

**MINUTES, LIMESTONE COUNTY COMMISSION, February 22, 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.

Leigh Patterson, Executive Director of Keep Athens-Limestone Beautiful, thanked Commissioner Townsend, Chairman Daly and Michelle Williamson for help with the Buzzard Roost clean-up project. She further stated that it was one of the best clean-ups that KLB has had with removal of almost 60,000 pounds of trash. Ms. Patterson noted that LaDon Townsend brought heavy equipment and workers, and she really appreciated the partnership and reminded the Commission that KLB is a resource and wants to be put to use. Ms. Patterson stated that March 6<sup>th</sup> is countywide trash attack and waterway clean-up day and offered volunteers to be sent to districts. Ms. Patterson ended her public comments with her thankfulness to the Commission for their partnership.

The meeting began with the Pledge of Allegiance.

**MOTION** was made by Jason Black and seconded by Daryl Sammet to approve the minutes of February 1, 2021.

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 the following claims:

1/5/2021	0060236	\$ 555.57
1/5/2021	0060237	\$ 262.83
1/29/2021	0060435 - 0060526	\$ 1,931,732.80
2/05/2021	0060527	\$ 29,791.00
2/05/2021	0060528 - 0060598	\$ 155,931.75
2/05/2021	0060599 - 0060607	<u>\$ 371,988.76</u>
	TOTAL	\$ 2,490,262.71

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 LaDon Townsend and seconded by Danny Barksdale to approve the following budget revisions:

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<b>Department</b>	<b>Account Number</b>	<b>Title of Line Item</b>	<b>Amount</b>
Kidney Dialysis Van	102-55803-234	R & M Motor Vehicles	+ \$4,800.00
	102-35910	Budgetary Fund Balance	- \$4,800.00

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 Danny Barksdale and seconded by Jason Black to appoint Kyle Bridgeforth and Grady Congo to the Limestone County Water and Sewer Authority Board, with terms ending February 28, 2027.

Chairman Daly thanked Mr. Congo and Mr. Bridgeforth for their willingness to be on the Limestone County Water & Sewer Authority Board.

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 LaDon Townsend to amend the Staffing Plan to make the following changes:

1. Amend the Staffing Plan to make the following changes:
  - a. Administrative Department
    - Add one (1) Staff Accountant; and
    - Remove one (1) Accounts Assistant.
  - b. Information Technology Department
    - Change the number of Network Support Specialists/Elections Specialist from three (3) to one (1); and
    - Add two (2) Career Techs.
  - c. Custodial Department
    - Change department name from “Custodial Department” to “Maintenance & Recreational Department”;
    - Change Superintendent of County Buildings to include parks and rec.;
    - Change grade of Superintendent of County Buildings from grade XI to grade XII;
    - Add 2 additional Grounds/Building Workers; and
    - Add 2 Career Techs.
  - d. Remove Parks and Recreation Department.

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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 LaDon Townsend to approve the following job descriptions:

- a. Staff Accountant;
  - b. Maintenance & Recreational Department Career Tech; and
  - c. Information Technology Department Career Tech.
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**Limestone County  
JOB DESCRIPTION**

Job Title: Staff Accountant

Department: County Commission Office

FLSA: Nonexempt

Grade: XII

Job Description Prepared: February 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Administrator

Subordinate Staff: Assists the Chief Financial Officer and Human Resource Coordinator

Other Internal Contacts: All County Department Heads and Employees

Job Summary

Under the general supervision of the County Administrator, the employee provides support to human resource and accounting functions for Limestone County. When needed and/or required, employee will assist with all duties listed below under the guidance of the Human Resource Coordinator and the Chief Financial Officer.

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Job Domains

**A. Budgeting and Financial Analysis Support**

1. Daily financial operations of the County.
2. Preparing, presenting and administering the comprehensive budget for Limestone County;
3. Budget hearings; various budget revisions necessary for the process.
4. Interpreting financial data and completing end of the month reports for submission to the County Commission; summarizing monthly expenditures and balances.
5. Reviewing budget revision requests for additional funding.
6. Reconciliation of bank statements against invoices and other expenditure documentation.
7. Monitoring of accounts receivable for timely collection of monies owed to the County.
8. Issuing purchase orders as needed.
9. Completion of bank transfers and journal entries.
10. Preparation of financial statements.
11. Preparation of Management Discussion and Analysis.
12. Preparation of necessary documentation for audit.
13. Planning, implementation and maintenance of accounting software.
14. Preparation of funds for grants.
15. Recording of fixed assets and depreciation of assets.

**B. Accounting & Payroll Functions Support**

1. Completion of reports concerning ad valorem taxes.
2. Compilation of data to analyze financial conditions.
3. Employee benefit reporting
4. Collection and entering of timecards of all hourly employees; transmittal of information to the bank.
5. Ensures all appropriated deductions are taken such as state and local taxes, insurance and garnishments.
6. Ensures overtime hours are calculated accurately.
7. Prepares W2s; ensures W2s balance with FICA reports and year end totals.

**C. Commission Operations**

1. Travels to training and conferences as required.
2. Performs other duties as required.

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Knowledge, Skills and Abilities  
(\* Can be acquired on the job)

1. \*Knowledge of County and departmental policies, procedures, and guidelines.
2. \*Knowledge of state, county, and federal statutes and laws.
3. Knowledge of the general principles of accounting.
4. Knowledge of the practical principles of human resource management.
5. Knowledge of County filing system and procedures.
6. Verbal skills to effectively communicate with co-workers, commission, and the general public.
7. Computer skills to effectively create documents and enter budget information.
8. Reading skills to read, understand, and explain State acts, federal laws, and guidelines.
9. Writing skills to compose complex letters to citizens and other governmental agencies.
10. Math skills to accurately project budgets.
11. Ability to prioritize work projects.
12. Ability to multi-task.
13. Ability to organize files and work projects.
14. Ability to work with little or no supervision.
15. Ability to maintain sensitive files with strict confidentiality.
16. Ability to pay attention to detail when completing reports.

Minimum Qualifications

1. Possession of a bachelor's degree in accounting, business administration or related field from an accredited college or university.
2. At least two years' governmental accounting experience.
3. Ability to travel for training and continuing education.
4. Ability to work overtime and nonstandard hours as required.
5. Possess a current and valid driver's license.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

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Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

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**LIMESTONE COUNTY  
Job Description**

Job Title: Career Tech  
Department: Maintenance & Recreational Department  
FLSA: Nonexempt Grade: I

Job Description Prepared: February 2021

Note: Statement included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Superintendent of County Buildings and Recreation

Subordinate staff: None

Job Summary

Employee will be provided an opportunity to explore and prepare for a career in HVAC, building/ground maintenance and custodial tasks.

Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County rules, regulations and policies.
2. \*Knowledge of electrical, plumbing, heating and cooling systems
3. \*Knowledge of cleaning processes, solutions and equipment.
4. \*Knowledge of hand tool use and equipment related to HVAC, custodial and maintenance work.
5. \*Knowledge of safety rules
6. Math skills to perform basic calculations.
7. Verbal skills to communicate effectively with supervisor and co-workers.
8. Ability to drive.
9. Ability to understand and follow instructions.

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10. Ability to complete tasks as assigned within designated time frames.
11. Ability to establish and maintain effective working relationship with department heads and other employees.
12. Ability to perform other duties as assigned.

**Minimum Qualifications**

1. Possession of a valid driver's license.
2. Ability to work overtime to complete assigned work.
3. Ability to travel to perform inspection work, attend workshops and seminars.

**Work Environment**

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing.

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**LIMESTONE COUNTY  
Job Description**

Job Title: Career Tech  
Department: Information Technology  
FLSA: Nonexempt Grade: I

Job Description Prepared: February 2021

Note: Statement included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

**Relationships**

Reports to: IT Director  
Subordinate staff: None

**Job Summary**

Employee will be provided an opportunity to explore and prepare for a career in information technology. Employee will learn to identify network types; install, maintain, troubleshoot and support a network; understand network technologies and secure wireless networks.

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**Knowledge, Skills and Abilities**

(\* Can be acquired on the job)

1. \*Working knowledge of computer operating systems and computer networks.
2. \*Working knowledge of Microsoft Office.
3. \*Some knowledge of desktop computer systems and computer peripheral equipment.
4. Ability to plan and organize work in order to set priorities and meet deadlines.
5. Ability to follow and be involved in the planning and implementation of projects.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to establish and maintain effective working relationships with department heads and other employees.
8. \*Considerable knowledge of county rules, regulations, and policies.
9. Ability to perform other duties as assigned.

**Minimum Requirements**

1. Possession of a valid driver's license.
2. Ability to work overtime to complete assigned work.
3. Ability to travel to perform inspection work, attend workshops and seminars.

**Work Environments**

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, vehicles (e.g. use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc). Most work areas are adequately lighted, heated and ventilated.

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 Danny Barksdale and seconded by Jason Black to approve the following amended job descriptions:

- a. Network Support Specialist/Elections Specialist;
- b. Superintendent of County Buildings;
- c. Assistant Superintendent of County Buildings; and
- d. Buildings and Ground Maintenance Worker.



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**Limestone County**

**JOB DESCRIPTION**

Job Title: Network Support Specialist/Elections Specialist

Department: Information Technology

FLSA: Nonexempt Grade: VIII

Job Description Prepared: January 2013 Revised: February 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: IT Director

Subordinate Staff: None

Other Internal Contacts: Elected Officials; County Administrator; Department Heads, and Other County personnel

External Contacts: General Public; Various vendors; Cellphone service providers; Election Machine providers

Job Summary

Under the supervision of the IT Director, employee provides basic computer and network administration, implementation, and maintenance services for the County. The employee also provides support for the help desk services provided by the IT Department. Performs duties, as required, to assist with the delivery, validation, and maintenance of voting machines for elections.

Job Domains

**A. Help Desk and User Training**

1. Provides support for IT help desk operations.
2. Conducts and/or coordinates user-training classes as required.

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3. Answers questions or resolves computer and peripheral problems for clients either in person, via telephone, or electronically.
4. Provides assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

**B. Systems Administration, Maintenance, and Operation**

1. Performs system backups and integrity checks as required.
2. Administers security utilizing principle of least privilege.
3. Manages server-based software applications and systems.
4. Installs, troubleshoots, and maintains IP-based camera and NVR systems.
5. Troubleshoots and maintains IP-based physical security hardware/software.
6. Performs maintenance and upgrades to server hardware/software and operating systems.
7. Performs setup, management, and troubleshooting of VoIP telephone system.
8. Coordinates cellphone service and activation.
9. Performs new user account activations.
10. Installs network cables and terminations.
11. Configures/maintains virtual infrastructure.

**C. Administrative and Recordkeeping**

1. Maintains work order status & work order time entry up to date.
2. Maintains backup logs, maintenance logs, inventory files, etc.
3. Follows industry and Departmental standards for naming, labeling, and documenting user profiles, directories, cables, equipment, etc.
4. Researches bid quotes for new and replacement equipment.
5. Prepares IT equipment orders.
6. Runs the recycle program for used IT equipment.
7. Performs other duties as assigned.

**D. Election Machine Specialist**

1. Picks up election materials and data packs from printer.
2. Performs diagnostics on all electronic vote counting machines.
3. Analyzes malfunctions and makes appropriate repairs.
4. Creates test ballots to make sure machines are working properly prior to public test.
5. Assists Probate Judge to hold public test prior to each election.
6. Delivers and picks up each machine, ensures machines are delivered to appropriate place and are in working order.
7. Delivers privacy booths to polling place prior to election, picks up privacy booth after election.

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8. Assists with school for inspectors and chief clerks before each election.
9. Works on election day to repair any machine problems and assist polling officials with questions that they may have during the day of election.
10. Works on election night, receiving returns as they are brought to the Courthouse.
11. Generates testing reports.
12. Attends training classes.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Possession of a bachelor's degree, preferably in Computer Science, or equivalent experience.
3. Knowledge of TCP/IP.
4. Knowledge of the OSI model and the ability to apply the knowledge when troubleshooting.
5. Working knowledge of Windows and Linux server setup and administration.
6. Working knowledge of NTFS permissions, file ownership, and permissions precedence.
7. Working knowledge of Active Directory, User management, and Group Policy.
8. Working knowledge of Windows PowerShell.
9. Ability to write and execute SQL queries against both Microsoft and MySQL databases.
10. Extensive knowledge of computer and peripheral equipment/operation.
11. Working knowledge of SSH.
12. Working knowledge of VPN connections.
13. Working knowledge of Remote Desktop.
14. Working knowledge of Wireshark and ability to perform basic packet capture analysis.
15. Working knowledge of IEEE 802.1q tagging.
16. Working knowledge of IEEE 802.11 protocols and basic understanding of wireless network operation.
17. Basic understanding of routing.
18. Possess a current and valid Alabama driver's license.
19. Ability to travel and stay overnight to attend additional training, skills development, and other self-improvement courses.
20. Ability to work nonstandard hours, including being on rotation for after-hours and weekend calls.
21. Excellent critical thinking skills.
22. Ability to maintain confidentiality when working with sensitive information.

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Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County rules, regulations, policies and procedures.
2. \*Knowledge of County office locations.
3. Desire to continually learn new technologies.
4. Familiar with computer operating systems and principles of computer networks.
5. Familiar with mobile devices and associated operating systems.
6. Working knowledge of ArcGIS Desktop. ArcGIS Server experience a plus.
7. Working knowledge of commonly used network protocols.
8. Knowledge of networking and cybersecurity best practices.
9. Working knowledge of Microsoft Exchange management.
10. Working knowledge of VMware virtualization products.
11. Working knowledge of SAN technologies, including iSCSI and fiber channel protocols.
12. Working knowledge of desktop office productivity applications.
13. Working knowledge of premise wiring (copper and fiber) for voice and data communications.
14. Working knowledge of fiber optic cable types, fiber optic cable type applications, and common fiber optic cable connector types.
15. Working knowledge of OSPF routing protocol.
16. Working knowledge of mobile device management.
17. Basic electrical knowledge to perform battery backup load calculations.
18. Knowledge of safety rules including accident causation and prevention.
19. Reading skills to comprehend technical manuals, directives, procedures and instructions.
20. Verbal skills to communicate effectively with supervisor and co-workers.
21. Ability to show empathy when supporting end-users.
22. Writing skills to take field notes, write reports and correspondence using correct grammar, punctuation, and spelling.
23. Math skills to perform basic calculations (add, subtract, multiply, divide).

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Physical Demands

1. Ability to plan and organize work in order to set priorities and meet deadlines.
2. Ability to relate highly technical issues and respond to questions at a layman's level of understanding.
3. Ability to work independently and with minimal supervision.

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4. Ability to analyze situations and exercise good judgment.
5. Ability to work effectively with hands using various hand tools.
6. Ability to use standard office equipment.
7. Ability to work in tight or confined spaces and ability to perform duties that may require long periods of standing, stooping, crouching, walking, recurring bending, stretching or similar activities.
8. Ability to work around electric power lines and sources.
9. Ability to drive.
10. Ability to climb ladders as required.

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Physical Demands

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

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**Limestone County**

**JOB DESCRIPTION**

Job Title: Superintendent of County Buildings & Recreation

Department: Maintenance and Recreational Department

FLSA: Nonexempt Grade: XII

Job Description Prepared: February 2013

Job Description Amended: February 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chairman, County Commission

Subordinate Staff: HVAC Technician, Assistant Superintendent; Building and Grounds Maintenance Workers; Custodians; Career Techs

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Other Internal Contacts: County Commission; Department Heads; County Personnel

Job Summary

Under the general direction of the County Commission Chairman, the employee supervises and directs the work of the HVAC technician, assistant superintendent, building and grounds maintenance workers, custodians, career techs and inmates used in the care and maintenance of County buildings and grounds. The employee checks the buildings and grounds for problems and general maintenance. The employee assigns duties and performs maintenance and custodial work as needed. The employee performs basic plumbing, electrical, HVAC system repairs. Employee also negotiates contracts and work orders for maintenance and repair work which must be contracted.

Job Domains

**A. Supervision**

1. Ensures all County buildings and properties, including campground and walking trails, are maintained.
2. Assigns work orders to all subordinate staff.
3. Oversees daily work performed by employees.
4. Inspects completion of work performed by all subordinate staff.
5. Corrects work of subordinate employees.
6. Conducts performance evaluations for subordinate staff.
7. Reviews and approves time worked and leave by subordinate staff.
8. Submits time sheets to Commission Office.
9. Trains new employees.
10. Ensures proper use of safety equipment.
11. Assists with elections.
12. Drives throughout County.
13. Picks up and supervises inmates when needed to help with maintenance of grounds and buildings.

**B. Maintenance**

1. Coordinates and/or performs any maintenance needed at all County buildings and properties.
2. Coordinates and/or performs minor carpentry, plumbing, electrical, and HVAC maintenance work and repairs.
3. Coordinates and/or performs primary and touch-up painting as needed.
4. Monitors fire extinguisher and sprinkler systems in all County facilities and coordinates recertification.
5. Coordinates and/or maintains adjustments and controls of all HVAC computerized climate control systems for County facilities.
6. Maintains County assigned truck.
7. Locates contractors and procures estimates for maintenance work which must be contracted, (painting, etc.).

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**C. Grounds Keeping**

1. Coordinates and/or performs the mowing of lawns, trimming of shrubs, limbs and weeds at all county properties.
2. Coordinates and/or performs the removal or planting of all trees and shrubs and all county properties.
3. Coordinates and/or performs the application of mulch and other products to protect and enhance ground cover at all county properties.
4. Coordinates and/or performs the removal of snow/ice from sidewalks and steps at all county properties.
5. Coordinates and/or performs the removal of all trash and debris inside or outside of buildings and county properties.
6. Performs other duties as required.

Knowledge, Skills and Abilities  
(\* Can be acquired on the job)

1. \*Knowledge of County rules, regulations, policies and procedures.
2. Knowledge of cleaning processes, solutions and equipment.
3. Knowledge of hand tool use and equipment related to custodial and maintenance work.
4. Basic knowledge of electrical, plumbing, heating and cooling systems.
5. Knowledge of basic computer-controlled operations
6. Knowledge of safety rules including accident causation and prevention.
7. Reading skills to comprehend safety warnings, operator manuals, technical manuals, procedures and instructions.
8. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
9. Math skills to perform basic calculations (add, subtract, multiply, divide) and measure cleaning and other solutions.
10. Verbal skills to communicate effectively with supervisor, co-workers, and general public.
11. Skills to operate lawn mower and other power tools.
12. Skills, strength and coordination to use hand tools.
13. Skills to work with mechanical systems.
14. Ability to troubleshoot and analyze complex mechanical systems.
15. Ability to make fine technical adjustments to computerized equipment.
16. Ability to plan and organize the activities of others.
17. Ability to multi-task.
18. Ability to negotiate maintenance contracts and account for all purchasing done by the department.
19. Ability to operate cleaning equipment and use cleaning products.
20. Ability to move/transport heavy furniture.
21. Ability to supervise of others.
22. Ability to train workers.

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23. Ability to make repairs and perform general maintenance activities.
24. Ability to use a cellular phone.
25. Ability to use/wear safety equipment.
26. Ability to work independently.
27. Ability to drive.
28. Ability to climb ladders.
29. Ability to complete tasks as assigned within designated time frames.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess at least 5 years of work experience in general building and ground maintenance; and/or custodial work.
3. Possess 1-2 years of experience as a supervisor.
4. Possess a current and valid Alabama driver's license.
5. Ability to travel as required.
6. Ability to work non-standard work hours.
7. Ability to be on-call 24/7.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Physical Demands

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

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**Limestone County**

**JOB DESCRIPTION**

Job Title: Assistant Superintendent of County Buildings & Recreation

Department: Maintenance and Recreational Department

FLSA: Nonexempt

Grade: VIII

Job Description Prepared: February 2013

Job Description Amended: February 2021



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Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Superintendent of County Buildings

Subordinate Staff: Buildings/Grounds Maintenance Workers, Custodians,  
and Career Techs

Job Summary

Under the general direction of the Superintendent, the employee supervises and directs work of grounds/building workers, custodians, career techs and inmates used in the maintenance of County buildings and properties, including campground and walking trails (in absence of Superintendent). Employee performs basic plumbing, electrical, heating and cooling system repairs. Employee also assists in custodial duties as necessary. Reports any equipment failures to supervisor. Performs other custodial and maintenance tasks as required.

Job Domains

**A. Supervision**

1. Ensures all County buildings and properties are maintained.
2. Supervises and directs the work of all subordinate staff.
3. Inspects completion of work performed by all subordinate staff.
4. Assists in training new employees.
5. Ensures proper use of safety equipment.
6. Picks up and supervises inmates when needed to help with maintenance of County buildings and grounds.
7. Oversees work activities associated with landscaping, grounds keeping and other grounds maintenance tasks.
8. Performs other supervisory tasks as required in the absence of the Superintendent of County buildings and properties.

**B. Maintenance and Grounds Keeping**

1. Performs general repair and maintenance work on County buildings and properties.
2. Performs routine and preventive maintenance tasks as needed (e.g., changing air filters, light bulbs and ballasts, repairing/replacing door hardware, etc.)
3. Performs basic carpentry, plumbing, electrical, and HVAC system repairs.

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4. Performs primary and touch-up painting.
5. Inspects buildings and equipment to identify needed repairs.
6. Operates various hand and power tools in the performance of maintenance requirements.
7. Maintains County truck.
8. Maintains roof and gutters.
9. Removes snow/ice from all public access at all County buildings and properties.
10. Mows lawns removes weeds and trims all shrubs and limbs at all County buildings and properties.
11. Removes/plants trees and shrubs at all County buildings and properties.
12. Performs facility cleaning duties and garbage removal at all County buildings and properties.

**C. Department Operations**

1. Researches contractors and obtains estimates for maintenance work which must be contracted (e.g., painting, etc.).
2. Performs various tasks/errands as assigned (e.g., running cables/wires, moving furniture, loading and unloading furniture and equipment, etc.)
3. Ensures cleaning supplies are available and inform Supervisor when purchases are required.
4. Responds to routine requests from officials, department heads and employees.
5. May pick up, sort and deliver mail to and from County offices.
6. May perform the duties of various positions within the department as needed. (e.g., custodial, building and grounds worker, etc.)
7. Performs other duties as assigned.

Knowledge, Skills and Abilities  
(\*Can be acquired on the job)

1. \*Knowledge of County rules, regulations, policies and procedures.
2. Knowledge of cleaning processes, solutions and equipment.
3. Knowledge of hand tool use and equipment related to custodial and maintenance work.
4. Basic knowledge of electrical, plumbing, heating and cooling systems.
5. Knowledge of safety rules including accident causation and prevention.
6. Reading skills to comprehend safety warnings, operator manuals, procedures and instructions.
7. Writing skills to clearly and neatly complete routine forms, records, and logs.
8. Math skills to perform basic calculations (add, subtract, multiply, divide) and measure cleaning and other solutions.
9. Verbal skills to communicate effectively with supervisor and co-workers.
10. Skills to operate lawn mower and other power tools.
11. Skills, strength and coordination to use hand tools.

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12. Ability to understand and follow instructions.
13. Ability to operate cleaning equipment and use cleaning products.
14. Ability to move/transport heavy furniture.
15. Ability to train and supervise the work of others.
16. Ability to use electric floor cleaning equipment.
17. Ability to make repairs and perform general maintenance activities.
18. Ability to wear safety gear.
19. Ability to work independently.
20. Ability to drive.
21. Ability to climb ladders.
22. Ability to complete tasks as assigned within designated time frames.

Minimum Qualifications

1. Possess 1-2 years of experience in custodial and general maintenance duties.
2. Possession of a current and valid Alabama driver's license.
3. Ability to work overtime or non-standard hours as required.
4. Able to travel throughout the County.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Physical Demands

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

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**Limestone County**

**JOB DESCRIPTION**

Job Title: Buildings and Grounds Maintenance Worker

Department: Maintenance and Recreational Department

FLSA: Nonexempt Grade: III

Job Description Prepared: February 2013

Job Description Amended: February 2021

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Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Superintendent of County Buildings, Properties and Recreation

Subordinate Staff: None

Job Summary

Under the supervision of the Superintendent, the focus of this job is the performance of building and ground maintenance duties and custodial tasks. The employee provides custodial services and basic maintenance inside and outside of County buildings and properties including campground and walking trails. Should the employee(s) be directed to provide services to the campground, said employee(s) is to perform the duties of accepting reservations, receiving rental fees, receipting monies and perform other campground maintenance duties. The employee works independently to accomplish tasks. Employee may also perform basic plumbing, electrical, heating and cooling system repairs. Employee reports any equipment failures to the Superintendent and assists with other custodial duties as required.

Job Domains

**A. Building and Ground Maintenance**

1. Mows lawns, trims shrubs, limbs and weeds.
2. Removes/plants trees and shrubs.
3. Rakes leaves.
4. Applies mulch and other products to protect and enhance ground cover.
5. Performs roof maintenance and repair, cleans and maintains gutters.
6. Performs minor carpentry, plumbing, electrical, heating and cooling maintenance work and repairs.
7. Removes snow/ice from sidewalks and steps.
8. Picks up trash outside of all designated County buildings and properties and empties trash receptacles within that designated area.

**B. Custodial**

1. Maintains business offices, hallways and other public access areas by performing such duties as sweeping, mopping, vacuuming, waxing/buffing of floors, dusting of furniture, cleaning windows and windowsills.
2. Cleans water coolers.
3. Empties and washes trashcans.
4. Washes windows and cleans glass partition doors and mirrors.
5. Cleans and sanitizes restrooms.
6. Replaces paper products and soap as needed.

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7. Cleans other areas such as elevators, supply closets, snack bar, stairways and hallways.
8. Reports any equipment malfunctions to the Superintendent.
9. Cleans carpet spills.
10. Cleans kitchen counter tops, refrigerator tops and dishes as assigned.
11. Cleans courtrooms.

**C. Department Operations**

1. Loads and unloads furniture and equipment.
2. Tests and resets fire alarms.
3. Ensures cleaning supplies are available and informs Supervisor when purchases are required.
4. Runs miscellaneous errands.
5. Performs other duties as required.

Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County rules, regulations, policies and procedures.
2. Knowledge of cleaning processes, solutions and equipment.
3. Knowledge of hand tool use and equipment related to custodial work.
4. Knowledge of safety rules including accident causation and prevention.
5. Basic knowledge of electrical, plumbing, heating and cooling systems.
6. Reading skills to comprehend safety warnings, operator manuals, procedures and instructions.
7. Verbal skills to communicate effectively with supervisor and co-workers.
8. Writing skills to complete daily log report.
9. Math skills to perform basic calculations (add, subtract, multiply, divide) and measure cleaning and other solutions.
10. Skills to operate lawn mower and other power tools.
11. Ability to operate cleaning equipment and use cleaning products.
12. Ability to transport heavy furniture.
13. Ability to make repairs and perform general maintenance activities.
14. Skills, strength and coordination to use hand tools.
15. Ability to wear safety gear.
16. Ability to lift and carry moderately heavy items.
17. Ability and tolerance to work in extreme weather conditions.
18. Ability to work independently.
19. Ability to drive.
20. Ability to climb ladders.
21. Ability to complete tasks as assigned within designated time frames.

Minimum Qualifications

1. Possess 1-2 years of experience in custodial and general maintenance duties.

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2. Possession of a current and valid Alabama driver's license.
3. Ability to work overtime or non-standard hours as required.
4. Able to travel throughout the County.

Work Environment

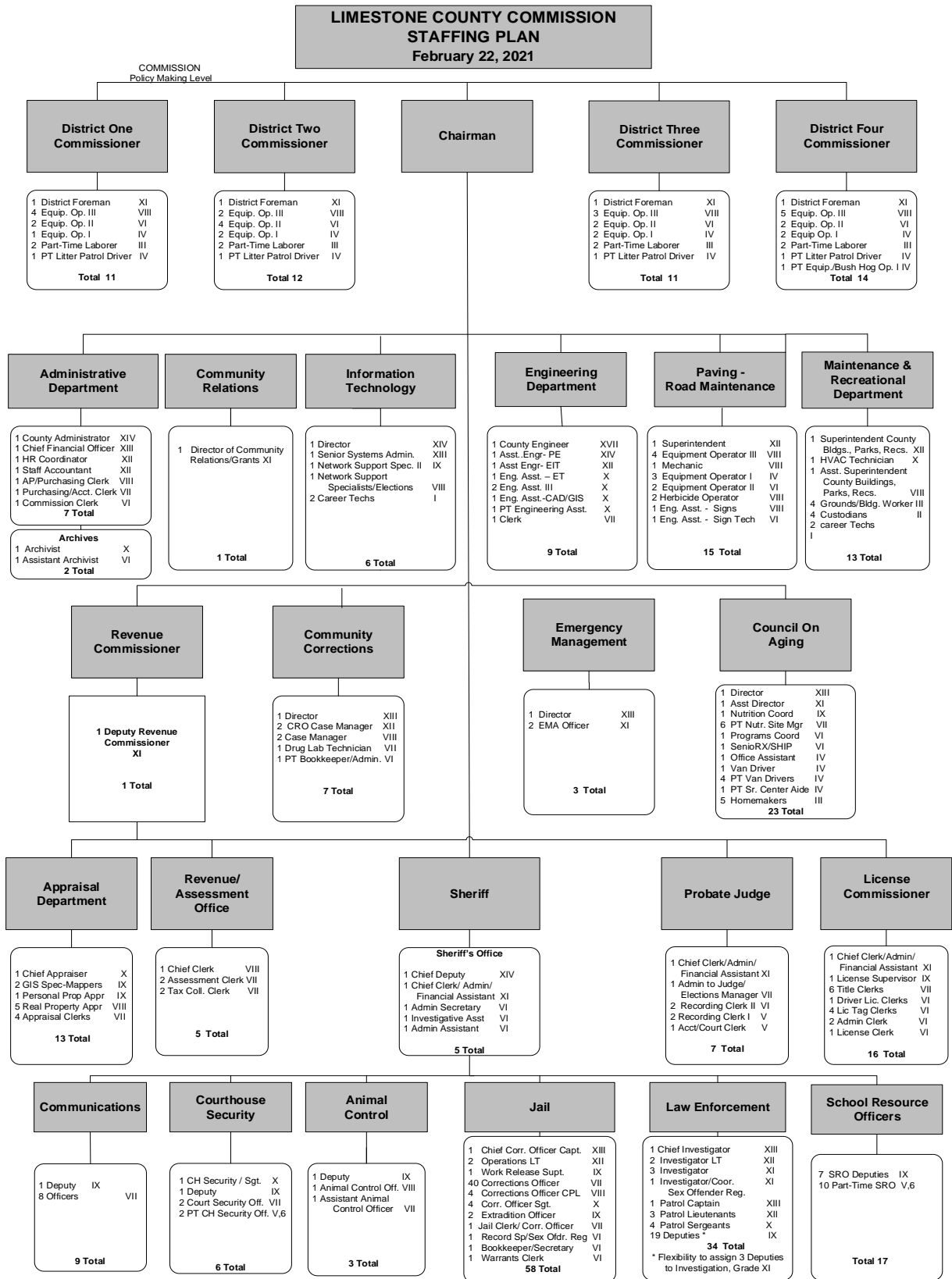
The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Physical Demands

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

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## COMMISSION MEETING



**MINUTES, LIMESTONE COUNTY COMMISSION, February 22, 2021  
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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 Jason Black and seconded by Daryl Sammet to approve to hire Cary William Moore as a Deputy Sheriff for Limestone County.

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 transfer Irma Mayela Salgado-Flores from Administrative Clerk to Tag Clerk in the Limestone County License Commissioner’s Office.

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 merit increases, which are included in the base pay and cost of living pay as listed below.

Name	Position	Effective Date
Kaye B. Gordon	Purchasing/Acct. Clerk	3/27/2021
Dusty Wallace	Equipment Operator III	3/30/2021
Allen Aldridge	Sup. Of Co. Buildings	3/17/2021
Brandon Baker	Deputy	3/21/2021
Timothy McNeill	Investigator	3/22/2021
Justin Flanagan	Patrol Lt.	3/17/2021
Jonathan Swart	Corrections Officer	3/7/2021
Samuel Beckham	Corrections Cpl	3/7/2021
Cady Jackson	Corrections Officer	3/18/2021
Carma Whisenant	Corrections Officer	3/7/2021
Loren Norwood	Corrections Officer	3/2/2021
Joey Liginfelter	Corporal	3/7/2021
Sydnae Townsend	Deputy	3/5/2021
James Scott	Grounds/Bldg. Worker	3/2/2021
Vanessa Yates	Custodian	3/7/2021
Krystal Hines	Real Prop Appraiser	3/4/2021
Zach Mucci	Case Manager	3/17/2021
Sheila Vickers	Case Manager	3/18/201
Stephen Young	Extradition Officer	2/3/2021



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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 Danny Barksdale to approve the following subdivisions:

Name	S/D Type	Approval Type	Lots	District	Location
Brigadoon West, Phase III replat Lot 1	Minor	Preliminary & Final	1	3	West end of Inverness Place
Rainey Estates Subdivision replat of Tracts 4 & 5	Minor	Preliminary & Final	2	3	Approx. 871' North Snake Rd & Davis Rd intersection.
Gatlin Acres Phase II - replat lot 2	Minor	Preliminary & Final	3	3	29195 Cedar Acres Drive
Kennedy Subdivision	Minor	Preliminary & Final	3	3	300' South of Hwy 72 on the east side of Log Cabin Rd
Creekside Park, Phase 3 - replat of Tract 1 of Creekside Park 2A	Major	Preliminary	24	3	West side of Segers Rd 4 miles south of Powell Rd

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 Jason Black and seconded by Daryl Sammet to Adopt the following E-Verify Policy pursuant to Alabama Code Section 31-13-1 and those sections following, known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, and pursuant to the guidance of Alabama Attorney General's Opinion 2021-2007.

**Limestone County Commission  
E-Verify Policy**

The Limestone County Commission, for purposes of complying with Alabama Code does hereby establish the following policy as to E-Verify:

1. In order to full comply with Alabama Code section 31-13-6(b), the Limestone County Commission must adopt a policy and practice of insuring that entities doing business with the Limestone County Commission have enrolled in E-Verify and are verifying the employment eligibility of their employees as required under federal rules and regulations.

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2. Under Alabama Code section 31-13-9, the same verification requirements are present whether the entity contracting with the Limestone County Commission is an out-of-state business, vendor, or corporation or an in-state entity, so long as the entity employs at least one employee within the State of Alabama.

3. Under Alabama Code section 31-13-9(k) requires “All contracts or agreements to which the state, a political subdivision, or state-funded entity are a party shall include the following clause: ‘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.’” Therefore, the Limestone County Commission is to include the above mandatory clause in all contracts and that contractors entering such contracts provide appropriate verification that they have enrolled in E-Verify and have complied with requirements.

Approved: February 22, 2021

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 LaDon Townsend to remove the following for inventory:

<b>Department</b>	<b>Item</b>	<b>Serial #</b>
Council on Aging	2001 Ford Explorer Unit 395	1FMZU73E21ZA23395

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 LaDon Townsend, aye. Motion carries unanimously.

Commissioner Sammet commented that he had a list of people to thank due to the recent snow and ice. He thanked his district crew for getting out at all hours of the night and thankfully no one was hurt. Commissioner Sammet thanked the Ardmore, Elkmont, Piney Chapel, Oak Grove, East Limestone Volunteer Fire Departments and noting that their jobs are dangerous and mentioned two that were injured while responding at a call on Jennings Chapel Road. Commissioner Sammet also commented that they would get calls at 2:00 a.m. with reports of trees being over roads, and when they would arrive, the Volunteer Fire Departments would already be on scene to handle traffic and do whatever they could to help. Commissioner Sammet thanked the State of Alabama and

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Darnell Spencer for their help on bridges and interstates, and he stated, "If it had not been for Darnell, I would have really been in a mess." Commissioner Sammet reported that Jesse Hobbs put a blade on his farm tractor and "single handedly cleared Elkmont" with us coming back behind and salting some areas Commissioner Sammet stated, "One of the main folks that I want to thank is Athens Utilities for the line clearance that they have performed in the past years. I believe that if it had not been for them, there would have been a lot more people without utilities." Commissioner Sammet lastly thanked the public for staying off the roads and he realized that it had been tough on everyone. He further stated, "I see some things that I can do different, and I am going to make all efforts to make that happen."

Commissioner Barksdale stated that he "echoed Commissioner Sammet's sentiments," and he further stated that he would "like to thank my fellow commissioners and their foremen for their efforts that they made during this weather event. I think they had it a little rougher than District 2, and I appreciate what they had to go through."

Commissioner Black stated that he would like to thank "county employees, deputies, commission employees, Athens Utilities and volunteers." Commissioner Black also thanked ALDOT for providing supplies to put on the roads. Commissioner Black reiterated Commissioner Sammet's comments as to the potholes, and the fact that the potholes are going to be worse, and he encouraged citizens to travel very slow due the potholes being deep and wide and that there wasn't much they could do at this time due to the rain. Commissioner Black also gave a 2021 county legislative report.

Commissioner Townsend also echoed what Commissioner Sammet said and Commissioner Townsend stated, "The Volunteer Fire Departments were out cutting trees, and I took many calls from them informing me that they had already taken care of this or that and it was no need from me to come out." Commissioner Townsend also stated, "I want to thank my employees. They worked many hours trying to do what they could to get the roads cleared." Commissioner Townsend thanked Jason Black for bringing over his crew to help put out salt and sand and further commented that they had "a little more than we could handle and Jason stepped up and helped me out, and I really do appreciate." Commissioner Townsend also expressed his appreciation to Commissioner Sammet for his advice, Commissioner Barksdale offering his crew to help, Darnell Spencer for supplying sand and salt, Mark Jones for bringing out his equipment to clear several roads, and Jesse Hobbs for loading our trucks. Commissioner Townsend said, "A lot of people don't know what goes on in all of this, but I am telling you that it was a lot of people who stepped up in this county and did what they needed to do. I have learned a lot, and I think we're going to try to make it better for the future." Commissioner Townsend thanked Leigh Patterson for all of her efforts with the Buzzard Roost clean-up project, and he had watched Buzzard Roost deteriorate over the years, and he commented that it was amazing the amount of people that showed up to help Commissioner Townsend commented that he was passionate about litter clean-up and if anyone sees an area that needs maintaining to contact him and he will send a littler crew out as soon as possible.

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Chairman Daly thanked everyone for their help and that the list of people to thank was long. Chairman Daly thanked Jesse Hobbs and stated that Mr. Hobbs had done a lot for the community. Chairman Daly thanked the EMA, the county districts, the engineering department, the maintenance department, the Sheriff's department, all the employees and Athens Utilities. Chairman Daly stated, "To go through the few days of very few people without power is phenomenal. The Commission works as a body, and this County is diverse from one side to the other. I got out every day to ride the roads and Commissioner Townsend's district was worse than Commissioner's Barksdale's district. Commissioner Barksdale had it bad in some of his district's areas and so did Commissioner Sammet." Chairman Daly further commented that while some areas were clear and other areas were bad, we had to treat it all as one." Chairman went on to comment that that 9-1-1's birthday was on February 16<sup>th</sup> and expressed his appreciation to the 9-1-1 Director who attends the meetings and does a great job. Chairman also expressed his appreciation for Attorney Mark Maclin, Michelle, Ellen and staff.

**Adjourn:** until 9:00 a.m. on Monday, March 1, 2021, at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.