

**MINUTES, LIMESTONE COUNTY COMMISSION, MAY 17, 2021  
COMMISSION MEETING**

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: Daryl Sammet, Danny Barksdale, Jason Black, 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 Danny Barksdale to approve the minutes of May 3, 2021.

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

**MOTION** was made by Jason Black and seconded by Daryl Sammet to approve the following claims:

4/30/2021	Check # 61312 - 61399	\$ 2,039,844.59
5/07/2021	Check # 61400 - 61450	\$ VOID
5/07/2021	Check # 61451 - 61506	\$ 218,751.52
5/07/2021	Check # 61507 - 61510	\$ <u>893.85</u>
	TOTAL	\$ 2,259,489.96

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

**MOTION** was made by Jason Black and seconded by LaDon Townsend to approve lease for Winnebago Voyager Vehicle, VIN # 5B4MP67G43394607 at the Sheriff's Office - annual rent of \$1.00.

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

**MOTION** was made by Jason Black and seconded by LaDon Townsend to approve the following agreement with Condrey & Associates to perform a classification and compensation study for Limestone County.

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**MEMORANDUM OF AGREEMENT**

This agreement is made and entered into this 17<sup>th</sup> day of May 2021, by and

between Limestone County, party of the first part, hereinafter called the COOPERATOR and Condrey and Associates, Inc., party of the second part, hereinafter called the CONSULTANT. All obligations under this agreement will be performed by Condrey and Associates, Inc.

WITNESSETH, inasmuch as the COOPERATOR is desirous of setting up a cooperative service with Condrey and Associates and inasmuch as the CONSULTANT is willing to undertake and conduct such a cooperative service, the purpose of this agreement is to establish the terms and conditions under which such a cooperative service will be accomplished pursuant to the conditions herein set forth.

The CONSULTANT is an independent contractor. Furthermore, the parties hereto agree that any information gathered from the COOPERATOR or its employees, and the documents prepared therefrom, shall be the property of the COOPERATOR. They shall remain confidential and shall not be used by CONSULTANT other than in its duties and responsibilities hereunder. NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

Section I

Condrey and Associates will:

- a. Carry on the cooperative service onsite and in the offices of Condrey and Associates substantially as set forth in the attached outline marked "Appendix A" and made a part of this agreement.
- b. Preserve all of its records bearing upon the amounts payable under this agreement, and further agrees that any specifically authorized representative of the COOPERATOR shall, until the expiration of one year after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of Condrey and Associates involving transactions related to this agreement.

Section II

COOPERATOR will pay Condrey and Associates a fixed fee of \$47,500. This amount will be paid in two (2) equal installments, within twenty (20) days of receipt of billing. The invoices should be directed to Ms. Ellen Morell, County Administrator, Limestone County Commission,

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310 W. Washington Street, Athens, Alabama 25611; telephone number (256) 216-3415. The billings shall occur on June 15, 2021 and September 1, 2021.

Section III

The term of this agreement shall be from June 1, 2021 through September 30, 2021. However, it may be terminated by either party by written notice of such intent submitted 30 days in advance. In the event of such termination, the COOPERATOR will pay Condrey and Associates a prorated portion of the upcoming installment consistent with the revised termination date. Condrey and Associates will continue to work on the project until the revised termination date and will provide to the COOPERATOR interim findings and summary notes that reflect the status of the project at the time of revised termination.

Section IV

This agreement may be modified at any time by mutual consent of the parties hereto.

Any modification hereto shall be in writing and signed by both parties.

Section V

Neither party to this agreement will discriminate against any person, employee or applicant for employment because of race, creed, color, religion, sex, national origin, ancestry, age, veteran status, or disability.

IN WITNESS WHEREOF, this agreement is entered into on the date first above written.

FOR CONDREY AND ASSOCIATES.

FOR LIMESTONE COUNTY:

\_\_\_\_\_  
Jan H. Hansford  
Vice President

Date:

\_\_\_\_\_

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APPENDIX A

Contract for Technical Assistance to Limestone County: Proposal for Reviewing and Updating the County's Compensation and Classification System

The administration of Limestone County has determined the need for a review and updating of the job classification system and pay plan for its employees covered under its personnel system.

Objectives

Condrey and Associates proposes the following schedule of activities to accomplish four objectives:

1. Review and revise the current personnel classification system and pay plan for all employees covered under this agreement;
2. Produce an updated description of each job and produce a classification system based on job content analysis;
3. Collect salary data and produce a recommended pay plan based on job analysis, job evaluation, and survey data; and
4. Train designated personnel in each step of classification and pay plan development to help ensure the implementation and maintenance of the system.

Phase I Developing a Work Plan and Schedule of Activities

- 1.1 Condrey and Associates, in cooperation with appropriate officials, will generate a work plan of activities and target dates for completion.
- 1.2 During this phase all the documents detailing the current personnel policies and procedures, job classification system and pay plan will be made available to Condrey and Associates for review and analysis.

Phase II -- Job Analysis Survey

- 2.1 Condrey and Associates will develop a detailed job survey form to be completed by position incumbents. This data will serve as the basis for generating updated job classifications and job evaluations (ranking of jobs).

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- 2.2 Condrey and Associates will determine the number of interviews and/or job audits that will need to be conducted to assure adequate data for generating a complete and valid description of each job and job classification. It is anticipated that approximately 50% of the county's 280 employees will be interviewed concerning their job duties and responsibilities.

**Phase III Job Evaluation**

- 3.1 Condrey and Associates will furnish a job evaluation format of established procedures for ranking jobs and measuring differences in job content.
- 3.2 Condrey and Associates and appropriate officials will select a format best suited for measuring different levels of knowledge, skills, and abilities required to perform the jobs to be evaluated.

**Phase IV Developing a Compensation Structure**

Condrey and Associates will:

- 4.1 Condrey and Associates will conduct a salary survey of organizations specifically for this project. The survey will include up to 25 organizations and 40 benchmark positions.
- 4.2 Condrey and Associates will collect, review, and format published salary data covering relevant public and private organizations.
- 4.3 Condrey and Associates will analyze and format the survey data for use in establishing competitive pay levels.
- 4.4 After the survey data is compiled, Condrey and Associates will review all data generated to this point with appropriate officials to determine what additional information needs to be considered before moving to the next phase.

**Phase V -- Developing a Pay Plan**

Condrey and Associates will:

- 5.1 Establish recommended pay grades based on the job evaluation results (Phase III) and the wage survey (Phase IV).

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- 5.2 Establish pay steps or ranges in each grade and present the complete recommended pay plan to appropriate officials for review. At this point the plan will reflect the data from Phases III and IV as well as cost-of-living data and the jurisdiction's financial condition and compensation policy.

Phase VI -- Implementing and Administering the Program

Condrey and Associates will:

- 6.1 Recommend a series of career ladders and lattices as appropriate at no additional cost to the jurisdiction.
- 6.2 Determine the proper FLSA designation of each position.
- 6.3 Present alternative plans to ameliorate salary compression.
- 6.4 Be available to provide a reasonable level of ongoing technical assistance necessary to maintain the program.

Cost and Duration

The cost to Condrey and Associates to provide the services specified in this proposal will be a fixed fee of \$47,500. Considering the scope of the project, we anticipate a four (4) month work plan beginning June 1, 2021, with final reports submitted on or before September 30, 2021. Follow-up technical assistance will be provided through September 30, 2022 at no additional cost to the County (with the exception of travel-related costs). Formal involvement would terminate September 30, 2021.

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

**MOTION** was made by LaDon Townsend and seconded by Danny Barksdale to approve an agreement with Xerox for 1-line fax/copier for 36 months with minimum payment of \$167.75 a month.

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 Jason Black, aye. Motion carries unanimously.

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**MOTION** was made by Danny Barksdale and seconded by LaDon Townsend to award the following bid proposal to the lowest responsible bidder meeting specifications as follows:

Proposal No.	Item	Awarded to	Amount
2754	Joint Internet Services County Commission & City of Athens	WOW Business	\$1,073.99 monthly

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

**MOTION** was made by Danny Barksdale and seconded by Jason Black to promote Daxton Gilbert to Equipment Operator II in District 2.

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

**MOTION** was made by LaDon Townsend and seconded by Danny Barksdale to approve to hire Austin Roberson as a Deputy, pending drug screening.

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 Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Daryl Sammet to approve to hire Lucas Ferrell as a Deputy, pending drug screening.

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

**MOTION** was made by Daryl Sammet and seconded by LaDon Townsend to approve to hire Reda Davis as Nutrition Center Manager.

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 Jason Black, aye. Motion carries unanimously.

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**MOTION** was made by Jason Black and seconded by Daryl Sammet to approve the following subdivision:

<b>Name</b>	<b>S/D Type</b>	<b>Approval Type</b>	<b>Lots</b>	<b>District</b>	<b>Location</b>
Jones Spring Subdivision, Phase 2	Major	Preliminary	32	2	Approx. 900' North of Pepper Rd on the west side of Jones Rd

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

**MOTION** was made by Jason Black and seconded by LaDon Townsend to remove the following to inventory:

<b>Department</b>	<b>Item</b>	<b>Serial #</b>
Jail	CS5 Design Prem Upgrade	n/a
Sheriff's Office	Dell Precision Laptop 4400	15033
Sheriff's Office	2013 Chevy Tahoe	15255

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

**MOTION** was made by Danny Barksdale and seconded by Jason Black to transfer the following from inventory:

<b>Transfer from</b>	<b>Transfer to</b>	<b>Item</b>	<b>Inventory or Serial #</b>
Sheriff's Office	IT Department	Digital Media Player	15087
Sheriff's Office	IT Department	Digital Media Player	15088
Sheriff's Office	IT Department	Exchange 2016 Cals	19006
Sheriff's Office	IT Department	VMWRE	19085
Sheriff's Office	IT Department	Exchange Licenses	10014
Sheriff's Office	IT Department	VMWRE Enterprise Plus	10015
Sheriff's Office	IT Department	Cisco 9500 Switch	12621

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



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**MOTION** was made by LaDon Townsend and seconded by Daryl Sammet to add the following from inventory:

<b>Department</b>	<b>Item</b>	<b>Serial #</b>
Sheriff's Office	Talinco Laptop Computer	11-2020-1035-ALPH-0001
Sheriff's Office	F150 Pickup	15433
Sheriff's Office	FARO Laser Scanner	LLS02017454

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

Commissioner Daryl Sammet reported that the Black Road project should be completed today or tomorrow, and the project went well with the new equipment and sharing of the dump trucks. Commissioner Sammet further reported that for those citizens that put out "No Spray" signs, if those areas are not maintained properly then the areas would be sprayed, and the next round of spraying will happen in the next week or two.

Commissioner Danny Barksdale reported that the paving crew would be moving from District 1 to Newby Road in District 2, and Commissioner Barksdale requested that citizens watch their speed and pay attention to the paving crew.

Commissioner Jason Black gave a "Legislative Report" which covered the following legislative achievements for the county, the residents and the state as a whole: (1) Governor's enactment of law alleviating jurisdiction confusion among local governments; (2) Governor's enactment of law allowing for maximum use of solid waste funds; and (3) Governor's enactment of law expanding membership of Employee's Retirement System Board.

Commissioner LaDon Townsend reported that District 4 was clipping the shoulders on Upper Snake Road and the road was closed between Tillman Mill, Black and Zehner Roads due to the work being done on New Cut Road. Commissioner Townsend also commented on the "No Spraying" signs and that if the areas were not being maintained properly then the areas would be sprayed in order to keep intersections cleared.

Chairman Collin Daly congratulated Pam Carter for receiving a gift as a retired Administrator at the Association of County Administrators Association conference. Chairman Daly thanked Relay for Life for a great turnout on Friday night at their Relay program, and the Chairman stated, "Relay does so much for cancer victims, and being there and having someone pray with you is great." Chairman Daly further commented that he had received many compliments about the Limestone County Career Technical Center's graduation that was held on the Courthouse Square, and he also congratulated

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all the graduating seniors. Chairman Daly thanked everyone for coming and reminded everyone that the next meeting would be held on Tuesday, June 8<sup>th</sup>, due to the County offices being closed on June 7<sup>th</sup>.

Adjourned at 10:12 a.m. until 9:00 a.m. on Tuesday, June 8, 2021, at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.