

MINUTES, LIMESTONE COUNTY COMMISSION, NOVEMBER 7, 2016

The Limestone County Commission met in a regular meeting today, at 10:00 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

Present: Stanley Hill, Steve Turner, Jason Black, and Ben Harrison. Absent: None. Mark Yarbrough, Chairman presided.

Kelly Howard, from Martin & Cobey Construction and Architect Robert Littleton, from Goodwyn, Mills & Cawood, briefed the Commission on the Courthouse renovation.

Board of Education Superintendent Dr. Tom Sisk presented a rendering of Sugar Creek Elementary School. He stated the construction is under budget and the completion schedule is July 2017. Dr. Sisk gave a brief on the plans for Owens School. He announced American Education Week is November 14 – 18, 2016.

The meeting began with the Pledge of Allegiance.

MOTION was made by Steve Turner and seconded by Stanley Hill to approve the minutes of October 17 & November 2, 2016.

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

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

10/21/16	Check # 40535 – 40608	\$1,028,746.73
10/21/16	Check # 40609	Void
10/21/16	Check # 40610	\$ 4,359.08
10/21/16	Check # 40611	Void
10/21/16	Check # 40612 – 40614	\$ 4,870.00
10/21/16	Check # 40615	\$ 2,000.00
	Check # 40616	Void
10/27/16	Check # 40617	\$ 3,370.00
10/28/16	Check # 40618 – 40685	\$ 756,945.00
10/31/16	Check # 40686 – 40738	<u>\$ 446,566.35</u>
	TOTAL	\$2,246,857.16

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

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

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MOTION was made by Jason Black and seconded by Steve Turner to authorize the Chairman to execute the following resolution of Limestone County Commission Authorizing the Opening of a Credit Card Account.

**RESOLUTION OF LIMESTONE COUNTY COMMISSION AUTHORIZING THE
OPENING OF A CREDIT CARD ACCOUNT**

WHEREAS, the Limestone County Commission does not presently have a credit card account for official business and/or travel expenses of County officials and/or employees; and,

WHEREAS, the Limestone County Commission finds that it will be beneficial to establish such a credit card account for use by County officials and/or employees for official business and/or travel expenses to the extent allowed by law; and

WHEREAS, it is anticipated that the Limestone County Commission will adopt a policy for the usage of any County issued credit card in substantially the form of the policy attached hereto; and,

WHEREAS, upon motion having been made by Commissioner Jason Black, and seconded by Commissioner Steve Turner, and discussion having been held and a vote taken thereon, which motion passed by a vote of 4 to 0;

BE IT HEREBY RESOLVED, by the Limestone County Commission that the Chairman and County Administrator shall apply for and obtain a County credit card through First National Bank and establish an aggregate limit not to exceed \$15,000.

Adopted this 7th day of November 2016.

Mark Yarbrough, Chairman

ATTEST:

Pam Ball, County Administrator

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

MOTION was made by Steve Turner and seconded by Jason Black to approve the Project Lighting Contract with Meridian Energy Group for Limestone County Detention Facility, \$54,883.00; subject to County Attorney approval.

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(Will insert contract after County Attorney approval.)

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

MOTION was made by Ben Harrison and seconded by Jason Black to approve a proposal from J M Wood Auction Company, Inc. to auction the following equipment at the March 14 – 17, 2017 auction.

Department	Item	Serial #
District 1	2017 Mack GU713 Granite Tri Axle Dump Truck	1M2AX07C9HM061477
District 2	2017 Mack GU713 Granite Tri Axle Dump Truck	1M2AX07C9HM061476
District 3	2017Mack GU713 Granite Tri Axle Dump Truck	1M2AX07C9HM061475
District 3	2017Mack GU713 Granite Tri Axle Dump Truck	1M2AX07C9HM061478
District 4	2007Mack CV713 Granite Tri Axle Dump Truck	1M2AG11C87M051162
District 4	1975 CAT 140G Motor Grader	72V610
District 4	1988 Dresser A550 Motor Grander	G310002U100269

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

MOTION was made by Jason Black and seconded by Steve Turner to appoint the Limestone County Commission Economic Development Director to serve as the non-elected person on the LCEDA Executive Committee.

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

MOTION was made by Stanley Hill and seconded by Steve Turner to award the following bid proposal to the lowest responsible bidder meeting specifications as follows:

Proposal No.	Item	Awarded to	Amount
2596	Operations Funds Checks (County Commission)	Printers & Stationers, Inc.	\$669.00

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

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

Proposal No.	Item	Awarded to	Amount
2598	Roofs and Gutter System (Commission Building)	MG Roofing, Inc.	\$139,365.00

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

MOTION was made by Stanley Hill and seconded by Steve Turner 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	Current Rate Per Hour	New Rate Per Hour
Robert Terry Boyd Jr.	Engineering Foreman	11/21/16	24.36	25.13
Elizabeth Clark	Recoding Clerk II	11/14/16	18.35	18.92
Comilla Regina Craig	Administrative Clerk	11/02/16	23.66	24.41
Bill Daws	Work Release Director	11/19/16	19.95	20.57
Jennifer Easter	Assessment Clerk	11/09/16	16.33	16.84
Judith Harvey	Chief Appraiser	11/08/16	27.37	28.23
Wendy Johnston	Recording Clerk	11/30/16	17.14	17.68
Jacob Lamar	Corrections Officer	11/01/16	16.33	16.84
Theresa Marlin	Tax Collection Clerk	11/01/16	16.33	16.84
Melissa McGlocklin	License Tag Clerk	11/30/16	13.89	14.33
Rhonda Mitchell	License Tag Clerk	11/03/16	14.33	14.78
Jacquelin McNatt	Corrections Officer	11/01/16	21.57	22.25
Carey Miles	Extradition Officer	11/14/16	24.77	25.54
Dannie Miller	District 2 Foreman	11/08/16	25.13	25.91
Rhonda Mitchell	License Tag Clerk	11/03/16	14.33	14.78
Marcia Pratt	Tag Clerk	11/06/16	14.78	15.24
Bryan K. Robinson	Equipment Operator III	10/03/16	18.61	19.19
Jacob Rupp	Corrections Officer	11/01/16	19.66	20.27
Pat Ryan	Corrections Officer	11/03/16	17.37	17.92
Alicia Sanders	Human Resource Coord.	11/19/16	32.40	33.42
Jeff Sides	Corrections Officer	11/25/16	16.33	16.84
Fred Sloss III	Chief	11/16/16	38.34	39.55
Paula Thompson	Assessment Clerk	11/24/16	16.33	16.84
Dale Townsend	Deputy	11/23/16	29.81	30.75

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

County Engineer Bryant Moss mentioned the revised subdivision regulations will be available online Wednesday for public comment. The regulations with the changes noted will be available on the County's website under the Engineering tab. He discussed the changes made to the regulations.

MOTION was made by Jason Black and seconded by Steve Turner to approve the following Limestone County Commission Credit Card Usage Policy.

Limestone County Commission Credit Card Usage Policy

The purpose of this policy is to enact a formal credit card usage policy that establishes the procedures for using any credit card issued on a County owned and/or held account, and to define the appropriate uses of the credit card.

Credit cards issued to any Limestone County official or employee may be used only for official County business and travel expenses related thereto. Officials and employees are expected to manage and use the cards wisely, and in accordance with this policy. It is the Commission's intent to comply with the Department of Examiners of Public Accounts minimum requirements relating to use and documentation of items charged on any such County issued credit card.

Failure to comply with this policy, or any other policies of the County regarding credit card usage, shall subject any such official and/or employee to being considered to have used the County's credit card without proper approval and/or authorization.

The County credit card can only be used for official travel outside of Limestone County, under absolutely no circumstances can the credit card be used to obtain cash advances or pay for expenses of a personal nature.

1. Approved Uses of a County-issued Credit Card shall include:
 - a. Conference Registration
 - b. Hotel
 - c. Air Fare

2. Credit Card Issuance
 - a. Credit cards for the County are held by the Commission Office and checked out upon request of use.
 - b. To obtain a credit card the employee must complete a credit card request form and return it to the Commission at least 48 hours in advance of travel, unless otherwise approved by the County Administrator due to

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emergent circumstances or when the matter requiring use of the credit card does not reasonably allow a sufficient period of time in advance of travel.

3. Credit Card Loss
 - a. Lost credit cards should be reported immediately to the Commission Office.
4. Receipts
 - a. Credit Cards shall be returned to the Limestone County Commission upon return from County travel and no later than the following business day after County travel.
 - b. Original itemized receipts, along with the credit card receipts, should be attached to a completed expense report. The completed expense report must be signed by the employee, approved by the department head, and submitted to the County Accounts Payable office no later than the following business day after County travel.
 - c. Non-itemized receipts will NOT be reimbursed by Limestone County and will be the responsibility of the County official and/or employee.

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

MOTION was made by Stanley Hill and seconded by Steve Turner to approve Morell Engineering to perform inspections of the roofing and gutter construction at the Commission Building; \$10,000 budget.

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

MOTION was made by Steve Turner and seconded by Stanley Hill to approve to sell the following on GovDeals:

Department	Item	Inventory #	Serial #
Parks & Recreation	1987 Case 580E Backhoe	17679	JJG0230163
District 2	Bush Hog 2610L	17835	
District 2	Bush Hog 2610L	17836	71202

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

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MOTION was made by Jason Black and seconded by Steve Turner to approve the following Change Orders for Phase III of the Courthouse renovation project; \$3,957.00

- Garber Construction Co., Inc. CO #49 – cost to clean terrazzo floor in toilet 214T; \$368.00
- Garber Construction Co., Inc. CO #01 – Reroofing and Repairs, due to the roofing subcontractor not install flashing as described in the construction drawings. Method used was acceptable, but did not require the same amount of labor to install; (\$960.00)
- Comfort Group of Alabama, Inc. CO #16 – for rerouting a sanitary line due to blockage in the existing sanitary line; \$1,627.00
- Comfort Group of Alabama, Inc. CO #17 – Time and Material Change Order for the investigation of the exterior water hydrant system; \$2,922.00

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

Commissioner Hill thanked everyone involved in the Courthouse renovations. He stated the lighting for the Jail will be a cost savings that will pay for itself.

MOTION was made by Steve Turner and seconded by Ben Harrison to approve the following road improvement project in District 2.

Road Name	Length in miles	Width in feet	Note	Cost
Cambridge Lane	1.4	20	Plant Mix Widen & level	\$200,000.00 *

* A portion to be reimbursed by the City of Athens.

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

MOTION was made by Jason Black and seconded by Steve Turner to approve the following road improvement project in District 3.

Road Name	Length in miles	Width in feet	Note	Cost
Burgreen Road begin at Huntsville/Brownsferry Road & go south	0.53	20	Leveling & wearing surface	\$125,000.00 *

* To be reimbursed by the City of Madison.

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

Recessed at 10:35 a.m. until 10:00 a.m. on Wednesday, November 16, 2016 at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.