

MINUTES, LIMESTONE COUNTY COMMISSION, AUGUST 5, 2013

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: Gary Daly, Steve Turner, James W. "Bill" Latimer, and Ben Harrison.
Absent: None. Stanley Menefee, Chairman presided.

The meeting began with the Pledge of Allegiance.

MOTION was made by Gary Daly and seconded by Steve Turner to approve the minutes of July 15 & 31, 2013.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Steve Turner to approve the following claims

7/16/13	Check # 24885	\$ 9,767.28
7/19/13	Check # 24886 - 24943	\$ 502,742.76
7/24/13	Check # 24944	\$ 50.00
7/26/13	Check # 24945 - 25012	\$ 428,189.60
7/31/13	Check # 25013 - 25083	\$ <u>917,401.43</u>
	TOTAL	\$1,858,151.07

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 Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by James W. "Bill" Latimer to authorize the Chairman to execute the following resolution related to the issuance of General Obligation Warrants for the purpose of jail expansion and other capital costs.

STATE OF ALABAMA)

LIMESTONE COUNTY)

**LIMESTONE COUNTY COMMISSION
RESOLUTION**

BE IT RESOLVED by the County Commission of Limestone County, Alabama (the "County"), as follows:

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1. The County Commissioners and the Administrator and Accountant of the County, together with the underwriter, the County's legal counsel and bond counsel, are hereby authorized and directed to cause to be prepared and distributed as promptly as practicable the necessary documents, including without limitation, a Preliminary Official Statement, to authorize and accomplish the issuance by the County of its Warrants (the "Warrants"), for the purpose of paying (i) the costs of acquisition, construction and installation of jail facilities of the County, (ii) the issuance costs of the Warrants and (iii) any other capital costs permitted by law, including without limitation, courthouse facilities.

2. The County Commission hereby declares its intent to reimburse the County from the proceeds of the Warrants for expenditures made with respect to capital outlays prior to the issuance of the Warrants to the extent permitted by law. The maximum principal amount of the Warrants is not expected to exceed \$3,200,000 and, for purposes of this Resolution, shall not exceed \$4,000,000, and the principal amount of the Warrants shall be definitively established by the County Commission after the Chairman, Administrator and Accountant review applicable financial analysis, costs and other similar information.

3. The County Commission hereby determines that this resolution is intended to and shall constitute an "official intent" resolution by the County for the purposes of Treasury Regulation Section 1.150-2.

4. Balch & Bingham LLP and Merchant Capital, L.L.C. are hereby confirmed as bond counsel and underwriter, respectively, in connection with the issuance of the Warrants.

ADOPTED this 5th day of August, 2013.

Stanley Menefee, Chairman
Limestone County Commission

Attest:

Administrator

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by James W. "Bill" Latimer to authorize the Chairman to execute the following resolution.

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RESOLUTION

RESOLUTION APPROVING THE CONDEMNATION AND/OR ACQUISITION OF PROPERTY IN LIMESTONE COUNTY, ALABAMA, FOR THE FRENCH MILL CREEK BRIDGE WIDENING 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 French Mill Creek Bridge widening project along Mooresville Road, which project will widen the bridge along Mooresville Road over French Mill Creek, and which 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 the following parcels of land for said project that are, upon knowledge and belief, owned by Geraldine Perry, Johnson Gin, Inc. (a/k/a O. G. Johnson, Inc.), the heirs of O. G. Johnson and/or the Estate of O. G. Johnson, and the heirs of Robert M. Johnson and/or John William Johnson, Jackie Johnson Bickley, and Leisha Jonson Hardin, and are more particularly described as:

See Exhibits "A", "B", "C", "D", and "E" attached and incorporated herein;

AND WHEREAS, upon motion having been made by Commissioner Steve Turner, and seconded by Commissioner James W. "Bill" Latimer with discussion had thereon and a vote having been taken, upon which vote the said motion carried unanimously;

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 require 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 Owner's or any other Owner's or interests which may be hereafter identified, or in the event of any other failure to require said properties for the purposes aforesaid by purchase from any such Owner's, 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 Owner's, 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 5th day of August, 2013.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by Gary Daly to authorize the Chairman to execute the following resolution to change the next Commission meeting.

**RESOLUTION OF
LIMESTONE COUNTY COMMISSION**

WHEREAS, Limestone County Commission holds its' regular scheduled Commission meetings on the first and third Monday's of each month; and

WHEREAS, said meetings are held at the Clinton Street Courthouse Annex at 10 a.m.,

BE IT RESOLVED, by the Limestone County Commission to change the Commission meeting scheduled for Monday, August 19, 2013 to Friday, August 16, 2013.

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ADOPTED on this 5th day of August 2013.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by James W. "Bill" Latimer to authorize the Chairman to execute a contract with S & W Minicomputers, Inc. FY 2013-14 Maintenance Contracts for hardware and software maintenance services for License Commissioner's Office:

- Service Contract – Schedule A
- License Commission Software Maintenance \$12,776.40
- License Commission Hardware Maintenance \$19,126.80

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Gary Daly to authorize the Chairman to execute a Memorandum of Understanding with TARCOG for Alabama Department of Senior Services (ADSS); retroactive to June 7, 2013.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on the June 7, 2013 between the Top of Alabama Regional Council of Governments (hereinafter referred to as "TARCOG") and the Limestone County Commission (hereinafter referred to as the "Commission"). The purpose of this MOU is to award funds to the Commission for the purpose of supplementing the Older Americans Act funding for outreach and to promote the development of physical and mental activities of seniors in the TARCOG region. The goal is to promote greater senior center attendance, as well as a happier and healthier environment for seniors attending senior centers.

The funds will be available under this MOU and are to be utilized until the ending date of June 30, 2013.

TARCOG agrees to the following provisions:

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- A. Will provide \$5,000.00 to the Commission to only be used to purchase approved materials, equipment, and supplies for each of the Commission's senior centers as approved through the Alabama Department of Senior Services (ADSS) as Attachment I to this MOU.
- B. Will provide forms for recordkeeping and reporting funding outcomes.

The Commission agrees to the following provisions:

- A. Will distribute funds to each senior center to purchase only those approved materials, equipment, and supplies as approved by ADSS (Attachment I).
- B. Will ensure funds are not used to pay for staffing, interne services, overhead, class instructors, building repairs or renovations, or landscaping.
- C. Will ensure detailed receipts for all purchase are maintained at the Council on Aging Office for review and auditing purposes.
- D. Will keep track of funding outcomes by keeping documentation as requested by TARCOG specifically related to increasing center attendance and creating a happier and healthier environment for seniors.
- E. Will maximize purchases by seeking out the best possible prices for materials, equipment and supplies.

This MOU may be terminated by either party with thirty (30) days written notice.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Ben Harrison to authorize the Chairman to execute an agreement with the Alabama Department of Economic and Community Affairs (ADECA) for the Community Development Block Grant (CDBG) providing funding in the amount of \$600,000.00 for the sewer line extension for the Carpenter Technology project.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Gary Daly to authorize the Chairman to execute reimbursable agreements for Relocation of Gas Line on Mooresville Road over French's Mill Creek, ACR58396-ATRP(001) and for Relocation of Water Line on Mooresville Road over French's Mill Creek, ACR58396-ATRP(001).

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The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by Steve Turner to authorize the Chairman to execute a contract with Goodwyn Mills & Cawood, Inc. dated July 10, 2013 for services of the Architect and Architect's consultants for the renovations of the Better Living Building, billed at the Hourly Rate Schedule as indicated in Exhibit B.

**GOODWYN MILLS CAWOOD
EXHIBIT "B"**

**Rate Schedule
June 2013 - June 2014**

Principal Architect/Engineer	\$230.00 per hour
Senior Architect/Engineer/Planner	\$180.00 per hour
Architect/Engineer I/Interior Design I/Project Manager I/Hydrogeologist	\$160.00 per hour
Architect/Engineer II/Interior Design II/Project Manager II/Land Surveyor/Ecologist	\$140.00 per hour
Intern I/Architect/Engineer/Interior Design/Geologist/ Biologist/ Resource Analyst/Ecologist	\$120.00 per hour
Intern II/Architect/Engineer/Biologist/Resource Analyst	\$100.00 per hour
CADD Technical I	\$95.00 per hour
CADD Technical II/Draftsman II/Planner II	\$80.00 per hour
CADD Technical III	\$70.00 per hour
Construction Administration/ROW Acquisition	\$115.00 per hour
Administrative	\$70.00 per hour
Surveying Party Chief	\$90.00 per hour

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

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MOTION was made by James W. "Bill" Latimer and seconded by Ben Harrison to suspend the Rules of Order to add a contract to the agenda.

The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Gary Daly and seconded by Ben Harrison to authorize the Chairman to execute the following Court Referral Officer contract between the Administrative Directors of Courts and Limestone County Commission; County to be reimbursed \$39,186.00 for Court Referral Officer salaries.

COURT REFERRAL OFFICER CONTRACT
Between
THE ADMINISTRATIVE DIRECTOR OF COURTS
JUDICIAL BRANCH, STATE OF ALABAMA
and
Limestone County Commission

This contract is made and entered into by and between the Administrative Director of Courts (hereinafter referred to as the "ADC") and Limestone County Commission (hereinafter referred to as the "Contractor").

Pursuant to the Mandatory Treatment Act of 1990, Section 12-23-4, Code of Alabama 1975, the ADC wishes to contract for Court Referral Officer ("CRO") services with you. Under this contract, the following services will be provided by the Contractor:

1. Work as a court referral officer for 40 hours a week in Limestone County, in accordance with Administrative Office of Courts ("AOC") criteria and the provisions of the Mandatory Treatment Act of 1990 (Section 12-23-1, et seq. Code of Alabama 1975). General supervision and direction of CROs will be provided by local judges, the ADC and the AOC Court Referral Staff in accordance with Section 12-23-4(a), Code.
2. Provide evaluation, referral and placement for defendants who are referred in the above-listed jurisdiction(s). Such services will be provided in accordance with the Operational Screening Criteria, the statewide Court Referral Program Policies and Procedures Manual, as revised from time to time by the AOC, as well as utilizing AOC approved testing instrument(s) authorized by the ADC or his designee in writing.
3. Provide case management plans, monitoring, and drug testing services for all appropriate defendants in accordance with the Operational Screening Criteria, the statewide Court Referral Program Policies and Procedures Manual, and/or the CRO Field Manual, as revised from time to time by the AOC.
4. Monitor compliance by referred defendants with specific court orders.

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5. Provide all recordkeeping services required by the AOC concerning all defendants referred for alcohol and drug intervention services pursuant to the Mandatory Treatment Act. Records shall include all financial documents containing information on evaluation, monitoring, drug testing, rescheduling, and any and all other fees collected by the CRO. These records are subject to review at any time, with or without notice. All CRO files are the property of both the AOC and the entity that has the contract for that area. Additionally, provide automated data to the AOC as required in a format compatible with the existing AOC database or any AOC database which may supersede the existing database during this contract period. All reports are due by the 10th of each month; reimbursement checks will not be released to you until AOC receives your report; failure to timely submit your monthly report may constitute immediate grounds for cancellation of this contract.

6. During the contract period, participate in CRO certification, and all continuing education training programs required by the AOC.

7. Utilize all available education and treatment services for defendants in accordance with the Operational Screening Criteria, policies and procedures established in the CRO Field Manual and the Court Referral Program Policies and Procedures Manual as revised from time-to-time by the AOC.

8. Collect, issue pre-numbered receipts for, and deposit daily in FDIC or FSLIC insured financial institutions, all assessment, monitoring, and indigent offender alcohol and drug treatment fees of defendants referred for alcohol and drug intervention services in accordance with the Mandatory Treatment Act and provide an accounting of such funds in conjunction with the regular annual audit. Such fees shall be forwarded by the tenth day of each month to the State Comptroller as provided by the Mandatory Treatment Act, utilizing standard reporting forms provided by the AOC. A copy of each report must also be provided to the CRO Program Manager at AOC. Failure to timely remit these fees shall constitute grounds for immediate cancellation of your contract. Additionally, you are expressly prohibited from using any defendant fees provided by this paragraph for personal or business use of any kind, as such practice will constitute immediate grounds for cancellation of this contract and may result in criminal prosecution.

9. Provide evaluation, referral, placement, case management plans, drug testing, and monitoring plans for all defendants granted diversion from prosecution for drug offenses established in Section 12-23-5, Code of Alabama 1975, by the prosecutor(s) in your service area.

10. Provide training and technical assistance to the judiciary, law enforcement agencies, treatment programs, and general public in the service area on the services provided/offered under the Mandatory Treatment Act in conjunction with the Court Referral Program staff at AOC.

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11. In addition to these duties, a court referral officer must successfully attend, complete and become fully certified or maintain full certification status as a court referral officer following the annual court referral officer certification program. Failure to become certified, or maintain full certification status as a court referral officer is cause for immediate termination of this contract.

12. Perform such other duties to further the purposes of the Mandatory Treatment Act as directed by the court or the ADC (or her designees).

13. Submit to an annual site visit by the AOC staff to audit adherence to the Court Referral Officer Field Manual. This site visit will be comprehensive every year. The comprehensive site visit will consist of a scoring system, multiple day visits and a jurisdictional Judges & Clerks survey or questionnaire that will determine if the contract will be offered to your agency or program the following year.

14. In order to develop an automated defendant tracking system which is uniform throughout the state, AOC is requiring all CRO contract providers to use MIDAS. This system will be provided by AOC at no charge. All components of MIDAS must be used by the contracting agency to include, but not be limited to reports, forms, accounting, and drug testing. The MIDAS Administrator has the right to immediately revoke or suspend a user or the contracting agency from the use of MIDAS for any detected, suspected or alleged misuse after consultation with, and the approval of, the State Coordinator of Court Referral Programs.

15. The Director must attend in person, or through a designated staff member by proxy all court referral program meetings called by AOC during the certification period. The director must personally attend at least 50% of those meetings.

16. The Contractor's Local Policy and Procedure Manual must accompany this contract at the time of its submission. However, if the Policy and Procedure Manual has not required any updates from the previous year, an email stating so must be submitted to the State Coordinator.

Specific instructions relative to work to be performed under the terms of this contract will be provided by the ADC, her assigns or successors.

The Contractor will be reimbursed monthly **\$ 3,265.50** for services performed under the terms of this contract for CRO salaries, FICA, fringe benefits, administrative services, utilities, rent, office supplies and/or travel. The maximum total amount to be reimbursed under the terms of this contract is **\$ 39,186.00**. Billing must be provided by the Contractor to the AOC on a monthly basis. The Contractor and the ADC further agree that their mutual responsibilities provided by this agreement shall be contingent upon the availability of funds in the CRO Trust Fund for the performance of the agreement including the reimbursement of expenses, and that such responsibilities shall terminate if said funds cease to be available.

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A detailed budget proposal outlining anticipated income and expenditures shall be submitted to AOC no later than November 1, 2013, or no more than 30 days after the effective date of this contract. Additionally, a detailed year-end budget listing all income and expenditures made during the contract period shall be submitted to AOC by no later than September 1, 2014, or no more than 30 days before the contract expiration date.

In the performance of his/her contractual obligations hereunder, the Contractor agrees that he/she will at all times indemnify and save harmless the Unified Judicial System, its elected and appointed officials, employees, and agents, including, the ADC, the AOC, the municipal, district, circuit, and other courts, their judges, clerks, registers and employees, from any loss or claim for damages of any nature whatsoever against those parties, arising out of its negligence, gross negligence, or willful misconduct in the performance of this contract by the Contractor, his/her successors or assigns, including claims by third parties. It is expressly understood and agreed by the parties hereto that no liability shall attach to the Unified Judicial System, the ADC, the AOC, or officials, employees, and agents thereof by reason of entry into this contract, except as expressly provided herein.

The Contractor agrees at his own expense to obtain and maintain broad form comprehensive general liability insurance in an amount of not less than \$500,000.00 per occurrence, with umbrella coverage provided for a minimum of \$500,000.00. Such insurance coverage shall be maintained in full force and effect during the duration of this contract and for a period of one year following the expiration of this contract, or any renewal thereof. The Contractor also agrees to ensure that he/she will be bonded in an amount sufficient to cover any potential loss to the State of Alabama based on estimated revenues for the area served by your agency under this contract. Before this contract is effective, the Contractor shall furnish the ADC proof of insurance coverage by a certificate of insurance and proof of adequate bond. The Contractor agrees that he/she will operate in accordance with all applicable federal, state and local laws, ordinances, codes and regulations including, but not limited to, the Civil Rights Act of 1964, as amended; the Americans With Disabilities Act of 1990, as amended; and the Civil Rights Act of 1991, as amended.

It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this contract shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this contract, be enacted, then that conflicting provision in the contract shall be deemed null and void. The contractor's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama. The contractor understands and agrees that neither he or she, nor his or her employees, agents, volunteers, etc., will be subject to the provisions of, or entitled to the benefits of, the State Merit System Law as a consequence of this contract.

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The contractor acknowledges and understands that this contract is not effective until it has received all requisite state government approvals and the contractor shall not begin performing work under this contract until notified to do so by the contracting state department. The contractor is entitled to no compensation for work performed prior to the effective date of this contract.

This contractual agreement will be in effect for the period October 1, 2013, through September 30, 2014, unless terminated earlier in accordance with the terms of this contract. Payment of all expenses are subject to availability of funds in the CRO Trust Fund. The funding period is from July of the current year to June of the following year. The Funding formula is 80% of the funds will remain with the agency (Contractor) and the remaining 20% will remain with the Administrative Office of Courts (AOC).

This contract may be terminated upon thirty (30) days' written notice by either party. Further, failure to comply with any portion of this contract by the Agency without written approval from the ADC shall constitute sufficient grounds for immediate termination and possible loss of court referral program certification.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Steve Turner to approve the following budget revision:

Department	Account Number	Title of Line Item	Amount
County Commission	001-51100-551	Direct Purchase of Motor Vehicle	+\$15,000.00
	001-35910-000	Budgetary Fund Balance	- \$15,000.00

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

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

Proposal No.	Item	Awarded To	Amount
2445	Privilege License Forms License Commission	Printers & Stationers, Inc.	245.00
2446	6-Part Mailer License Commission	Printers & Stationers, Inc.	\$2,775.00
2447	Business Cards County Commission	Printers & Stationers, Inc.	\$196.00

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The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Gary Daly to appoint Daphne Ellison as Deputy Safety Director.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by James W. "Bill" Latimer to approve Family Medical Leave for Eddie Gilbert, from August 13, 2013 to September 27, 2013.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by James W. "Bill" Latimer 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
Carolyn Barnes	Court Security Officer	8/20/13
Jonathan Bates	Equipment Operator II	8/01/13
Teresa Hartzog	Real Property Appraiser	8/03/13
Jamison Johnson	Communications Officer	8/16/13
Justin McCrary	Corrections Officer	8/04/13
Charlie McMeans	Equipment Operator III	8/18/13
Kathy Newman	Maid	8/28/13
Gerald Pack	Corrections Officer	8/15/13
Christie Partridge	Chief Clerk	8/24/13
Christopher Shedd	Equipment Operator II	8/16/13
Tracy Shehorn	Corrections Officer	8/16/13
Guy Simmons	Patrol Lieutenant	8/23/13
Brian Townsend	Equipment Operator III	8/21/13

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

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MOTION was made by Steve Turner and seconded by Gary Daly to approve the following subdivision:

Name	S/D Type	Approval Type	Lots	District	Location
The Arbors Addition #2	Major	Final	23	2	Newby Road, south of Hwy 72

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. “Bill” Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by James W. “Bill” Latimer and seconded by Steve Turner to adopt the following Limestone County Safety Manual (includes various policies previously adopted).

**LIMESTONE COUNTY
SAFETY MANUAL**

**PREPARED FOR:
LIMESTONE COUNTY EMPLOYEES**

**PREPARED BY:
LIMESTONE COUNTY SAFETY COMMITTEE**

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Safety Policy Statement

The management of the County of Limestone has a sincere concern for the welfare and safety of all employees and the public they serve, with the goal of eliminating suffering and the cost of avoidable personal injury and illness. All Limestone County department heads have been charged with the responsibility of implementing and enforcing the County Safety Policy and will serve on the Safety Committee.

It is the County's responsibility to provide safe working conditions for all employees, comprehensive instruction covering safe work practices, and special equipment to protect employees against hazards.

The Safety Committee is charged with, and all County employees are responsible for, promoting accident prevention by actively supporting the Safety Policy and observing the safety regulations. This policy should not be considered to be comprehensive or sufficient as training materials for all departments or specific job task in Limestone County government.

This document will reference several OSHA regulations in summary or by specific regulation. The County of Limestone and its employees are classified by OSHA as a "General Industry" class. Therefore, the Code of Federal Regulations for this class will apply to all employees unless another more specific code applies.

All employers including Limestone County are held responsible for all applicable regulations to include the " General Duty Clause ", which states that the employer must provide all employees with a workplace free of recognized and or reasonable hazards.

Safety Culture and Employee Responsibility

1. All employees hold safety as a workplace value.
2. Each individual employee is responsible for their own safety, the safety of their co-workers and the public.
3. Each individual employee and the department will always use safe practices first and foremost in every job task.

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Limestone County Safety Objectives

1. The County will pursue a vigorous safety inspection effort involving all County facilities, vehicles and work procedures, to identify and correct all hazardous conditions and practices.
2. The County will actively investigate and review all accidents involving County employees and property to determine the cause of the incident and to outline preventive measures.
3. The County will conduct and document both formal and informal safety training sessions for all employees.
4. The County will establish personal protective equipment guidelines for all employees, furnish the equipment, and require its use by applicable employees.
5. The County will enforce the Safety Policy and discipline employees who violate safety policies and procedures.

Responsibilities of County Safety Committee & Departments

A. Safety Coordinator

The County Safety Coordinator shall be appointed by the Limestone County Commission.

Responsibilities:

1. Establish a countywide Safety Committee.
2. Preside over the Safety Committee and report to the County Commission.
3. Have at least two (2) Safety Committee meetings per year.
4. Work with Meadowbrook Loss Control representatives and follow up with loss control surveys.
5. Coordinate safety training and implementation of safety rules with Safety Sensitive Departments.
6. Attend at least one (1) ACCA-sponsored Loss Prevention Training Session during the coverage period.
7. Maintain documentation of who attended the safety Committee meetings, topics discussed, findings and any recommendations to report to the County Commission.

B. Department Heads

Department Heads shall be responsible for establishing a Safety Program within their department to promote safe and healthful working conditions and practices for employees under their supervision.

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Responsibilities:

1. Establish departmental safety guidelines.
2. Ensure that safety procedures pertinent to their department's activities are developed and enforced.
3. Will observe safety conditions of the department on a weekly basis.
4. Assure appropriate training for supervisors.

C. Supervisors

Due to their constant contact with employees, supervisors must take a primary role in the prevention of accidents and the safety of employees under their supervision.

Responsibilities:

1. Provide adequate job training and instructions for their employees.
2. Provide continuing safety instructions while issuing daily work assignments.
3. Observe and evaluate working conditions and procedures for unsafe conditions or practices and report or correct any found.
4. Promptly investigate all accidents and complete required reports.
5. Encourage employees to report all unsafe conditions and practices.
6. Check and ensure that tools, equipment and protective devices are in place, properly maintained and used.
7. Be familiar with and enforce all safety procedures and practices applicable to their work.
8. Attend target training for specific employees.

D. Employees

All employees are responsible for exercising care and good judgment in preventing accidents. Employees shall adhere to and follow all safety rules and practices as set forth in this handbook.

Responsibilities:

1. Shall become familiar with and observe established safe working procedures and practices for their work activities.
2. Where prescribed by Departmental and/or OSHA guidelines, employees will properly wear and/or use all safety equipment.
3. Immediately report all work related accidents and injuries to their supervisor.
4. Report all unsafe conditions and practices to their supervisors.
5. May also report to the Safety Officer, either orally or in writing, circumstances where unsafe practices or conditions exist. Confidentiality of all reports is stressed.
6. Shall attend target training for specific employees recommended by supervisors.

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E. Safety Committee

The County Safety Committee shall consist of one representative from the department and shall be the department head or the designated decision maker for the department head. Appointments and deletions from the committee will be at the discretion of the department head in conjunction with the County Administrator and the Safety Coordinator.

Responsibilities:

1. Create and maintain a high level of interest in and awareness of safety among all employees.
2. Develop safety policies and procedures for the County Employee Safety Handbook.
3. Conduct inspections of all County facilities.
4. Encourage feedback from all employees in every area of the County with regard to problems, ideas and solutions related to safety.
5. Inform employees about new safety policies, training programs and other safety or safety-related matters.
6. Help investigate all workers' compensation injuries and near misses when applicable.

General Safety Rules

Unsafe conditions and procedures must be identified before they can be corrected. Consequently, every employee shall be responsible for immediately reporting unsafe conditions or procedures. Safety is an individual commitment to incorporate safe work practices into every area of job operations. The following rules are established for all County employees:

- a. Report all job-related injuries, accidents, illness, and near miss situations to your immediate supervisor as soon as possible. Federal and State OSHA laws and Worker's Compensation regulations require prompt reporting of accidents and injuries.
- b. Never do anything that is unsafe in order to get a job done.
- c. Use the handrails on steps and other elevated areas.
- d. Always inspect tools and other equipment before use. Report defects to supervisor and other potential users. Do not use defective equipment or tools.
- e. Obey warning signs and tags. They are posted to point out hazards.
- f. Operate only the equipment and machinery you have been trained and/or authorized to use.
- g. Never operate equipment or machinery with guards missing or broken.
- h. Never remove or disable any safety device.
- i. Never reach over moving parts of equipment or machinery.
- j. Report to work in appropriate clothing suitable for the type of work performed.
- k. Maintain good housekeeping practices in all work areas.
- l. Wear all protective equipment as required.
- m. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- n. Horseplay, running and fighting are prohibited.

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Housekeeping

Aside from the accident prevention benefits, good housekeeping contributes to efficient performance. When tools, equipment and materials are returned to the proper place after use, they are easier to find and inspect for damage and wear. The following suggestions are offered for good housekeeping.

- a. Keep work areas and storage facilities clean, neat and orderly.
- b. All aisles, stairways, exits and access ways should be kept clear.
- c. Do not place supplies on top of lockers, boxes, or other movable containers, at a height, not visible from the floor.
- d. When piling materials for storage, make sure the base is level and firm.
- e. Lay extension cords and hoses in such a way as to minimize tripping or obstructions to traffic.
- f. Clean up spills immediately to avoid hazards. In the event of clean up delay, the area must be appropriately guarded, posted or roped off.
- g. Sharp or pointed objects should be stored to prevent persons from coming in contact with them.
- h. All packing material should be disposed of immediately.
- i. Wastebaskets should be emptied into approved containers.
- j. All switches or drives on machinery should be shut down, locked out and properly tagged before cleaning, oiling or repairing.
- k. Electrical panels and fuse boxes should be kept closed at all times and the surrounding area kept clear.

Office Safety

- a. Keep desk and file drawers closed when not in use.
- b. Do not open file or desk drawers above or behind someone without warning them.
- c. Use only step stools and ladders (do not climb on counters or chairs).
- d. Push chairs up to desk or under counter when not in use.
- e. Do not carry loads, which obstruct your view, which are too heavy or without a prepared place to set them down.
- f. Report any injury to your supervisor.
- g. Get help to move heavy objects.
- h. Maintain good housekeeping at all times. Wipe up spills and pick up all objects that should not be on floor.
- i. Do not have an extension cord across walking areas of floor.
- j. Approach blind areas cautiously.
- k. Report defective furniture or equipment to your supervisor.
- l. Know location of emergency exits and keep aisles clear to them.
- m. Operate only those pieces of equipment you are authorized to use.
- n. Assure all electrical equipment is disconnected before working on it.

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- o. Use fatigue mats when extensive standing is recommended.
- p. Keep objects that can be used as projectiles inside desk drawers.

Ergonomic Issues

“General Duty Clause” It is recommended that the provisions contained in the following office ergonomic checklist be adhered to in an effort to eliminate and/or reduce the incidence of ergonomic problems:

- a. Maintain proper posture, paying careful attention to positioning of head, neck/spine, arms/wrist, hips/thighs, and feet.
- b. Alternate between different postures on a regular basis.
- c. Use minimum force while striking the keys when keyboarding.
- d. Keep a neutral position, where the forearms, wrist and hands are in a straight line.
- e. Avoid awkward reaching for work tools such as telephone, mouse, and reference materials.
- f. Avoid resting elbows, forearms or wrist on hard surfaces or sharp edges.
- g. Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover.
- h. Alternate between work activities, which use different muscle groups to avoid over use.
- i. Give eyes a break by closing them momentarily, gazing at a distant object, and blinking frequently.

Electrical Safety

- a. Extension cords should:
 - Be as short as possible.
 - Never be used in areas where they will be stepped on and tripped over.
 - Never be used on work benches or floor when liquids are present.
 - Never use on work benches or floors when liquids are present.
 - Only be used as temporary wiring unless approved by the County Maintenance Department.
- b. Never attempt to repair or adjust electrical equipment unless authorized.
- c. Do not use faulty or malfunctioning equipment unless the nature of the fault or malfunction is fully understood and is known not to be hazardous.
- d. All electrical equipment must have an equipment ground, be double insulated or safety approved. For small appliances (any appliances with a two prong plug), a surge protector must be used.
- e. Pull on the plug, not the cord, when unplugging a cord from the power source.
- f. Report damaged or frayed cords.
- g. Do not use portable electrical equipment if standing on a wet surface or if hands are wet.
- h. Do not block access to electrical control panels.

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- i. Know where the main control panel for your department is located. Learn how to disconnect circuit in case of accident.
- j. Report all accidents immediately.
- k. Contact your supervisor, if you need a power strip/surge protector.

Modified Duty and Return to Work Policy

An employee who is on leave as a result of a work-related injury or illness may be released to work on modified or light duty subject to conditions specified by his or her physician. Limestone County Commission will make reasonable efforts to provide the employee with a position meeting the requirements imposed by the physician for the duration of a reasonable recovery period. Such a position is temporary and does not constitute a contract of employment or property interest in the modified or light duty position. An employee working in such a position is still subject to the same policies and procedures applicable to all employees, including the Drug and Alcohol Policy. Any employee who is offered a physician-approved, modified duty job will be required to accept the offer; otherwise, such a refusal will be considered job abandonment.

When the injured employee reaches Maximum Medical Improvement, Limestone County Commission will make reasonable efforts to place the employee in a permanent position with as similar terms and conditions of employment as possible as the employee's original position.

Seat Belt Policy

Limestone County recognizes that seat belts are extremely effective in preventing injuries and fatalities in motor vehicle accidents.

Wearing your seat belt can reduce your risk of dying in a motor vehicle accident by up to 60%. We care about our employees and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the simple use of a seat belt.

Therefore, our county policy is that all employees must wear seat belts when operating any vehicle or equipment on county business.

All employees and their family members are strongly encouraged to wear seat belts whenever they are driving or riding in any vehicle at any time. Whether on or off the job, we don't want to see you hurt.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Vehicle Fleet Safety Policy

General Rules

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All employees shall:

1. Understand their assigned tasks related to operation of a fleet vehicle.
2. Never leave the scene of accident without notifying the proper personnel.
3. Apply the proper training and equipment to safely operate a motor vehicle.
4. Take extra precautions and drive defensively.
5. Comply with and be subject to disciplinary actions in accordance with the Driver License Requirements set forth in this chapter.
6. Be alert to all activities on or near the roadway and always be prepared to slow or stop suddenly.
7. Be on guard to expect the unexpected and have a plan for alternatives.
8. Shall obey all traffic laws and wear seat belts-**NO EXCEPTIONS**.
9. Perform a daily inspection of their vehicle and equipment to ensure it/they (i.e. lights, horn, wipers, brakes, warning devices, tires, etc.) is clean and working properly. Drivers should never knowingly drive an unsafe or defective vehicle or equipment/machinery and should report the operational problem to the appropriate maintenance personnel.
10. Never drive a vehicle, equipment/machinery until defects have been corrected and the vehicle has been released for safe operations.
11. Upon direction from their department head, participate in any and all safety and defensive driving training scheduled for them.
12. Never resort to road rage under any circumstances.
13. Turn the engine off and remove the ignition key from vehicles when parked.
14. Never allow passengers to ride on running boards, trailers, truck beds, hoods or any area other than seats.
15. Turn off ignition and do not smoke, use cell phones, blackberries, or other technical devices while fueling vehicle.
16. Shall not drive a County vehicle for personal use.

Injury Reporting Policy

Overview

This policy provides procedures on the reporting of a work-related injury by County employees engaged in County business.

Reporting

Employees will report all injuries, no matter how small or insignificant to their supervisor immediately.

The supervisor shall be responsible for getting the injured employee appropriate medical attention.

After Hours Reporting

The employee shall notify his supervisor as soon as practicable that he received medical attention after work hours.

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Important: All work-related injuries that involve hospital admission and/or fatality, or more than one employee injured at any one incident, will require immediate notification of the County Administrator regardless of time of day.

Note: It is important that department heads/supervisors maintain contact County Administrator with the office throughout the injured employee's recovery.

Use of EMS

If the injury is a life-threatening situation, or will require hospital admittance, EMS shall be the primary carrier for the employee to the emergency room.

Injury Investigation

The employee will complete an employee First Report of Injury or Illness Form, describing in detail how the injury happened, the extent and location of injury, what unsafe act, condition, or combination of any, caused the injury, and a list of any witnesses.

The supervisor will investigate the accident and review the completed First Report of Injury or Illness Form with the employee, certifying through their signatures that the information given is accurate.

The supervisor will then forward the First Report of Injury or Illness Form and Supervisor's Accident/Incident Investigation Report to the County Administrator office.

Emergency Evacuation

If an emergency situation occurs and it is determined that the building must be evacuated, the following procedure is used.

- If the need to evacuate a building is without question, the person initiating the evacuation shall activate the alarm system or announce audibly the cause for evacuation, such as "Fire--Fire".
- The second step is to dial 911 to report the incident. The call is to be made from a safe location.
- If the fire is small enough, only trained personnel may attempt to extinguish it by use of an extinguisher.
- Doors and if possible, windows should be closed as the last person leaves a room.
- The public in each area must be directed by staff to the proper exits.
- Upon evacuation from a building, all staff should proceed to a designated meeting area where head counts can be taken. In case of a missing employee, notify the responding fire personnel that an employee is missing and may be in the building.
- Never re-enter a building without the permission of the fire department.

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Emergency Action Plan and Fire Protection

It is extremely important that you know your role in case of an emergency in your workplace. Pay particular attention to where the following are located:

The Departmental Procedures to follow in the event of any and all emergency situations. These should include:

- Emergency exits and the directions to all exits.
- Assembly points outside the building in case you have to evacuate the building.
- Accountability for all employees and clients.
- Procedures for reporting fires and any other emergencies that may occur within your department by the activation of the 911 system.
- If the emergency requires evacuation from the building, ensure that you start the evacuation process before you activate the 911 system.
- Location of the nearest fire extinguisher.

Fire Extinguisher Training

Fire Extinguishers

A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of fire extinguisher that matches the class of fire, it can save both lives and property. Portable fire extinguishers must be installed in workplaces regardless of other firefighting measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

Classification of Fires and Selection of Extinguishers

Fires are classified into four general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

1. **Class A:** fires that involve materials such as wood, paper, and cloth which produce glowing embers or char.
2. **Class B:** fires that involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.
3. **Class C:** fires that involve fires in live electrical equipment or in materials near electrically powered equipment.
4. **Class D:** fires that involve combustible metals, such as magnesium, zirconium, potassium, and sodium. Extinguishers are selected according to the potential fire hazards, the type of construction used and occupancy of facilities, the hazard to be protected, and other factors pertinent to the situation.

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The preferred fire extinguisher found in most workplaces is the **ABC** type. This extinguisher can be used on all Class A, B, and C type materials.

How to use a Fire Extinguisher

It is important to note that prior to attempting to extinguish any fire, you must start your evacuation process and notify the Fire Department utilizing the 911 system.

After you have removed the extinguisher from the wall, utilize the **PASS** system:

1. Pull the safety pin to engage the handle.
2. Aim the nozzle or outlet at the base of the fire.
3. Squeeze the handle.
4. Sweep the bases of the fire until it is out.

Note: If the fire is not out after you have emptied the extinguisher, do not attempt this operation again, and immediately evacuate the area and the building.

Usage of Wireless Communication Devices While Driving Policy

Inattentive Driving – Cell phones, Blackberries, and Other Devices

1. The Limestone County Commission has provided employees with certain equipment, including cellular phones, personal digital assistant (PDA) devices (i.e. Blackberries, Palm Pilots, etc.) laptop/portable computers and other equipment to assist employees in accomplishing their job duties.
2. When using Limestone County Commission equipment or when using the employee's own equipment for work purposes, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.
3. Employees using cellular phones, PDA devices, and like devices for work or personal purposes while operating a motor vehicle provided by the Limestone County Commission or while operating their own or another vehicle for work purposes, including traveling to or from business meetings are expected to exercise extreme caution and defensive safety practices in all situations. If such communication and devices are necessary to perform one's job duties, the employees are encouraged to use the devices with a hands-free option.
4. In no circumstance may a county employee type, text or read any cell phone, PDA or any wireless communication system while operating any vehicle as described herein.

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5. Employees shall refrain from engaging in any other activities while driving that might lead to inattention toward their primary responsibility: **operating the motor vehicle safely with full attention given to driving.**
6. In addition to compliance with this policy, all employees are expected to follow applicable state, federal and local laws or regulations regarding the use of cell phones and PDA's at all times.

Failure to follow this policy may result in disciplinary action being taken.

Loading & Unloading Equipment for Transport

1. No one should ever load or unload heavy equipment on a truck, trailer or lowboy alone.
2. The equipment operator should always use a spotter when loading & unloading equipment.
3. Always, use three points of contact when mounting or dismounting the truck, trailer, or lowboy.
4. Only experienced equipment operators should be allowed to load and unload the equipment.
5. Always inspect the truck, trailer, lowboy and tie down equipment to insure they function properly.
6. Always park the truck, trailer, lowboy, etc. on a solid level surface that can easily support the load.
7. Make every effort to park the truck, trailer, or lowboy in an open area with good visibility on all sides.
8. Never park the truck, trailer or lowboy under power lines when loading and unloading equipment.
9. If a public road is necessary for loading and unloading equipment always use flaggers and signs.
10. When loading or unloading equipment, always set the brakes on the transport or chock the wheels.
11. The North American Cargo Securement Act Standards must be used to properly bind and secure loads.

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12. All accessory equipment such as booms, blades, buckets, bush hogs, etc. must be completely lowered & secured as outlined in the 2004 North American Cargo Securement Act.
13. All truck, trailer and lowboy lights should be working properly when hauling on public roads.
14. The sides and back of the truck, trailer and lowboy must be equipped with reflective tape.
15. The rated capacity of all chains and binders must equal at least half the weight of the secured equipment.
16. "Oversize Load" signs must be secured to the front of the truck & rear when the load extends beyond the sides and/or rear of the truck, trailer, or lowboy.
17. Use "escort" vehicles to accompany oversize loads traveling on public roads and highways.
18. Secure and check all ramps prior to traveling on public highways.
19. Before a trip begins, know the total height of loaded equipment and the height of all bridges & overhead lines in your path of travel.

Severe Thunderstorms & Tornadoes

Introduction

Thunderstorms can occur at any time of the year in Limestone County. They are most frequent in spring and summer and least frequent in winter. Any thunderstorm may have gusty winds and a possibility of dangerous lightning strikes, damaging winds, large hail and heavy rain.

A tornado is a possibility whenever a severe thunderstorm occurs. Tornadoes may strike with little or no warning, leaving a path of almost total destruction from 100 yards to one mile wide and 5 to 50 or more miles long. A tornado may move along its damage path at a speed of 30 to 75 miles per hour.

- A. A severe thunderstorm "watch" or a tornado "watch" means atmospheric conditions are favorable for the formation of one or more severe thunderstorms or tornadoes.
- B. A severe thunderstorm "warning" or a tornado "warning" means a severe thunderstorm or a tornado has actually been sighted or indicated by weather radar.
- C. When a thunderstorm occurs, don't panic. Although lightning kills more people each year than any other weather hazard, your chances of being hit by lightning are approximately one in a million. To minimize your chance of being struck by lightning, stay indoors during the storm.

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Actions / Procedures

- A. If you are outside, get into a building or vehicle as soon as possible.
- B. If in an open area, head for low ground or crouch down, but avoid narrow valleys or ravines, which may be channels for flash floods. If you feel your hair stand on end, drop to your knees where you are and bend forward immediately, putting your hands on your knees. **DO NOT** lie flat on the ground as this will maximize your contact with the current-flow area.
- C. Avoid tall trees, poles, hills, overhead wires, clotheslines, metal pipes and other objects and water. The worse place to be during a thunderstorm is under a tall tree on a hilltop.
- D. **DO NOT** use the telephone except in an emergency.

Specific Levels of Actions / Procedures

A. Severe Thunderstorm **Watch**

1. Monitor radio, television or National Weather Service for updates.
2. Advise all personnel of the weather conditions.
3. Modify outdoor activities to ensure that relatively quick access to shelter is available.
4. Monitor sky conditions. If you see a revolving funnel-shaped cloud, seek shelter immediately. If possible, call 911 immediately and report it.
5. Frequently save your work on computers. Sudden power disruptions may cause your computer to lose important data and information.

B. Severe Thunderstorm **Warning**

1. Advise all personnel of the weather condition.
2. Monitor radio, television or National Weather Service for updates.
3. Terminate routine outdoor activities; seek shelter.
4. Tie down or otherwise secure outdoor objects that could blow away and cause damage or injury.
5. Monitor sky conditions. If you see a revolving funnel-shaped cloud, seek shelter immediately. If possible, call 911 immediately and report it.

C. Tornado **Watch**

When issued, in addition to the actions to be taken under a Severe Thunderstorm Watch, you should:

1. Cease any outdoor activities that would unduly delay the seeking of shelter.
2. Monitor sky conditions. If you see a revolving funnel-shaped cloud, seek shelter immediately. If possible, call 911 immediately and report it.
3. Monitor radio, television or the National Weather Service continuously.

D. Tornado **Warning**

When issued, or if you sight a tornado without any warning, you should take the following actions.

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1. Move all personnel to best available tornado shelter.
2. Move to the center of a basement or lowest level of well-constructed building, interior hallway, closet or bathroom, away from windows, doors and outside walls.
3. Monitor radio, television or the National Weather Service continuously.
4. Turn all utilities **OFF** to minimize the possibility of fire.
5. Monitor sky conditions continuously. If you see a revolving funnel- shaped cloud, seek shelter immediately. If possible, call 911 immediately and report it.
6. Evacuate all automobiles, mobile homes or buildings with wide span roof, if time permits.
7. Get out and seek other shelter immediately.
8. Get under sturdy furniture or stairs.
9. If outside, move at right angles to the tornado's path.
10. If you can't escape the tornado, lie flat on the ground, preferably in a low spot that is not flooded or subject to flash flooding. Protect your head from flying debris.

Tornado / Severe Thunderstorm Recovery

- A. Check for injuries and provide first aid.
- B. Check facility for damages.
- C. Report any utility outages or other damage to Department Head or Supervisor.
- D. Stay away from disaster areas, except to assist in rescue and recovery efforts.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by Gary Daly to approve the following revised Maintenance Schedule for 2005 Ford E-350 (Kidney Van) retroactive July 26, 2013.

MAINTENANCE SCHEDULE

Maintenance is an investment that will pay dividends in the form of improved reliability, durability and resale value. To keep our vehicle(s) in optimal running condition, the Limestone County Commission hereby establishes the following as its written plan/schedule for the vehicle type(s) indicated below.

By: _____
Typed/Printed name and title of Agency Representative

Signature: _____

Date: _____

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2005 Ford E-350 (gasoline)

5,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

10,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

15,000 Mile Service Schedule

- Inspect automatic transmission fluid level (if equipped with under hood dipstick)
- Perform multi-point inspection
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect cooling system and hoses
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

20,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

25,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

30,000 Mile Service Schedule

- Replace fuel filter
- Inspect automatic transmission fluid level (if equipped with under hood dipstick)
- Perform multi-point inspection
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect complete exhaust system and heat shields
- Inspect cooling system and hoses
- Replace engine air filter
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

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35,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

40,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

45,000 Mile Service Schedule

- Inspect automatic transmission fluid level (if equipped with underhood dipstick)
- Perform multi-point inspection
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect cooling system and hoses
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

50,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

55,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

60,000 Mile Service Schedule

- Inspect 4x2 front wheel bearings; replace grease and grease seals, and adjust bearings
- Replace fuel filter
- Inspect automatic transmission fluid level (if equipped with underhood dipstick)
- Perform multi-point inspection
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect complete exhaust system and heat shields
- Inspect cooling system and hoses
- Replace engine air filter
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)

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- Rotate and inspect tires; check wheel end play and turning noise
- 65,000 Mile Service Schedule
- Perform multi-point inspection
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 70,000 Mile Service Schedule
- Perform multi-point inspection
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 75,000 Mile Service Schedule
- Inspect automatic transmission fluid level (if equipped with under hood dipstick)
 - Perform multi-point inspection
 - Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
 - Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
 - Inspect cooling system and hoses
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 80,000 Mile Service Schedule
- Perform multi-point inspection
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 85,000 Mile Service Schedule
- Perform multi-point inspection
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 90,000 Mile Service Schedule
- Replace fuel filter
 - Inspect automatic transmission fluid level (if equipped with under hood dipstick)
 - Perform multi-point inspection
 - Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
 - Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
 - Inspect complete exhaust system and heat shields
 - Inspect cooling system and hoses
 - Replace engine air filter
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise

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95,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

100,000 Mile Service Schedule

- Change Premium Gold engine coolant
- Replace platinum-tipped spark plugs
- Perform multi-point inspection
- Inspect accessory drive belt(s)
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

105,000 Mile Service Schedule

- Inspect automatic transmission fluid level (if equipped with under hood dipstick)
- Perform multi-point inspection
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect cooling system and hoses
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

110,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

115,000 Mile Service Schedule

- Perform multi-point inspection
- Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

120,000 Mile Service Schedule

- Inspect 4x2 front wheel bearings; replace grease and grease seals, and adjust bearings
- Replace PCV valve
- Replace fuel filter
- Inspect automatic transmission fluid level (if equipped with under hood dipstick)
- Perform multi-point inspection
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect complete exhaust system and heat shields

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- Inspect cooling system and hoses
 - Replace engine air filter
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 125,000 Mile Service Schedule
- Perform multi-point inspection
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 130,000 Mile Service Schedule
- Perform multi-point inspection
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 135,000 Mile Service Schedule
- Inspect automatic transmission fluid level (if equipped with under hood dipstick)
 - Perform multi-point inspection
 - Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
 - Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
 - Inspect cooling system and hoses
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 140,000 Mile Service Schedule
- Perform multi-point inspection
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 145,000 Mile Service Schedule
- Perform multi-point inspection
 - Change engine oil and replace oil filter (See Owner's manual for time based oil change intervals)
 - Rotate and inspect tires; check wheel end play and turning noise
- 150,000 Mile Service Schedule
- Change Premium Gold engine coolant
 - Replace rear axle lubricant
 - Replace accessory drive belts (if not replaced within last 100,000 miles)
 - Replace front 4x2 wheel bearings and grease seals, lubricate and adjust bearings
 - Change rear axle fluid (vehicles equipped with Dana axles)
 - Replace fuel filter
 - Inspect automatic transmission fluid level (if equipped with under hood dipstick)
 - Change automatic transmission/transaxle fluid and filter

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- Perform multi-point inspection
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect complete exhaust system and heat shields
- Inspect cooling system and hoses
- Replace engine air filter
- Change engine oil and replace oil filter (See Owner’s manual for time based oil change intervals)
- Rotate and inspect tires; check wheel end play and turning noise

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. “Bill” Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

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

Department	Item	Serial #
Information Technology	Gateway M460E Laptop	0038911292
Information Technology	Gateway M460G Laptop	0038913968
Juvenile Probation	Cisco IS 7961 Phone	FCH1217D792
Revenue Commission	Dell Optiplex GX620	8FLDHQ1
County Shop	Dell Optiplex 745	DV90G4F1
County Commission	APC Back-ups XS1000	

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. “Bill” Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Gary Daly to transfer the following equipment from the County Commission to Animal Control:

Item	Serial #
Dell Optiplex 755	JT3WJF1

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. “Bill” Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by James W. “Bill” Latimer and seconded by Steve Turner to transfer the following equipment from the Information Technology Department to Emergency Management:

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Item	Serial #
ASUS Monitor	A3LMTF136564
Viewsonic VG730M	QBY070623477
Viewsonic VG730M	QBY070121442
AOpen F7008	007208
AOpen F7008	007030
Fujitsu T4220	R9406067
Lenova Idealpad S10E	FL108500725FYNN
Gateway M465-E	1MA65108447
Dell Latitude D5510	1H2ZQ91

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by James W. "Bill" Latimer to appropriate \$25,000.00 to Athens State University to produce an Architectural Interior Design and Exterior Rendering of the Carter Gymnasium; in conjunction with Athens State University and the City of Athens for a total project cost of \$75,000.00.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Gary Daly and seconded by James W. "Bill" Latimer to approve the following road improvement projects in District I.

Road Name	Length in miles	Width in feet	Note	Cost
Redus Hollow Road	0.90	11	New chip seal paving	\$14,000.00
Scoggins Road	1.24	16	Chip seal resurfacing	\$13,000.00
Nye Road	0.38	12	Chip seal resurfacing	\$ 3,000.00
Winter Lane	0.24	12	Chip seal resurfacing	\$ 2,000.00
Self Lane	0.20	10	Chip seal resurfacing	\$ 1,300.00
Overmyer Lane	0.26	15	Chip seal resurfacing	\$ 2,600.00

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by James W. "Bill" Latimer to approve the following road improvement projects in District IV.

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Road Name	Length in miles	Width in feet	Note	Cost
Blue Springs Road	1.4	12 - 18	Chip seal resurfacing	\$18,000
Bream Bluff	1.4	10 - 16	Chip seal resurfacing	\$15,000

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

Recessed at 10:31 a.m. until 10:00 a.m. on Wednesday, August 14, 2013, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.