

**MINUTES, LIMESTONE COUNTY COMMISSION, AUGUST 5, 2024,
COMMISSION MEETING**

The Limestone County Commission met in a regular meeting today, at 9:40 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

Present: Daryl Sammet, Danny Barksdale, Derrick Gatlin, and LaDon Townsend. Absent: None. Collin Daly, Chairman presided.

The meeting began with the Pledge of Allegiance.

MOTION was made by Daryl Sammet and seconded by LaDon Townsend to approve the minutes of July 15, 2024.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; LaDon Townsend, aye; Danny Barksdale, aye; and Derrick Gatlin, aye. Motion carries unanimously.

MOTION was made by Danny Barksdale and seconded by Derrick Gatlin to approve the following claims:

7/12/2024	0079752 - 0079837	\$ 1,226,157.63
7/19/2024	0079838 - 0079910	\$ 1,353,708.69
7/25/2024	PayPal/4 State Trucks	\$ 478.30
7/26/2024	0079911 - 0079973	\$ 3,180,833.94
7/26/2024	0079974 - 0079975	\$ 38,986.00
7/26/2024	0079976	\$ 10,360.00
7/31/2024	0079977-0080016	\$ 147,858.53
	TOTAL	\$ 5,958,383.09

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. Danny Barksdale, aye; Derrick Gatlin, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

MOTION was made by Daryl Sammet and seconded by Danny Barksdale to approve a Resolution to change the Commission work session and meeting from 9:00 a.m. on Monday, August 19, 2024, to Friday, August 16, 2024, at 9:00 a.m.

RESOLUTION

No. _____

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

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WHEREAS, said meetings are held at the Clinton Street Courthouse Annex, 100 S. Clinton Street, Athens, AL 35611, beginning at 9:00 a.m.

THEREFORE, BE IT RESOLVED BY THE LIMESTONE COUNTY COMMISSION to change the Commission work session and meeting from 9:00 a.m. on Monday, August 19, 2024, to 9:00 a.m. on Friday, August 16, 2024.

Adopted this 5th day of August 2024.

Collin Daly, Chairman

ATTEST:

Ellen Morell, County Administrator

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; Danny Barksdale, aye; Derrick Gatlin, aye; and LaDon Townsend, aye. Motion carries unanimously.

MOTION was made by LaDon Townsend and seconded by Derrick Gatlin to approve a resolution to award general contractor and to expend ARPA funds to build out a new health care unit in the County Jail.

**RESOLUTION TO AWARD GENERAL CONTRACTOR AND TO
EXPEND AMERICA RESCUE PLAN ACT FUNDS TO BUILD OUT A NEW
HEALTH CARE UNIT IN THE COUNTY JAIL**

WHEREAS, Limestone County, Alabama (the "County") has received American Rescue Plan Act fiscal recovery funds ("ARPA funds") and is charged with ensuring that such funds are expended in accordance with state and federal law; and

WHEREAS, consistent with the Final Rule the County may expend ARPA funds to invest in behavioral health facilities and equipment and as support for the prevention or mitigation of COVID-19 in congregate settings like jails; and

WHEREAS, the County wishes to build out a new health care unit in the county jail, which will greatly enhance the ability to provide mental health and crisis intervention services as well as provide capabilities to quarantine and social distance to prevent the spread of communicable diseases like COVID-19; and

WHEREAS, the County has determined that using ARPA funds to procure a new health care unit in the county jail is a necessary, eligible, and reasonable use of ARPA revenue replacement funds that will enable the County to enhance the ability to provide mental health and crisis intervention services as well as

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provide capabilities to quarantine and social distance to prevent the spread of communicable diseases like COVID-19;

WHEREAS, the County issued and advertised an invitation to bid seeking construction services to secure a general contractor for this project, and responsive bids were publicly opened on August 1, 2024; and

WHEREAS, two bids were received in response to the solicitation by Jim Cooper Construction Company and Limestone Building Group, LLC; and

WHEREAS, after consideration of the bid, and upon recommendation by the architect of record, the Commission has determined that the bid received from the Jim Cooper Construction Company represents the lowest responsive bid from a responsible bidder; and

WHEREAS, consistent with Code of Alabama (1975) §39-5-1, the Commission certifies that the award of the contract complies with the Alabama Public Works Law, as well as federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION as follows:

- 1) The County hereby awards Jim Cooper Construction Company as the general contractor for the build out of a new health care unit in the county jail,
- 2) The County hereby allocates no less than \$3,675,000.00 in ARPA funds for said build out.
- 3) Notwithstanding any provision of this Resolution to the contrary, ARPA funds allocated by this Resolution shall not be used for the following purposes:
 - a) To make deposits into a pension fund;
 - b) To service debt or replenish rainy day funds;
 - c) To satisfy settlements and judgments; or
 - d) To fund programs, services, or capital expenditures that undermine efforts to stop the spread of COVID-19.
- 4) The Commission hereby delegates authority to the Chairman to negotiate and execute a contract with Jim Cooper Construction Company, provided that the contract is consistent with this Resolution, state laws and regulations, and ARPA terms and conditions.
- 5) Upon execution by the Chairman, the County Administrator is authorized to expend funds consistent with the contract.
- 6) Expenditure of ARPA funds, as authorized by this Resolution, shall be contingent on the continued appropriation and availability of ARPA funds for this purpose and in no event shall be used for expenditures not obligated by December 31, 2024, and expended by December 31, 2026.

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IN WITNESS WHEREOF, the Limestone County Commission has caused this Resolution to be executed in its name and on its behalf by its Chairman on the 5th day of August 2024.

Collin Daly, Chairman
Limestone County Commission

Attest:

Ellen Morell, County Administrator

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. LaDon Townsend, aye; Derrick Gatlin, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

MOTION was made by Derrick Gatlin and seconded by Daryl Sammet to approve a Court Referral Officer Contract between the Administrative Director of Courts and the Limestone County Commission for the Limestone County Community Corrections Program for the period of October 1, 2024, through September 30, 2025.

**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 Community Corrections Program, (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 of Alabama.
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.
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

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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.

- a.** In order to provide a reputable, credible financial reporting system and to comply with the demands of the technology utilized, partial payments are not to be collected unless specifically ordered by the judge for a particular individual. In such case, a copy of this order must be included in the client's file and accompany each monthly report that includes the partial payment. Aside from this specific judicial order, full payment must be made, and a receipt generated upon receiving the full payment for the individual service.
 - b.** Reports should be reviewed by the submitting CRO and Director prior to their submission to AOC. Reports containing errors will not be sufficient for receiving the respective program's monthly reimbursement and funds will be held by AOC until corrected reports are submitted.
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 prosecutors) 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.
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. The contractor will be granted Active Directory

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accounts for specific, designated Court Referral Officer Program users to access the MIDAS system 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 meetings called by the AOC during the certification period. The director must personally attend at least 50% of those meetings. If the meeting is offered through Zoom or any other audio-video communication platform, the director or designee must be available for the Zoom meeting.
16. The Contractor's Local Policy and Procedure Manual must accompany this contract at the time of its submission.
17. In addition to Item 8 above, collect court costs, fines, fees and other assessments owed by defendants upon the discretion of the presiding circuit judge, circuit clerk, and the court referral director. Collection procedures for these monies will be provided by the Administrative Director of Courts or his designee(s).
18. Anti-"Double-Dipping" Policy: Court Referral Officers and monitoring specialists operating under a Community Corrections program are prohibited from assessing duplicative fees for providing the same service, also known as "double-dipping." For example, a CRO or monitoring specialist who monitors a defendant and assesses a monitoring fee under the auspices of the Mandatory Treatment Act of 1990 shall not also assess a "supervision fee" or "user fee" or any other fee authorized by the "Alabama Community Punishment and Corrections Act" when providing the same service to a defendant or where no additional service distinguishable from a monitoring session occurs. Violation of this policy shall result in immediate termination of the Court Referral Officer services contract.

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

In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

The Contractor will be reimbursed monthly **\$3,692.00** 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 **\$44,304.00**. 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.**

A detailed budget proposal outlining anticipated income and expenditures shall be submitted to AOC no later than November 1, 2024, or no more than 30 days after the effective date of this contract. Additionally, a Certified Financial Statement or an annual audit conducted by a Certified Public Accountant based on generally accepted accounting standards and procedures reflecting all revenue and expenditures for Fiscal Year 2022-23 shall be submitted to AOC by no later than September 30, 2024.

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.

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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.

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.

The contractor is not to be considered a merit system employee and is not entitled to any benefits of the State Merit System. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade. In the event of any dispute between the parties, senior officials of both parties shall meet and engage in a good faith attempt to resolve the dispute. Should that effort fail, and the dispute involves the payment of money, a party's sole remedy is the filing of a claim with the Board of Adjustment with the State of Alabama. For any and all disputes arising under the terms of this contract which are not resolved by negotiation, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation. Such dispute resolution shall occur in Montgomery, Alabama, utilizing where appropriate, mediators selected from the roster of mediators maintained by the Center for Dispute Resolution of the Alabama State Bar. In compliance with Ala. Act No. 2023-409, by signing this contract, Contractor provides written verification that Contractor, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term "economic boycott" is defined in Section 1 of the Act.

This contractual agreement will be in effect for the period **October 1, 2024**, through **September 30, 2025**, unless terminated earlier in accordance with the terms of this contract. Payment of all expenses is 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 85% of the funds will remain with the agency (Contractor) and the remaining 15% will remain with the Administrative Office of Courts (AOC).

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. LaDon Townsend, aye; Danny Barksdale, aye; Daryl Sammet, aye; and Derrick Gatlin, aye. Motion carries unanimously.

MOTION was made by Daryl Sammet and seconded by LaDon Townsend to approve Chairman to execute contract for Jim Cooper Construction Company pending County Attorney approval.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; LaDon Townsend, aye; Danny Barksdale, aye; and Derrick Gatlin, aye. Motion carries unanimously.

MOTION was made by Danny Barksdale and seconded by Derrick Gatlin to approve the following budget revision.

Department	Account Number	Title of Line Item	Amount
District 2	111-53300-213	Road Construction	+ \$40,000.00
	111-53300-560	Construction Equipment	+ \$16,500.00
	111-35910-200	Budgetary Fund Balance	- \$56,500.00

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; Derrick Gatlin, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

MOTION was made by Danny Barksdale and seconded by Daryl Sammet to approve to re-appoint Tere Richardson to the Alabama Mountain Lakes Tourist Association’s Board of Directors. The new term will run from October 1, 2024, through September 30, 2026.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; Daryl Sammet, aye; Derrick Gatlin, aye; and LaDon Townsend, aye. Motion carries unanimously.

MOTION was made by Derrick Gatlin and seconded by Danny Barksdale to award the following bid proposals to the lowest responsible bidder meeting specifications as follows:

Proposal No.	Item	Awarded to	Amount
2860	Self-Sealing Security Envelope with and without Window Limestone County Commission	Printer’s & Stationers Inc.	\$618 w/window \$604 w/o window

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Derrick Gatlin, aye; Danny Barksdale, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

MOTION was made by LaDon Townsend and seconded by Derrick Gatlin to approve to hire the following:

1. Peyton Rogers as a Corrections Officer, effective August 5, 2024, pending a drug screening.
2. Steven Bates as a Corrections Officer, effective August 5, 2024, pending a drug screening.
3. J. Austin Casteel as a Corrections Officer, effective August 5, 2024, pending a drug screening.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. LaDon Townsend, aye; Derrick Gatlin, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

MOTION was made by Danny Barksdale and seconded by Daryl Sammet to approve the following hires and transfer:

1. Hire George Robert Willis as a Part-Time School Resource Officer, retroactive to August 2, 2024, pending a drug screening.
2. Transfer Stephen (Steve) Croley from a Part-Time Courthouse Security Officer to a Part-Time School Resource Officer, retroactive to August 2, 2024.
3. Hire Thomas Adair Gilbert as a Part-Time School Resource Officer, retroactive to August 2, 2024, pending a drug screening.
4. Hire Jim Cooke from a Part-Time Courthouse Security Officer, to a Part-Time School Resource Officer, retroactive August 2, 2024.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; Daryl Sammet, aye; Derrick Gatlin, aye; and LaDon Townsend, aye. Motion carries unanimously.

MOTION was made by Danny Barksdale and seconded by Derrick Gatlin to approve to transfer Hayden Pierce from a Deputy Sheriff to Deputy Sheriff Assigned to Investigations, effective August 5, 2024.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; Derrick Gatlin, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

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MOTION was made by LaDon Townsend and seconded by Derrick Gatlin to approve to transfer Mike Clem from Animal Control Officer, to Lead Animal Control Officer, effective August 5, 2024.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. LaDon Townsend, aye; Derrick Gatlin, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

MOTION was made by Daryl Sammet and seconded by Danny Barksdale to approve to transfer Katina Martin from Tag & Title Clerk to Probate Clerk I, effective August 19, 2024.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; Danny Barksdale, aye; Derrick Gatlin, aye; and LaDon Townsend, aye. Motion carries unanimously.

MOTION was made by Derrick Gatlin and seconded by LaDon Townsend to approve to change the job description title of the Council on Aging's Programs Coordinator to Activities/Programs Coordinator and have same reflected on the Staffing Plan.



Activities/Programs Coordinator
Council on Aging

COA/5
Grade 14

This position is responsible for coordinating and promoting Council on Aging programs to the public.

MAJOR DUTIES

- Promotes all Council on Aging programs to community groups, civic organizations, and the general public; develops and delivers presentations.
- Plans, promotes, coordinates, and implements special projects, center activities, field trips, exercise programs, etc.
- Assists with Medicare Part D open enrollment activities; assists seniors in selecting drug plans.
- Performs intake for new clients; inputs data into AIMS system; processes death notifications.
- Answers telephone and greets visitors; provides information and assistance.
- Delivers meals and operates a van to transport clients as needed.

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- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of senior services principles and practices.
- Knowledge of public relations and marketing principles.
- Knowledge of senior program and event development, management, and implementation.
- Skill in planning, organizing, conducting, and evaluating senior programs.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in operating computers and job-related software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Council on Aging Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include program guidelines and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related program coordination duties. The unique nature of client needs contributes to the complexity of the position.
- The purpose of this position is to coordinate and promote Council on Aging programs and services. Success in this position contributes to the efficient and effective delivery of services to area seniors.

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CONTACTS

- Contacts are typically with coworkers, other county staff, representatives of state agencies, hospital and other health care providers, other agencies providing senior services, representatives of assisted living and senior housing providers, hospice staff, clients, and members of the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- The work is typically performed in an office. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.

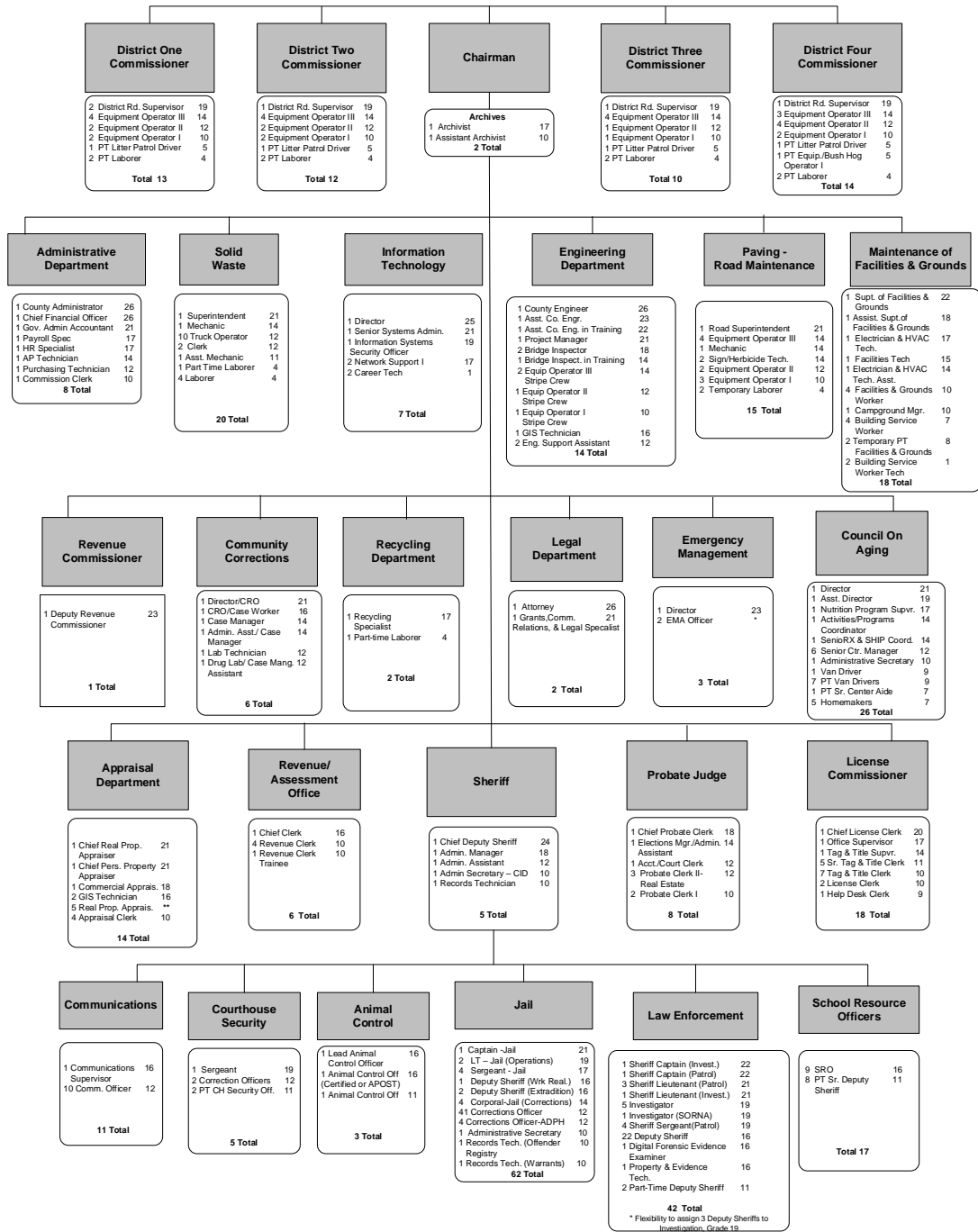
The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Derrick Gatlin, aye; LaDon Townsend, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

MOTION was made by LaDon Townsend and seconded by Derrick Gatlin to approve to amend the Staffing Plan to make the following changes under "Animal Control":

- Remove "1 Sheriff Corporal 17".
- Add "1 Lead Animal Control Officer 16".
- Remove "Deputy Sheriff (APOST) 16".
- Add "1 Animal Control Officer (Certified or APOST) 16".

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LIMESTONE COUNTY COMMISSION STAFFING PLAN August 5, 2024



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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. LaDon Townsend, aye; Derrick Gatlin, aye; Danny Barksdale, aye; and Danny Barksdale, aye. Motion carries unanimously.

MOTION was made by Derrick Gatlin and seconded by LaDon Townsend to approve the following job descriptions:

- Lead Animal Control Officer.
- Animal Control Officer (Certified).
- Animal Control Officer.



Lead Animal Control Officer
Sheriff's Department

SD/24
Grade 16

JOB SUMMARY

This position is responsible for providing direction to Animal Control Officers and the enforcement of state animal control laws and animal control ordinances within Limestone County. Investigates reports of animal cruelty, abandonment, and collects and transports animals to the Animal Shelter.

MAJOR DUTIES

- Supervises and participates in animal control operations; supervises and participates in the response to citizen complaints and emergency calls, including after-hours emergencies; captures and removes stray, uncontrolled, or abused animals from undesirable conditions; investigates reports of animal attacks or animal cruelty; interviews witnesses, collects evidence, and writes reports; directs and reviews the work of Animal Control Officers.
- Issues warnings or citations in connection with animal-related offenses.
- Removes captured animals from animal-control service vehicles and places animals in shelter cages or other enclosures.
- Patrols the county to detect and deter criminal activity and to provide assistance as needed; monitors commercial and residential areas for signs of criminal activity as it relates to Animal Control.
- Conducts investigations, writes reports of activities, and maintains files of animal impoundments and dispositions; enters information to computerized database.

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- Assists law enforcement, fire, and emergency medical personnel as necessary in removing animals from crime, emergency, and other scenes where animals are involved.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of county animal control ordinances and of state animal control laws.
- Knowledge of the tools and techniques used in the capture and transport of animals.
- Knowledge of animal behavior.
- Knowledge of National Animal Control Association standards.
- Knowledge of the geography and streets of the county.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in the safe capture and transport of animals.
- Skill in interviewing and interrogation techniques.
- Skill in operating radios and communications equipment.
- Skill in the training and supervision of personnel.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Sheriff Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state and federal law, animal control ordinances, and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

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COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, technical, supervisory, and animal control. Potentially dangerous and life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in the enforcement of animal control ordinances, to enforce state animal control laws, and to provide for the safety of the public. Successful performance helps ensure the safety of life and property and results in the efficacy of county ordinances.

CONTACTS

- Contacts are typically with department personnel, other county employees, business owners, citizens, suspects, pet owners, veterinarians, representatives of animal rescue groups, representatives of other law enforcement agencies, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Animal Control Officer.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate National Animal Control Association certification.

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Animal Control Officer (Certified)
Sheriff's Department

SD20
GRADE: 16

JOB SUMMARY

This position performs law enforcement work involving the protection of life and property, the enforcement of laws, and the investigation of crime and enforcement of animal control ordinances and for the impounding and transport of animals.

MAJOR DUTIES

- Responds to citizen complaints and emergency calls, including after-hours emergencies; captures and removes stray, uncontrolled, or abused animals from undesirable conditions; investigates reports of animal attacks or animal cruelty; interviews witnesses, collects evidence, and writes reports.
- Issues warnings or citations in connection with animal-related offenses.
- Removes captured animals from animal-control service vehicles and places animals in shelter cages or other enclosures.
- Patrols the county to detect and deter criminal activity and traffic violations and to provide assistance as needed; monitors commercial and residential areas for signs of criminal activity.
- Enforces traffic laws through the issuance of citations and warnings; inspects roadways, bridges, and traffic signals and signs to identify and report hazardous conditions.
- Responds to calls for service, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service requests, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives, subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.

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- Completes all required reports and forms, including accident and incident reports and maintains files of animal impoundments and dispositions; enters information to computerized database.
- Prepares cases for prosecution; testifies in court. Educates the public about animal welfare and about animal control laws and regulations.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, county ordinances, and department policies and procedures.
- Knowledge of county animal control ordinances and of state animal control laws.
- Knowledge of the tools and techniques used in the capture and transport of animals.
- Knowledge of animal behavior.
- Knowledge of National Animal Control Association standards.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the county.
- Knowledge of the court system and judicial procedures.
- Knowledge of law enforcement and security principles and practices.
- Skill in the use of computers and job-related software programs.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in the safe capture and transport of animals.
- Skill in interviewing and interrogation techniques.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in the training and supervision of personnel.
- Skill in restraining persons without causing physical harm.

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- Skill in the provision of customer services.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Lead Animal Control Officer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state and federal law, animal control ordinances, and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied law enforcement and related animal control duties. Potentially dangerous and life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to enforce animal control ordinances and capture and transport animals to shelter. Successful performance contributes to the enforcement of county ordinances.

CONTACTS

- Contacts are typically with co-workers, other county employees, pet owners, veterinarians, representatives of animal rescue groups, law enforcement and emergency response personnel, vendors, volunteers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, bending, crouching, walking, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a vehicle, an animal shelter and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, and potentially dangerous animals. The employee uses protective devices such as masks, goggles, gloves, etc. The work requires the use of specialized law enforcement equipment.

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SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Alabama Peace Officers Standards and Training Commission.

Possession of or ability to readily obtain appropriate National Animal Control Association certification.



Animal Control Officer
Sheriff's Department

SD16
Grade 11

JOB SUMMARY

This position is responsible for the enforcement of animal control ordinances and for the impounding and transport of animals.

MAJOR DUTIES

- Responds to citizen complaints and emergency calls, including after-hours emergencies; captures and removes stray, uncontrolled, or abused animals from undesirable conditions; investigates reports of animal attacks or animal cruelty; interviews witnesses, collects evidence, and writes reports.
- Issues warnings or citations in connection with animal-related offenses.
- Removes captured animals from animal-control service vehicles and places animals in shelter cages or other enclosures.

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- Writes reports of activities and maintains files of animal impoundments and dispositions; enters information to computerized database.
- Prepares cases for prosecution; testifies in court.
- Assists law enforcement, fire, and emergency medical personnel in removing animals from crime, emergency, and other scenes where animals are involved.
- Educates the public about animal welfare and about animal control laws and regulations.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of county animal control ordinances and of state animal control laws.
- Knowledge of the tools and techniques used in the capture and transport of animals.
- Knowledge of animal behavior.
- Knowledge of National Animal Control Association standards.
- Skill in the use of computers and job-related software programs.
- Skill in the safe capture and transport of animals.
- Skill in the provision of customer services.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

- The Lead Animal Control Officer assigns work in terms of general instructions.
- The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

- Guidelines include county ordinances, state laws related to animal control issues, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

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COMPLEXITY/SCOPE OF WORK

- The work consists of related animal control duties. Interacting with potentially dangerous animals contributes to the complexity of the position.
- The purpose of this position is to enforce animal control ordinances and capture and transport animals to shelter. Successful performance contributes to the enforcement of county ordinances.

CONTACTS

- Contacts are typically with co-workers, other county employees, pet owners, veterinarians, representatives of animal rescue groups, law enforcement and emergency response personnel, vendors, volunteers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, bending, crouching, walking, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a vehicle, an animal shelter and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, and potentially dangerous animals. The employee uses protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate National Animal Control Association certification.

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Derrick Gatlin, aye; LaDon Townsend, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

MOTION was made by Derrick Gatlin and seconded by LaDon Townsend to approve to amend Staffing Plan to update EMA Officer pay grades under “Emergency Management Department.”

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Derrick Gatlin, aye; LaDon Townsend, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

MOTION was made by Daryl Sammet and seconded by LaDon Townsend to According to Alabama Act 2023-334, approve for retired School Resource Officers to make up to \$52,000.00 a year which is approximately \$35.00 per hour. The Board of Education is responsible for 60% of salary and benefits and the County pays the remaining 40%. The Board of Education passed this increase on July 30, 2024.

The Chairman asked if there was any discussion. Chairman Daly stated that these types of increases for retired employees will most likely have to increase for other positions to fill positions. the board of education will have to increase the pay for many jobs to fill open positions. The Administrator called the roll. Daryl Sammet, aye; LaDon Townsend, aye; Danny Barksdale, aye; and Derrick Gatlin, aye. Motion carries unanimously.

MOTION was made by Danny Barksdale and seconded by Derrick Gatlin 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
Anna Owens	Chief Personal Property Appraiser	9/24/2024
Erin Tyler	Real Property Appraiser	9/27/2024
Rhonda Long	PT Senior Center Manager	7/21/2024
Michelle Roberson	PT Van Driver	6/21/2024
Charlie McMeans	Bridge Inspector	8/18/2024
Hillary McCluskey	HR Specialist	9/29/2024
Dylan Legg	Deputy Sheriff	8/18/2024
Kandace Wilson	Deputy Assigned to Investigations	8/19/2024
Kenneth Andrews	Patrol Sergeant	8/7/2024
Kelly Ann Noe	Communications Officer	9/6/2024
Jamison Johnson	Corrections Officer	8/16/2024
Preston Green	Deputy Sheriff – Extradition	8/7/2024
Ethan Wilson	Corporal – Jail (Corrections)	8/26/2024
Mark Heard	Corrections Officer	8/24/2024

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Charity Smith	Corrections Officer	7/17/2024
Cheyenne Legg	Deputy Sheriff	8/26/2024
James Caleb Johnson	Deputy Sheriff	8/7/2024
Christie Partridge	Chief License Clerk	8/24/2024
Mollie Hamilton	Tag & Title Clerk	8/25/2024
Katina Martin	Tag & Title Clerk	8/28/2024

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; Derrick Gatlin, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

MOTION was made by Danny Barksdale and seconded by Derrick Gatlin to approve to amend the June 17, 2024, Minutes to reflect the lot number change from “3” to “120” for the Madison Preserve Phase 2 Subdivision.

Name	S/D Type	Approval Type	Lots	District	Location
Madison Preserve Phase 2	Major	Preliminary	120	3	North side of Old Hwy 20 approx. 5000’ west of the intersection with County Line Rd.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; Derrick Gatlin, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

MOTION was made by Derrick Gatlin and seconded by Danny Barksdale to approve the following subdivisions:

Name	S/D Type	Approval Type	Lots	District	Location
Johnson & Moss Subdivision	Minor	Preliminary & Final	2	3	On the east side of Neely Rd S of Hsv. Brownsferry
Tracy A. Butler Subdivision	Minor	Preliminary & Final	2	2	On the south side of Nick Davis Rd at the intersection & on the east side of Twin Drive

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Happy Meadow - replat	Minor	Preliminary & Final	2	2	On the south side of Pepper Rd just east of Jones Rd
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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Derrick Gatlin, aye; Danny Barksdale, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

Chairman Daly stated that he, the County Attorney Drew Dill, and City of Athens Attorney Shane Black are continuing to work regarding the Athens Limestone County Public Library Board. County Attorney Drew Dill explained that there have been questions raised by private council hired by a citizens group concerning the propriety of the Athens-Limestone Public Library Board. He further stated that he is not directly involved in these discussions, but they are ongoing and there is no conclusion as of now. Chairman Daly added that he knows that October 1st was the deadline for this, and he wants to make sure whatever they do is right. He also stated that County Attorney Drew Dill will meet with the Commissioners individually about how they want to proceed with this.

Commissioner Sammet gave paving and bushhogging update and urged citizens to be mindful of workers.

Commissioner Barksdale stated that he would like the Limestone County Board of Education to pay 60% of the total cost of the School Resource Officers, including automobiles and training.

Commissioner Gatlin gave a paving and bushhogging update. He also reminded citizens that if there is paving that needs to be done or trees that need to be trimmed on the county right of way, the county does not have to notify the homeowner of the trimming or cutting of trees or bushes.

Commissioner Townsend thanked E911, West Limestone & Owens Fire Departments, & the Limestone County Sheriff's Department for everything that they did for him and his family during the fire incident at his home. Commissioner Townsend also thanked his brother-in-law, neighbors, and the citizens of Limestone County that reached out to him and his family.

Chairman Daly stated that Limestone County is a great place to live and raise a family. Thanked all the county employees for everything they do.

Adjourned at 10:03 a.m. until 9:00 a.m. on Friday, August 16, 2024, at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.