

**MINUTES, LIMESTONE COUNTY COMMISSION, NOVEMBER 1, 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.

Mr. Kenneth Hines addressed the Commission regarding the re-districting proposal on the Black population in District 3 and his concerns about the absence of Black voices among elected officials.

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

Commissioner Townsend informed the Commission that he would be abstaining from the vote on a personnel vote.

The meeting began with the Pledge of Allegiance.

MOTION was made by Jason Black and seconded by Danny Barksdale to approve the minutes of October 18, 2021.

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

MOTION was made by Daryl Sammet and seconded by LaDon Townsend to approve the following claims

10/15/2021	Check # 63074 - 63155	\$ 1,299,917.29
10/22/2021	Check # 63156 - 63210	\$ 1,320,268.71
10/28/2021	Check # 63211	<u>\$ 174,673.80</u>
	TOTAL	\$ 2,794,859.80

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

MOTION was made by Jason Black and seconded by Danny Barksdale to approve the following resolution to approve of the conveyance of one acre of its real property located at the corner of Blackburn Road and Hwy 72 to the Health Care Authority of Athens and Limestone County, known and doing business as Athens-Limestone Hospital, for the purpose of operating a medical facility to provide medical services and health care to the general public and citizens of Limestone County.

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Resolution

WHEREAS the Limestone County Commission, is the governing body of Limestone County, Alabama (“the County”); and,

WHEREAS the County desires to convey one acre of its real property located at the corner of Blackburn Road and Highway 72 to the Health Care Authority of Athens and Limestone County, known and doing business as Athens-Limestone Hospital, without consideration, for the purpose of operating a medical facility to provide medical services and health care to the general public and citizens of Limestone County, Alabama, to include any facility or structure in the furtherance thereof, such as, but not limited to, a facility or structure to be used by or for the benefit of Athens-Limestone Hospital in transporting persons for the provision and/or receipt of medical services and health care, subject to the automatic reversion of the real property back to the County should Athens-Limestone Hospital no longer provide such medical services or health care at the real property or no longer desire to own the property; and,

WHEREAS such a conveyance without consideration is permitted by Alabama Code §22-21-336 and other applicable law; and,

WHEREAS the Limestone County Commission has determined that the conveyance of its real property to Athens-Limestone Hospital without consideration will serve a valid and sufficient public purpose, notwithstanding any incidental benefit to the private entity, or any other public body, and will provide a benefit to the general public and persons of Limestone County, Alabama in the availability of medical services and health care; and,

WHEREAS upon motion having been duly made by Commissioner Black, and seconded by Commissioner Barksdale, to approve the conveyance of one acre of its real property to Athens-Limestone Hospital for the purposes and on the condition of reversion as set forth in this Resolution; and, with said motion and second having been made in an open meeting of the Commission on Monday, November 1, 2021, with discussion had thereon and a vote having been taken, upon which vote said motion carried by a vote of 4 to 0 in favor;

THEREFORE, BE IT RESOLVED BY THE LIMESTONE COUNTY COMMISSION, during its meeting on Monday, November 1, 2021, commencing at 10:00 a.m., as follows:

BE IT HEREBY RESOLVED that the Limestone County Commission shall and hereby does approve of the conveyance of one acre of its real property located at the corner of Blackburn Road and Highway 72 to the Health Care Authority of Athens and Limestone County, known and doing business as Athens-Limestone Hospital, without consideration, for the purpose of operating a medical facility to provide medical services and health care to the general public and citizens of Limestone County, Alabama, to include any facility or structure in the furtherance thereof, such as, but not limited to, a facility or structure to be used by or for the benefit of Athens-Limestone Hospital in transporting persons for the provision and/or receipt of medical services and health care, subject to the automatic reversion of the real property back to the County should Athens-Limestone Hospital no longer provide such medical services or health care at the real property or no longer desire to own the property; and,

BE IT FURTHER RESOLVED that the Chairman of the Limestone County Commission, the County Administrator, and all other such persons on behalf of the County as may be necessary shall be authorized to further execute any and all documents and instruments that may be necessary to complete the conveyance of the County’s real property herein contemplated, including the approval of any modifications that may be inconsequential to the substantive terms herein resolved and approved by the County’s legal counsel.

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

ADOPTED AND APPROVED this 1st day of November 2021.

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

MOTION was made by Daryl Sammet and seconded by LaDon Townsend to approve the following budget revisions:

Department	Account Number	Title of Line Item	Amount
Athens Limestone Public Library	112-59209-271 112-35910	Insurance on building Budgetary Fund Balance	+ \$6,606.00 - \$6,606.00
Litter Patrol	104-54150-549 104-54150-550 104-35910	Miscellaneous Equipment Motor Vehicle Beginning Fund Balance	+ \$8,650.00 + \$35,000.00 - \$43,650.00

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.

MOTION was made by Jason Black and seconded by Daryl Sammet to award the following bid proposal to the lowest responsible bidder meeting specifications as follows:

Proposal No.	Item	Awarded to	Amount
2762	Sanitary Supplies (Nov. 4, 2021 to Nov. 3, 2022)	American Paper & Twine	Overall sanitary supplies \$2,538.23. 20% discount on current general full line catalog for office supplies.

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 Daryl Sammet to approve to hire Mallory Townsend as Communications Officer, 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, abstained. Motion carries unanimously.

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MOTION was made by Danny Barksdale and seconded by Daryl Sammet to approve to promote Irma Mayela Salgado Flores from Tag Clerk to Title Clerk in the License Commissioner's Office.

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

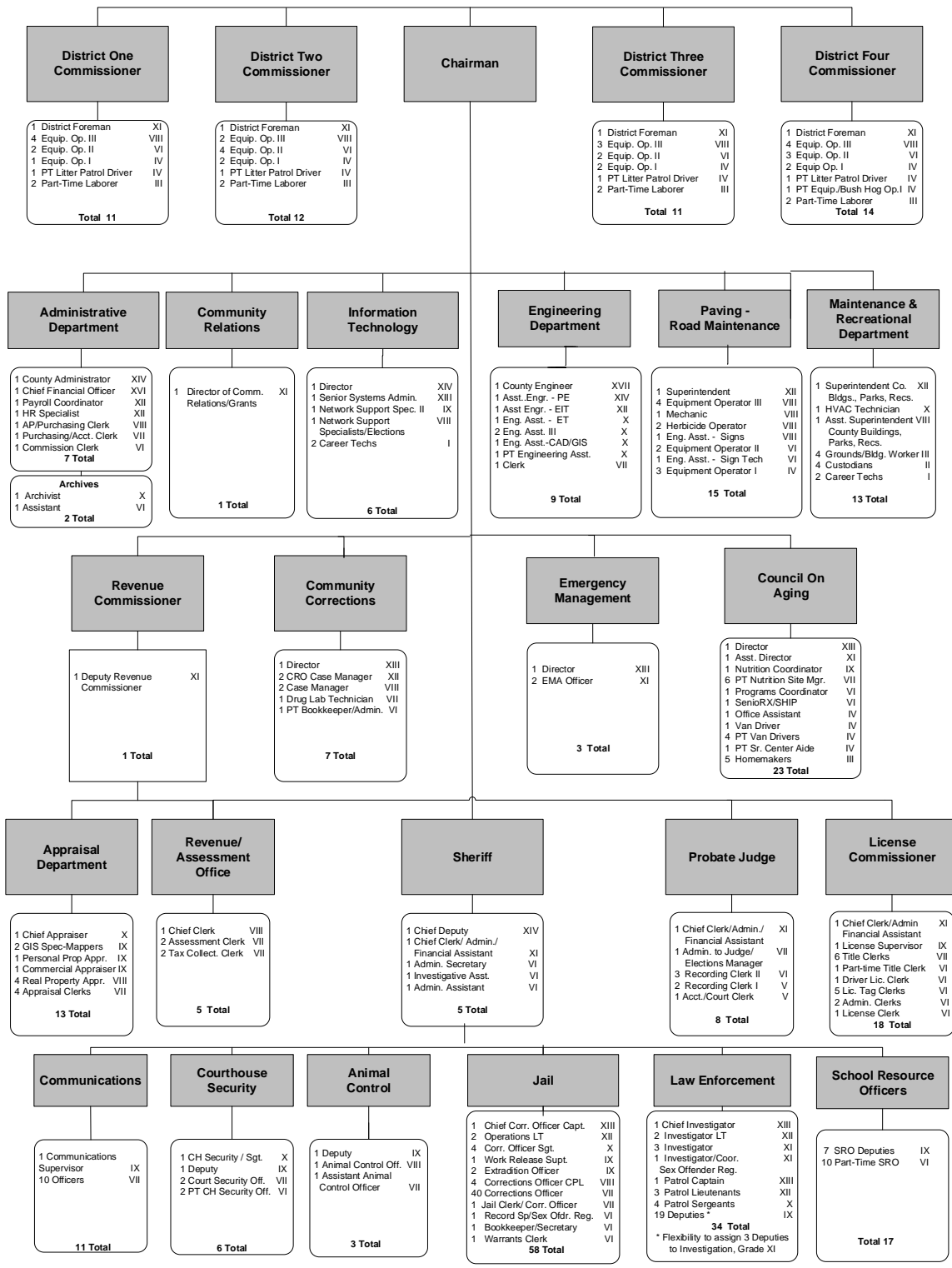
MOTION was made by Danny Barksdale and seconded by LaDon Townsend to approve to transfer Mollie Peck Hamilton from Administrative Clerk to Tag Clerk in the License Commissioner's Office.

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 Jason Black and seconded by LaDon Townsend to approve to amend the Staffing Plan to change "HR Coordinator" to "Payroll Coordinator" and change "Staff Accountant" to "HR Specialist".

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LIMESTONE COUNTY COMMISSION STAFFING PLAN November 1, 2021



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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 Daryl Sammet and seconded by Jason Black to approve job descriptions for "Payroll Coordinator" and "HR Specialist".

LIMESTONE COUNTY

Job Title: **PAYROLL COORDINATOR**

Department: County Commission Office

Grade: XII

JOB SUMMARY

This position is responsible for coordinating the county's payroll operations.

MAJOR DUTIES

- Tracks and maintains record of paid and non-paid leave accruals.
- Collects timecards of hourly employees and enters into payroll software; sends file to bank; ensures all appropriate deductions are taken.
- Prepares and submits payroll budget to County Commission.
- Sends merit pay slips to each department; places recommendations on commission agenda.
- Maintains payroll records.
- Submits new hire and I-9 forms.
- Makes federal tax and social security tax deposits.
- Submits state withholdings, judicial FICA payments, employee retirement contribution reports, and Board of Registrars reports.
- Reconciles monthly insurance billings.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of payroll management principles and practices.
- Knowledge of federal and state payroll withholding requirements.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communications.

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SUPERVISORY CONTROLS

- The County Administrator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

- Guidelines include IRS guidelines, insurance requirements, Retirement Systems of Alabama procedures, and county and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized and administrative duties. The variety of duties and strict regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate county payroll processes. Successful performance helps ensure the overall effective and efficient operation of the county government.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, insurance company representatives, RSA representatives, retirees and members of the general public.
- Contacts are typically to exchange information, 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, bending, crouching or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- 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.

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LIMESTONE COUNTY

Job Title: **HUMAN RESOURCES SPECIALIST**

Department: County Commission Office

Grade: **XII**

JOB SUMMARY

This position is responsible for providing specialized support for county human resource functions.

MAJOR DUTIES

- Ensures compliance with federal, state and local laws associated with employment practices; assists in updated county personnel policies as needed.
- Oversees the random drug screening process for safety sensitive employees; coordinates with contracted drug testing agency.
- Maintains confidential employee files and records; maintains 1099 files.
- Assists department heads and elected officials with personnel-related issues and questions.
- Sets up open enrollment and counseling session for employee insurance and other benefits.
- Posts job advertisements for open positions; receives and files applications; checks applicant references; work with hiring supervisor to identify applicants for interviews; sets up interviews.
- Assists employees with enrollment in county-provided benefit programs.
- Conducts E-Verify verifications.
- Reconciles monthly insurance billing.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of human resources management principles, practices and procedures.
- Knowledge of employee benefit administration.
- Knowledge of employee recruitment and hiring practices.
- Knowledge of relevant local, state and federal laws.
- Knowledge of structure, functions and operations of county departments.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in mediating and resolving disputes.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

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SUPERVISORY CONTROLS

- The County Administrator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

- Guidelines include state and federal employment laws and county and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized and administrative duties. The variety of duties and strict regulations contribute to the complexity of the position.
- The purpose of this position is to provide specialized support for the county's human resource management functions. Successful performance helps ensure the overall effective and efficient operation of the county government.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, job applicants, retirees and members of the general public.
- Contacts are typically to exchange information, negotiate matters, 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, bending, crouching or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- 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. Daryl Sammet, aye; Jason Black, aye; Danny Barksdale, aye; and LaDon Townsend, aye. Motion carries unanimously.

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MOTION was made by LaDon Townsend and seconded by Danny Barksdale to promote Rodney Elkins to Equipment Operator I / Litter Patrol Driver in District 4, which is to be paid out of the gasoline and solid waste funds.

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 Daryl Sammet and seconded by Jason Black to approve family medical leave of absence for Joe Moss, beginning November 22, 2021 and ending January 14, 2022.

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

MOTION was made by Jason Black and seconded by LaDon Townsend 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
Alicia Sanders	Human Resource Coordinator	11/19/2021
Caleb Ryan	Deputy	11/19/2021
Cody Burris	Corrections Officer	11/4/2021
Dale Townsend	SORNA Inv.	11/23/2021
Elizabeth Clark	Recording Clerk II	11/14/2021
Fred Sloss III	Chief	11/16/2021
Jacob Lamar	Corporal	11/1/2021
Jacob Rupp	Corrections Officer	11/1/2021
Jacquelin McNatt	Sergeant	11/1/2021
Jeff Sides	Corrections Officer	11/25/2021
Jennifer Easter	Assessment Clerk	11/9/2021
Judith Harvey	Chief Appraiser	11/8/2021
Lisa Kellum	Corrections Officer	11/15/2021
Marcia Pratt	Tag Clerk	11/6/2021
Melissa McGlocklin	Title Clerk	11/30/2021
Michael Bloodworth	Deputy	11/4/2021
Pamala Vinyard	Grounds/Building Worker- Cowford	11/4/2021
Pat Ryan	Corrections Officer	11/3/2021
Paula Thompson	Assessment Clerk	11/24/2021
Rhonda Mitchell	License Tag Clerk	11/3/2021
Susan Gooch	Corrections Officer	11/4/2021
Wendy Johnston	Recording Clerk	11/30/2021

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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 Danny Barksdale to approve the following subdivisions:

Name	S/D Type	Approval Type	Lots	District	Location
Albert Fogg's Farm Subdivision replat part of Tract 8	Minor	Preliminary & Final	3	2	West side of Oakdale Rd Approximately ¼ mile south of AL Hwy 251
Oakleaf Estates Subdivision replat Lots 2A & 3A of a replat of Lots 1 -6 Block B	Minor	Preliminary & Final	1	2	Approximately 1 ¼ mile north of Hwy 72 east side of East Limestone Rd
Lindsay and Grisham Acres, No. 2 replat Lots 1, 2 and 3	Minor	Preliminary & Final	2	2	17815 Wells Rd.
Elk River Mills Subdivision replat of Tract 4	Minor	Preliminary & Final	2	4	Approximately 1 mile west of AL Hwy 99 north side of Elk River Mills Rd
The Estates at Piney Chapel replat Lots 9 - 17	Minor	Preliminary & Final	5	1	East of Piney Chapel & Dugger Rd. intersection
Shaw Estates replat part of Lot 1	Minor	Preliminary & Final	2	3	Southeast corner of Snake & Ripley Rd. intersection

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

MOTION was made by Danny Barksdale and seconded by LaDon Townsend to approve to sell the following on GovDeals:

Department	Item	Inventory #	Serial #
Maintenance	Apache Air Compressor	N/A	CMG250AC
Maintenance	260 John Deere Mower	17669	FC540-099809
Maintenance	3 Huskee 21" Mowers with baggers	N/A	173CC, 159CC
Maintenance	Apcahe 2500 psi 2.2 GOM pressure washer	N/A	N/A
Maintenance	Apache 6.5 water pump P30	N/A	PW200080331004
Maintenance	Troy-Built Chipper	N/A	24B-060F766 CSV 065
Maintenance	2 Floor Polishers	N/A	N/A
Maintenance (Courthouse)	Clark Buffer – Model 2300	17661	4124

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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.

Commissioner Daryl Sammet expressed his appreciation to Attorney Drew Dill and gave an update on road projects. Commissioner Sammet reported that he had a successful meeting with Lincoln County regarding Sate Line Road. Commissioner Sammet ended his report expressing this appreciation to all of the citizens that came to the meeting regarding the proposed re-districting, and Commissioner Sammet stated, "We are elected by districts, but we represent the whole county, and we will do the best job that we can."

Commissioner Jason Black reported that the paving crew would be in his district to finish two small projects, and District 3 is continuing to cut the sides of the roads and then will move down to Lucy's Branch to cut approximately 7 acres which is in accordance with a TVA contract. Commissioner Black also reported that they have begun their preparation for winter.

Commissioner LaDon Townsend reported that they are trying to finish up Chapman Hollow Road, and District 4 is also cutting the sides of the roads as well as getting prepared for winter.

Chairman Collin Daly expressed his appreciate for everyone that attended regarding the proposed re-districting. The Chairman also mentioned the following: 1) Congratulated East Limestone Volleyball Team for their win as runner-up in the State 5A playoffs; 2) Thanked Wal-Mart for their candy contribution to the "Trick or Treat on the Square" event; 3) Reminded everyone of the Veteran's Day parade; and 4) The ribbon cutting at Merchant's Ally. Chairman Daly ended his comments with bringing attention to Dyslexia and reminding everyone that obstacles are overcome with hard work and thanked all special education teachers.

Adjourned at 10:21 a.m. until 9:00 a.m. on Monday, November 15, 2021, at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.