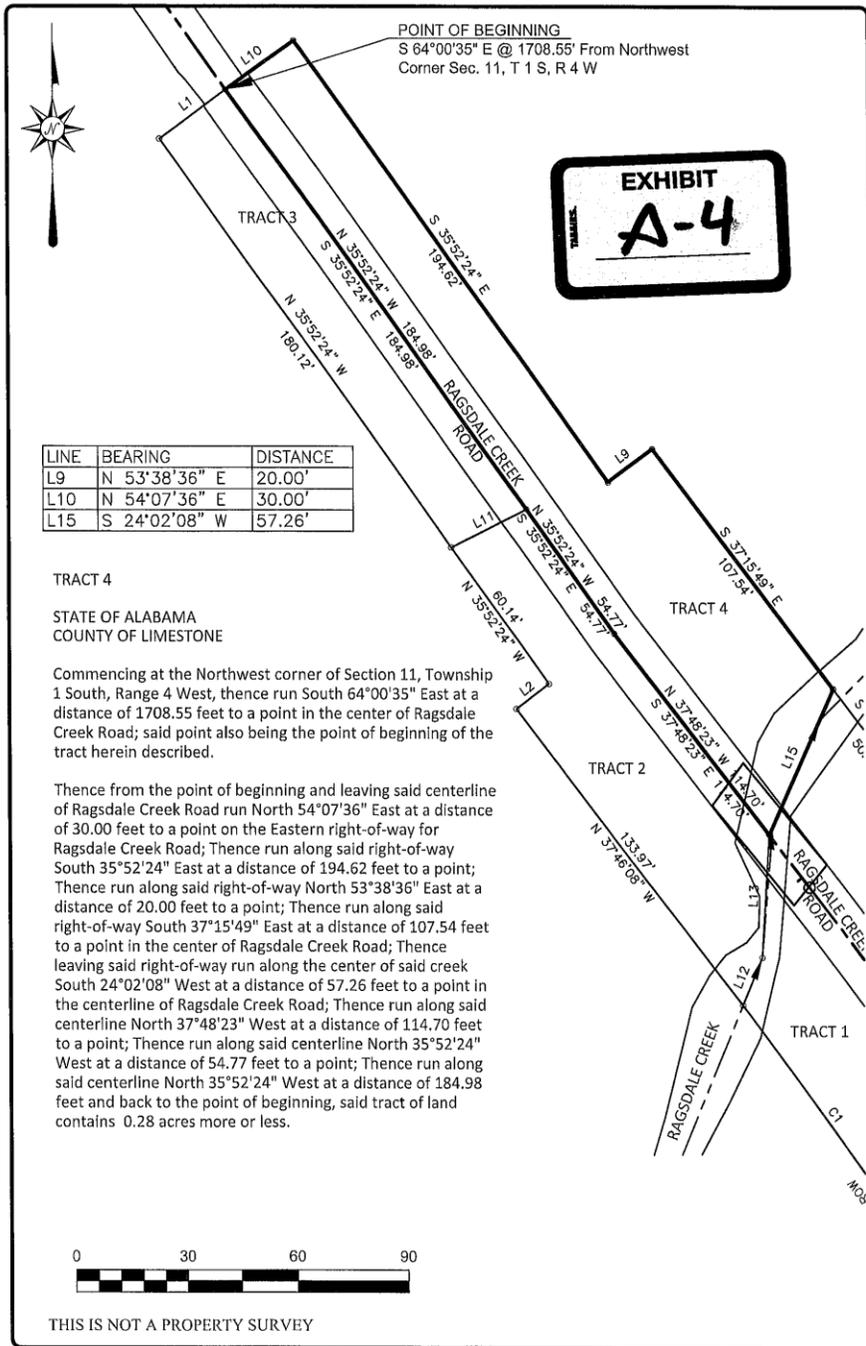
THIS IS NOT A PROPERTY SURVEY

 **MORELL ENGINEERING**  
 112 N. MARION STREET ATHENS, ALABAMA 35611  
 PHONE (256) 867-4957 FAX (256) 867-1324

RIGHT-OF-WAY SKETCH FOR RAGSDALE CREEK ROAD AT RAGSDALE CREEK BRIDGE #1 TRACT 3 LIMESTONE COUNTY, ALABAMA

SCALE: 1" = 40'	DRAWN BY: WAD
DATE: 03/13/2015	CHECKED BY: MKM

MINUTES, LIMESTONE COUNTY COMMISSION, MARCH 16, 2015



**MORELL ENGINEERING**

112 N. MARION STREET ATHENS, ALABAMA 35611  
PHONE (256) 867-4957 FAX (256) 867-1324

RIGHT-OF-WAY SKETCH FOR RAGSDALE CREEK ROAD AT RAGSDALE CREEK BRIDGE #1 TRACT 4 LIMESTONE COUNTY, ALABAMA

SCALE: 1" = 40'

DRAWN BY: WAD

DATE: 03/13/2015

CHECKED BY: MKM

MINUTES, LIMESTONE COUNTY COMMISSION, MARCH 16, 2015

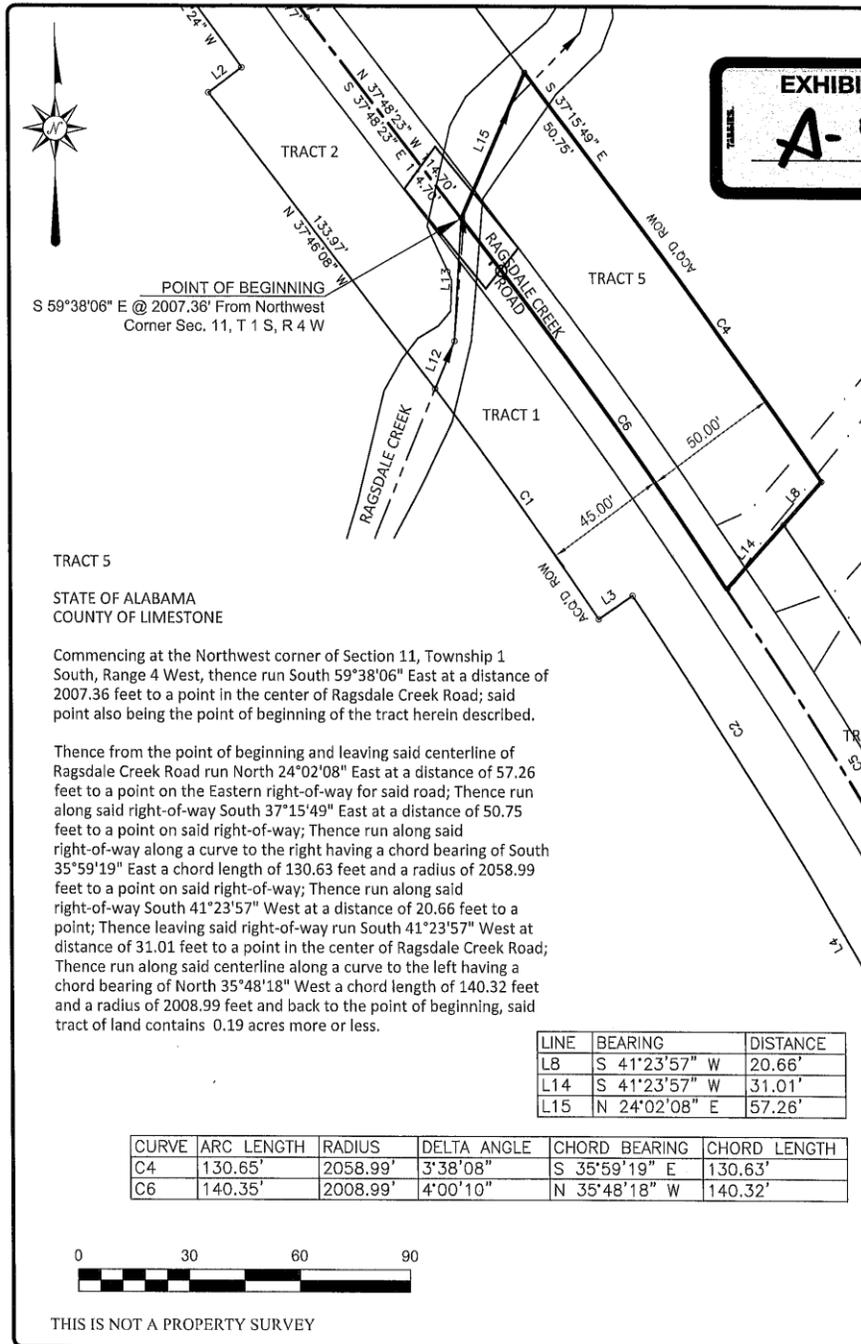


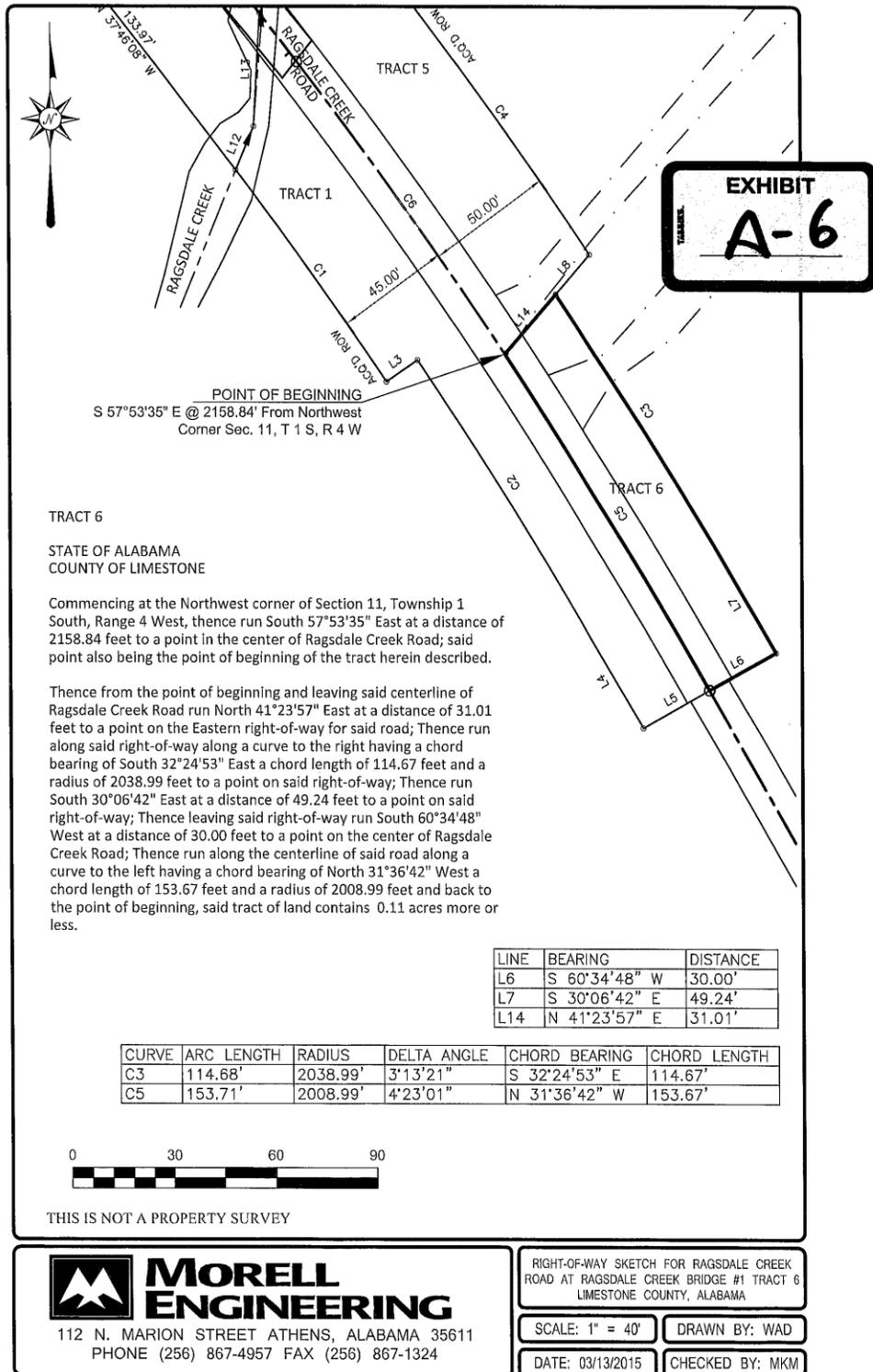
EXHIBIT  
**A-5**

**MORELL ENGINEERING**  
112 N. MARION STREET ATHENS, ALABAMA 35611  
PHONE (256) 867-4957 FAX (256) 867-1324

RIGHT-OF-WAY SKETCH FOR RAGSDALE CREEK ROAD AT RAGSDALE CREEK BRIDGE #1 TRACT 5 LIMESTONE COUNTY, ALABAMA

SCALE: 1" = 40'      DRAWN BY: WAD  
DATE: 03/13/2015      CHECKED BY: MKM

MINUTES, LIMESTONE COUNTY COMMISSION, MARCH 16, 2015



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 Jason Black to approve TVA Contract No. 9804 for Limestone County Wave Break Expansion Project: TVA cost share not to exceed \$15,000.00.

The Chairman asked if there was any discussion. Mike Nave, Parks & Recreation Director, said funds have been in TVA’s budget for several years. He also stated the project consists of flattening the top of the jetty, which would be a nice added addition to the area. The Administrator called the roll. Stanley Hill, aye; Jason Black, aye; Steve Turner, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Jason Black 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>
2522	Uniforms (Sheriff’s Office)	McCain Uniform Co.	\$129.50 per set
2523	X-Ray Inspection System	Rapiscan Systems	\$17,225.00

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 Steve Turner and seconded by Stanley Hill to approve the following Paycheck Distribution Policy:

**Paycheck Distribution Policy**

The Limestone County Commission is responsible for processing paychecks and direct deposit earning statements. Employees are paid bi-weekly and elected officials are paid semi-monthly.

Direct Deposit is the preferred method of payment to the employees and officials of Limestone County Commission. Employees and officials not having direct deposit will be issued a payroll check. The check will not be provided to employees or officials until the scheduled pay date. In the event of an unscheduled closing or unforeseen event on a scheduled pay day that causes either a closure of County and Commission Offices, and/or the interruption of the preparation of payroll checks, any employee or official receiving a payroll check will receive a payroll check the next business day the Commission Office is open and payroll checks are available for distribution.

Direct Deposit is mandatory for all new hires effective March 16, 2015.

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It is the responsibility of the employee and official to notify the Commission of any change of address.

The Chairman asked if there was any discussion. There was no discussion. 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 Ben Harrison and seconded by Steve Turner to employ Tammy Tucker as a Correction Officer, pending drug and alcohol screening.

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 Stanley Hill to revise the following job descriptions for the Network Administrator and Director in the Information Technology Department.

### Limestone County JOB DESCRIPTION

Job Title: Network Administrator  
Department: Information Technology  
FLSA: Nonexempt Grade: XI  
Job Description Prepared: January 2013 Amended: 3-16-15

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: Director  
Subordinate Staff: None  
Other Internal Contacts: Commissioners; Chairman; County Administrator; Elected Officials; Department Heads; All Other County Staff  
External Contacts: Vendors; Telephone Companies; Cable Companies

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### Job Summary

Under the supervision of the IT Director, the employee provides coordination and advises the IT Director on the County's overall network infrastructure. The employee is responsible for all phases of development, implementation, and maintenance of the County's network switch systems, router systems, firewall systems, wireless access points, and other related systems. The employee has no direct subordinates, but will provide oversight to other IT staff on an individual project basis.

### Job Domains

#### **A. Project Management**

1. Coordinates internal and external resources during implementation of projects with emphasis on keeping project on schedule and within budget.
2. Assists in the development of project implementation plans and budgets.
3. Develops reports and presentations on a project's status.

#### **B. Systems Analysis and Design**

1. Maintains overall Network Systems Plan.
2. Performs needs analysis and documentation.
3. Researches and analyzes the best solution(s) to meet defined needs.
4. Assists in developing bid specifications for equipment, software, and services.
5. Engineers, installs, configures, and maintains County network infrastructure.
6. Plans, designs, and implements wiring configurations and network configurations with Network Support for current and future phones, security systems, digital signage, and media devices.
7. Develops standards to maintain seamless interface to all systems.
8. Collaborates with architects and engineers to ensure plans meet the specifications needed for network systems installation and/or modification.
9. Provides expert analysis and decisions on functions associated with software and hardware configuration of the system(s).
10. Engineers and collaborates with other County departments on the specifications for the design of the County website.

#### **C. Systems Administration, Maintenance and Operation**

1. Develops and implements system backup, disaster recovery, and integrity plans for all systems.
2. Develops security plans for all systems.
3. Administers user security for all systems.
4. Maintains and upgrades Virtual Data Center attached to EMC SAN.
5. Maintains and upgrades physical data centers in each County department.

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6. Develops and implements maintenance plans on all systems.
7. Performs capacity planning and performance monitoring on all systems and networks.
8. Coordinates and provides oversight as required for all field service work done by technicians and other IT personnel.
9. Verifies the accuracy of tasks performed by outside service providers.
10. Coordinates with contractors to plan, install, and verify software and hardware for County accounting use. Maintains and troubleshoots County accounting software and hardware once installed.
11. Performs programming of network systems as required including switches, routers, firewalls, wireless access points, and other related systems.
12. Configures and maintains fiber optic connections between County, city, and state entities.
13. Engineers and maintains County e-mail and data sharing systems and access.
14. Verifies and configures VPN accounts for remote users and contractors.
15. Troubleshoots and repairs any damage to the County network infrastructure, including: external Internet security, virus control and mitigation, fiber and copper cabling failures, software failures, internal network access and threats.
16. Performs maintenance and upgrades to Network systems as required.
17. Assists with maintaining systems inventory.
18. Ensures industry and departmental standards are enforced pertaining to wiring, labeling, naming conventions, methods, and documentation.
19. Develops Departmental & Enterprise standards as it relates to network implementation and usage.
20. Conducts and/or coordinates user training classes as required.
21. Maintains current knowledge and skill base for the software and hardware systems by attending certified training courses, as well as, keeping certification testing status current.
22. Verifies and validates licensing agreements with vendors for all software purchased by the County and installed on networked machines.
23. Performs other duties as assigned.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County rules, regulations, policies and procedures.
2. Knowledge of computer applications, i.e., hardware, software, peripherals, etc.
3. Knowledge of network operating systems, setup and maintenance.
4. Knowledge of supporting, implementing and/or administering networks such as Microsoft Windows Active Directory.
5. Knowledge of network systems including switches, routers, firewalls, wireless access points, and other related systems.
6. Knowledge of VoIP (Voice over IP) and QoS.

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7. Thorough knowledge of TCP/IP.
8. Thorough knowledge of basic computer diagnosis and repair.
9. Thorough knowledge of premise wiring and fiber for video, voice, and data communications.
10. Working knowledge of database design and website design.
11. Knowledge of outside plant wiring and fiber for video, voice, and data communications.
12. Knowledge of word processing and spreadsheet software programs.
13. Knowledge of safety rules including accident causation and prevention.
14. Knowledge of desktop computer systems and computer peripheral equipment.
15. Knowledge of project management principles, including budgeting.
16. Knowledge in Microsoft SharePoint services, Crystal Reports and SQL Queries, Microsoft Exchange, Microsoft Server OS, and Linux based OS.
17. Reading skills to comprehend and understand highly technical manuals, directives, procedures and instructions.
18. Verbal skills to communicate effectively with elected officials, supervisor, co-workers, and other employees.
19. Writing skills to take field notes, write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
20. Math skills to perform calculations (add, subtract, multiply, divide).
21. Skills to troubleshoot and diagnose hardware and software problems.
22. Ability to plan and organize work in order to set priorities and meet deadlines.
23. Ability to relate highly technical issues and respond to questions at a layman's level of understanding.
24. Ability to monitor the work of others on a specific project.
25. Ability to work independently and make sound technical decisions.
26. Ability to analyze situations and exercise good judgment.
27. Ability to work effectively with hands using various hand tools.
28. Ability to use standard office equipment.
29. Ability to work in tight or confined spaces.
30. Ability to perform duties that may require long periods of standing, stooping, crouching, walking, recurring bending, stretching or similar activities.
31. Ability to work around electric power lines and sources.
32. Ability to climb ladders.

### Minimum Qualifications

1. Bachelor's Degree from an accredited college or university with a minimum of five (5) years IT support experience is preferred.
2. Ability to obtain and maintain Cisco Certified Network Associate (CCNA) within 2 years of employment.
3. Possess a current and valid Alabama driver's license.

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4. Ability to travel and stay overnight as required.
5. Ability to work nonstandard hours, including weekends and overtime.
6. Ability to attend additional training, skills development, and other self-improvement courses as deemed necessary by supervisor.
7. Preferred Certification in Microsoft Office.

### Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

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### **Limestone County JOB DESCRIPTION**

Job Title: Director

Department: Information Technology

FLSA: Nonexempt

Grade: XIV

Job Description Prepared: January 2013

Amended: 3-16-15

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, County Commission

Subordinate Staff: Network Administrator; Network Support Specialist; Web Editor

Other Internal Contacts: County Commission; Elected Officials; County Attorney; Department Heads, and Other County Employees

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External Contacts: Other counties; Vendors; State Agencies; 39<sup>th</sup> Judicial District; Center for Advanced Technology; City of Athens; Telephone Companies; Cable Companies

### Job Summary

Under general oversight of the Chairman and County Commission, the employee ensures the proper functioning and security of County IT systems, including telephone systems, video, and data telecommunication systems, internet and intranet systems, and other peripheral equipment. The employee is responsible for managing the IT department and securing adequate funding through budget preparation; and for developing and administering plans to accomplish the goals and objectives set by the Commission. The employee is responsible for the update and maintenance of all IT systems, and ensures authorized personnel have access to these systems.

### Job Domains

#### **A. Supervision**

1. Plans schedules for subordinate staff during larger projects.
2. Makes assignments and monitors progress.
3. Conducts performance evaluations and administers disciplinary actions.
4. Trains employees.
5. Follows county policies and procedures in performing all HR functions.
6. Approves timecards for IT Department.
7. Approves leave or vacation requests.
8. Answers questions from employees concerning technology related questions.

#### **B. IT Management and Operations**

1. Confers with Department Heads to determine priorities, needs, and policies and procedures.
2. Advocates change and educates County management and employees on the need for up-to-date Information Technology equipment to accomplish the missions and purposes of the County.
3. Researches various hardware and software systems to support present and future County IT plans.
4. Conceptualizes, evaluates, and implements Information Technology strategies to support County needs.
5. Designs a wide range of Information Technology systems.
6. Develops and manages the annual IT department budget.
7. Develops and implements appropriate security protocols to insure the integrity of the County network and data management.
8. Attends commission meetings as needed.
9. Prepares work related forms and reports.

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10. Establishes time and cost estimates.
11. Manages IT related projects.

### **C. Network Technician**

1. Designs and implements networks to support County business.
2. Implements telecom system interconnection with IT network.
3. Designs network server system.
4. Maintains appropriate backup protocols to insure continuity of service.
5. Installs configured NICS/NOS/Client Attach Software.
6. Troubleshoots network devices and software.
7. Creates and maintains user/group profiles for security policies and procedures.
8. Performs network system analysis, design, and upgrades.
9. Oversees the resolution of all crisis situations for both software and hardware systems.
10. Maintains point to point connections with unique IT systems.
11. Acts as the central point of approval for all County hardware and software used on the network.
12. Extracts and compiles data from one or several given databases.
13. Maintains the County archive database servers.

### **D. Telecommunication Technician**

1. Designs and maintains VoIP and voice mail systems.
2. Installs, moves, and modifies telecommunications and related equipment.
3. Diagnoses equipment malfunctions.
4. Communicates with service provider to analyze and resolve problems associated with VoIP.
5. Maintains and repairs telecommunications systems and equipment according to manufacturer recommendations and specifications.
6. Reports and monitors call for service.
7. Performs upgrades to voice servers.
8. Creates and manages user accounts/profiles for voice servers.
9. Maintains analog telephone system.
10. Organizes County cellphone issue.

### **E. Administrative Operations**

1. Organizes and supervises online Helpdesk function.
2. Monitors IT hardware and software inventory tracking.
3. Monitors the development and maintenance of the County website.
4. Functions as the software upgrade monitor.
5. Performs other duties as required.

## MINUTES, LIMESTONE COUNTY COMMISSION, MARCH 16, 2015

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County rules, regulations, policies and procedures.
2. \*Knowledge of the County business plan and IT impacts.
3. Knowledge of effective leadership and management principles and practices.
4. Knowledge of principles and practices of budgeting, communications, contracting, human resources, info technology, public relations, project management, telecommunications, records management, resources to achieve outcomes and expectations.
5. Knowledge of computer mainframe type applications, i.e., hardware, software, peripherals, etc.
6. Knowledge of Operating Network Systems, setup and maintenance.
7. Knowledge of word processing and spreadsheet software programs.
8. Knowledge of safety rules including accident causation and prevention.
9. Reading skills to comprehend and understand highly technical manuals, directives, procedures and instructions.
10. Verbal skills to communicate effectively with elected officials, supervisors, co-workers, and public.
11. Writing skills to take field notes, write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
12. Math skills to perform calculations (add, subtract, multiply, divide) and some statistical analysis.
13. Skills to troubleshoot and diagnose hardware and software problems.
14. \*Ability to acquire Cisco AVVID (Architecture for Voice Video and Integrated Data) certification.
15. Ability to use various types of computer systems.
16. Ability to read and understand blueprints.
17. Ability to manage complex projects and multi-task.
18. Ability to work independently and make sound technical decisions.
19. Ability to analyze situations and exercise good judgment.
20. Ability to work effectively with hands using various hand tools.
21. Ability to use standard office equipment.

### Minimum Qualifications

1. Bachelor's degree in computer science or related fields from an accredited college or university is preferred.
2. Six to seven years of experience in computer operations.
3. Two-to-four years of managerial or supervisory experience
4. Two-to-three years of project management experience is preferred.
5. Ability to obtain and maintain Cisco AVVID certification within 2 years of employment.
6. Possess a current and valid Alabama driver's license.

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7. Ability to work overtime, weekends or holidays to complete work as required.
8. Ability to travel as required.
9. Possession of CISSP certification is desired; or the ability to attain.

### Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

### Physical Demands

The work require some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

The Chairman asked if there was any discussion. There was no discussion. 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 employ Dusty Wallace as Equipment Operator I in District I, pending drug and alcohol screening.

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 Jason Black 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
Nichole Anderson	Driver's License Clerk	3/03/15
Ronald Andris	Corrections Officer	3/18/15
Brandon Baker	Deputy	3/21/15
Marty Bates	Corrections Officer	3/17/15
Carma Boyd	Corrections Officer	3/07/15
Paul Cain	Deputy	3/02/15
Stephanie Chambers	License Tag Clerk	3/17/15

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<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Justin Flanagan	Deputy	3/17/15
Krystal Hines	Administrative Clerk	3/04/15
Randy King	Chief	3/05/15
Joey Liginfelter	Corrections Officer	3/07/15
Zach Mucci	Corrections Officer	3/17/15
Loren Norwood	Corrections Officer	3/02/15
Sheila Vickers	Jail Clerk	3/18/15

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 Jason Black and seconded by Ben Harrison to approve the following subdivisions:

<b>Name</b>	<b>S/D Type</b>	<b>Approval Type</b>	<b>Lots</b>	<b>District</b>	<b>Location</b>
Poplar Point Development Re-subdivision Lots 52, 92 & 93	Minor	Preliminary & Final	3	3	Lot 52 Poplar Point Rd Lots 92 & 93 Poplar Point Loop
Paradise Shores Addition 1 Re-plat Lots 107 & 108	Minor	Preliminary & Final	2	3	Paradise Shores

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

**MOTION** was made by Ben Harrison and seconded by Stanley Hill to remove the following item from inventory:

<b>Department</b>	<b>Item</b>	<b>Inventory #</b>
Information Technology	Numara Track – IT Software	4513

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.

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**MOTION** was made by Jason Black and seconded by Steve Turner to sell the following equipment on GovDeals:

<b>Department</b>	<b>Item</b>	<b>Inventory #</b>
District 3	John Deer Tractor	4754
District 3	John Deer Tractor with Cutter	4955
District 3	Cutter	4773
District 3	Trailer	4998

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 Stanley Hill to transfer the following equipment:

<b>Transfer from</b>	<b>Transfer to</b>	<b>Item</b>	<b>Inventory</b>
Probate Office	District 3 (for \$1,250.00)	Trailer	3550

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.

**Stanley Hill:** reported his district is continuing to work on filling potholes and thanked the citizens for their patience.

**Steve Turner:** thanked the West Limestone basketball team, cheerleaders, coach, teachers and parents in attendance at today’s meeting. He stated he was proud of their accomplishments of winning the State Basketball Championship. He said the final inspection is scheduled this week for the East Limestone Senior Center project. He gave an update on the Mooresville Road Bridge Replacement project and said the project hopefully would be completed by the first week in April.

**Jason Black:** congratulated the West Limestone Basketball Team and also recognized the 12 and under girls for winning the State Championship.

**Ben Harrison:** thanked the West Limestone Basketball Team for attending and congratulated them for winning the State Championship. He said the team played with class and won with class. He announced there would be a controlled burn at Marbut’s Nature Trail.

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**Mark Yarbrough:** thanked West Limestone Basketball Team for attending and stated they had made the County proud. He recognized 6 students from West Limestone that scored over 30 on the SAT exam. He explained the procedures of the work sessions and actual commission meetings to the students.

Recessed at 10:37 a.m. until 10:00 a.m. on Wednesday, April 1, 2015, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.