

MINUTES, LIMESTONE COUNTY COMMISSION, DECEMBER 21, 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 Mike Wallace with a retirement certificate for his twenty-nine years of service.

Kelly Howard, from Martin & Cobey Construction, gave an update on the Courthouse renovations.

The meeting began with the Pledge of Allegiance.

MOTION was made by Stanley Hill and seconded by Ben Harrison to approve the minutes of December 7 & 16, 2015.

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 Jason Black and seconded by Steve Turner to approve the following claims

12/04/15	Check # 35873 – 35930	\$ 878,608.98
	Check # 35931 – 35933	Void
12/04/15	Check # 35934	\$ 73.65
12/11/15	Check # 35935 – 36011	\$ 537,243.60
12/11/15	Check # 36012 – 36103	\$ 10,260.90
	TOTAL	\$1,426,187.13

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

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

MOTION was made by Stanley Hill and seconded by Jason Black to approve a lease for a 2016 Silverado Pick-up Truck (Vin. # 1GC1KXE80GF104677) annual rent of \$1.00 for the Sheriff's Department.

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.

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MOTION was made by Ben Harrison and seconded by Jason Black to accept a grant from Administrative Office of Courts for the 39th Judicial Circuit Adult Drug Court Program for Limestone County Community Corrections in the amount of \$25,000.

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

MOTION was made by Jason Black and seconded by Stanley Hill to approve the following agreements with Morell Engineering for performing Construction Engineering and Inspection services:

- Project # ABRZ59663 – ATRP(005) – Bridge Replacement and Approaches on Lucas Ferry Road over Mud Creek; estimated fee \$56,053.71
- Project # ABR59659 – ATRP(005) – Bridge Replacement and Approaches on Ragsdale Creek Road over Ragsdale Creek; estimated fee \$114,140.56

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

MOTION was made by Jason Black and seconded by Steve Turner to approve the following budget revision:

Department	Account Number	Title of Line Item	Amount
Beautification Board	001-59211-700	Intergovernmental	+\$2,500.00
	001-47957-000	Miscellaneous Revenue	-\$2,500.00

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 Jason Black and seconded by Ben Harrison to approve the following job description for Engineering Assistant (Sign Tech).

**Limestone County
JOB DESCRIPTION**

Job Title: Engineering Assistant (Sign Tech)

Department: Engineering

FLSA: Nonexempt

Grade: VI

Job Description Prepared: December 2015

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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: County Engineer

Subordinate Staff: None

Other Internal Contacts: District Commissioners; Engineering Department; District Foremen; Other District Crews; Other Departments

External Contacts: Contractors; Construction Companies; Line Locate; Water Authority

Job Summary

Under the direction of the County Engineer, the employee evaluates the condition of road signs and traffic control devices throughout the County. Fabricates road signs to specifications and maintains supply inventory. Installs signs according to specifications. May assist with traffic control on county projects.

Job Domains

A. Traffic Sign Installation and Maintenance

1. Fabricates County road signs; ensures they meet all specifications and are installed appropriately.
2. Drives all County roads and evaluates condition and placement of road signs; makes recommendation for replacement, additions; makes any required repairs.
3. Hand cuts letters.
4. Uses computer aided sign design software and plotter to fabricate sign faces.
5. Operates hand squeeze roll applicator to apply sign faces, letters and backing to sign blanks.
6. Installs and maintains traffic lights and warning lights throughout County.
7. Installs signs; operates cable finder to locate cable and electrical lines and locates water lines prior to installation.
8. Operates air post driver to drive post into ground at required depth.
9. Measures distances to ensure sign is placed appropriately in relation to the road.
10. Replaces bulbs and performs minor maintenance on traffic signals and school warning lights.

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B. Equipment Operation/Miscellaneous

1. Operates a bucket truck for servicing signs and traffic lights.
2. Operates basic equipment used in the installation and maintenance of signs and other traffic control devices.
3. Assists as a manual laborer during concrete pours.
4. Operates GPS units to document sign locations.
5. Participates in surveys by acting as a rodman, chainman, or flagman.
6. Assists in road, sewer, or bridge inspection or construction activities.

C. Administration

1. Generates daily activity report.
2. Maintains sign and traffic control device inventory.
3. 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 County road and bridge systems.
3. *Knowledge of state sign fabrication and installation requirements.
4. *Knowledge of computer aided sign software.
5. Knowledge of safety rules including accident causation and prevention.
6. Knowledge of traffic safety laws, manuals and traffic control systems.
7. Reading skills to comprehend directives, procedures, and instructions.
8. Verbal skills to communicate effectively with supervisor and co-workers.
9. Writing skills to take field notes, write reports, and complete forms using correct English, grammar, punctuation, and spelling.
10. Math skills to perform basic calculations (add, subtract, multiply, divide).
11. Ability to work independently with minimal supervision.
12. Ability to use measuring instruments.
13. Ability to use GPS equipment.
14. Ability to use computers and office productivity software; such as Microsoft Word and Excel.
15. Ability to drive and safely operate equipment.
16. Ability to use extension ladders and bucket truck.
17. Ability to work at extended heights greater than 6 feet.
18. Ability to work safely around high voltage power lines.
19. Ability to use tools and equipment requiring good hand-eye coordination
20. Ability to read maps.
21. Ability to work under extreme weather conditions.
22. Ability to move/lift objects greater than 50 lbs.
23. Ability to wear and utilize safety equipment, as required.

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Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Possession of a current and valid Alabama Class B CDL; tanker endorsement is desired.
3. Ability to obtain and maintain Traffic Control Certification.
4. Able to travel throughout the County and over-night to attend meetings and training programs.
5. Ability to work overtime, weekends or non-standard hours; and be on-call 24/7.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

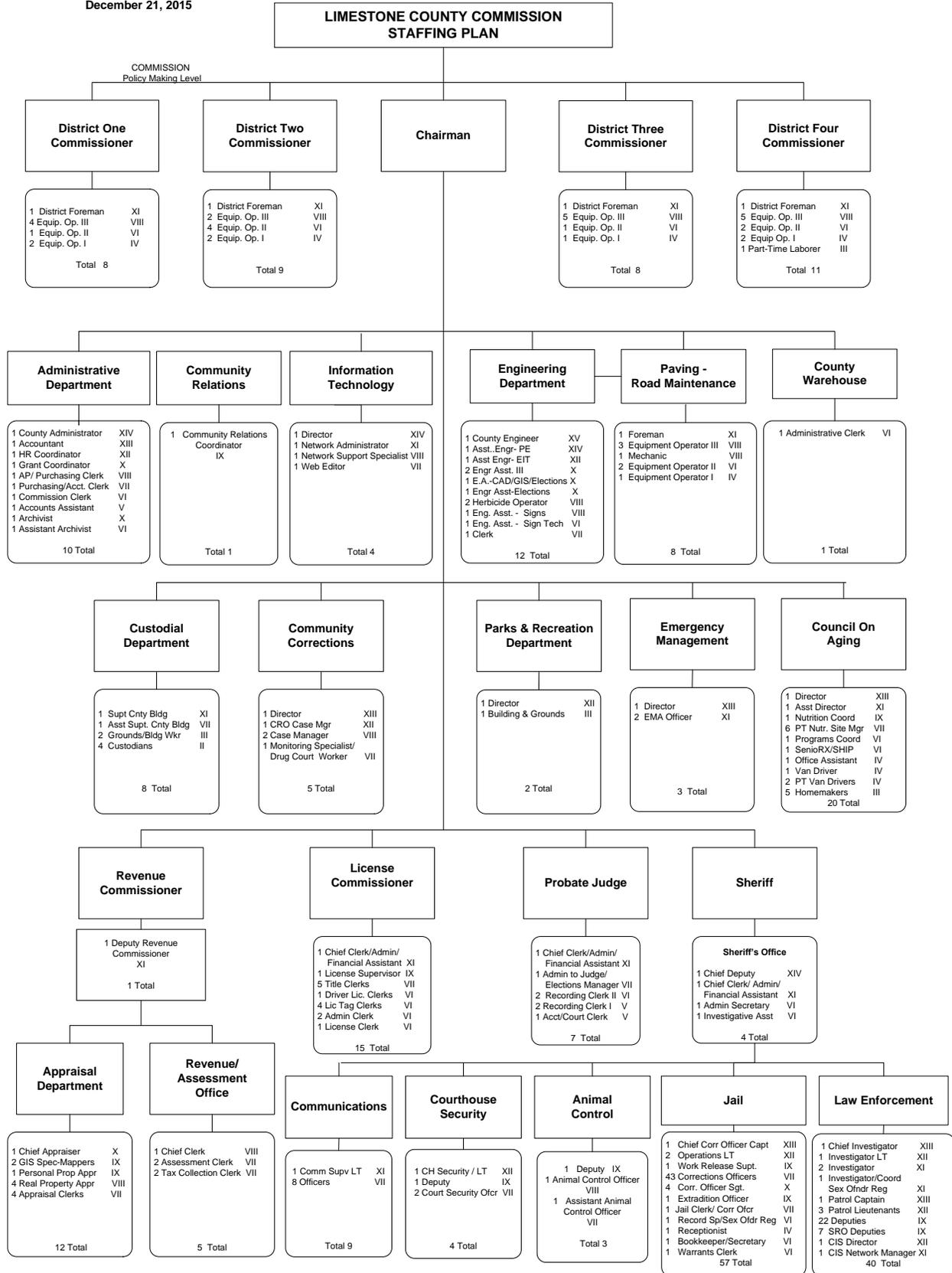
The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

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 Steve Turner, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Stanley Hill to amend the Staffing Plan to reflect changes to Engineering Assistant (Signs) and Engineering Assistant (Sign Tech).

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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 Jason Black to promote Charlie McMeans to Engineering Assistant III.

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

MOTION was made by Jason Black and seconded by Stanley Hill to approve to create a trainee position, for a limited amount of time, in the Council on Aging Department for purposes of training a new Director.

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

MOTION was made by Jason Black and seconded by Steve Turner to approve the following subdivision:

Name	S/D Type	Approval Type	Lots	District	Location
Brigadoon Highlands Phase II Re-plat of lots 87 & 88	Minor	Preliminary & Final	2	3	On the east side of St. Andrews Dr.

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 Ben Harrison and seconded by Steve Turner to approve the following Change Orders for Phase III of the Courthouse renovation project; \$30,167.18.

- **Garber Time and Material Structural Repairs** - is for the fourth draw for the Structural Repairs to the walls, floors, doorways and elevator repair. This includes work on rebuilding metal stud walls removed during structural repairs, masonry work at designated openings and doorways, and the material and partial completion of the structural steel installation at floor openings and door jambs; \$29,791.18
- **Comfort Group CO#7** – repair to existing under slab sanitary line that had been abandoned but was still connected to the existing main sanitary system; 376.00

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

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

Department	Item	Serial #
Engineering	1973 John Deere Tractor	T813R013414R
Engineering	Scotchlite Heat Lamp Applicator	2670

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 Stanley Hill to remove the following items from inventory:

Department	Item	Inventory #	Serial #
Information Technology	Wavetek/Lan Analyzer & Vacuum	4451	6410106 & 1775
Information Technology	Dell Optiplex 755	4533	4WB5NH1
Information Technology	Apple MacBook Ro Laptop	4740	SW8812OR8Y04
Information Technology	Windows 7 Upgrade Software 2010	4746	
Information Technology	Fargo Color Printer	4823	A9240191
Information Technology	HP Designjet 130 R Printer	4882	MY0AF08023
Information Technology	Cisco PAM Software/License	4884	
Information Technology	AVL Design Prem Media & Software	4951	

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.

The Commission Chairman and Commissioners wished everyone a Merry Christmas and Happy New Year.

Commissioners requested everyone to be patient as they work to take care of the anticipated pot holes due to predicted heavy rains, stating they will get to them as quickly as possible.

Commissioner Harrison stated the culverts are in place and covered on the Grigsby Ferry Bridge replacement project.

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Recessed at 10:18 a.m. until 10:00 a.m. on Wednesday, December 30, 2015, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.