

**MINUTES, LIMESTONE COUNTY COMMISSION, APRIL 5, 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. Ken Hines addressed the Commission regarding Recovery Act funding and growth of Limestone County. As to growth, Chairman Daly informed Mr. Hines that some feasibility studies were being conducted in the East Limestone area, and as to the Recovery Act funding, the Chairman made it known that we would have 4 years to spend the funds, but it would be several months before it was made known as to exactly how the funds could be spent. The Chairman further informed that NACO and ACCA would be assisting in advising how the funds could be spent.

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

The meeting began with the Pledge of Allegiance.

MOTION was made by Daryl Sammet and seconded by Danny Barksdale to approve the minutes of March 15, 2021.

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

MOTION was made by Jason Black and seconded by LaDon Townsend to approve the following claims

3/12/2021	Check # 60875 – 60935	\$ 435,854.34
3/12/2021	Check # 60936	\$ 12,254.08
3/19/2021	Check # 60937 – 60971	\$ 131,582.04
3/19/2021	Check # 60972 – 60973	\$ 664.68
3/26/2021	Check # 60974 – 61031	\$1,534,961.36
3/26/2021	Check # 61032	\$ 6,493.39
3/31/2021	Check # 61033 – 61084	\$ 114,661.17
3/31/2021	Check # 61085	<u>\$ 220.00</u>
	TOTAL	\$2,236,691.06

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

MOTION was made by Daryl Sammet and seconded by Danny Barksdale to approve the following budget revisions:

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Department	Account Number	Title of Line Item	Amount
Solid Waste	104-54150-550	Motor Vehicle	+\$35,000.00
	104-54150-549	Miscellaneous Equipment	+\$10,000.00
	104-35910	Budgetary Fund Balance	-\$45,000.00

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

MOTION was made by Jason Black and seconded by Daryl Sammet to appoint Larry Hall to the Pryor Field Airport Authority Board (member at large).

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 LaDon Townsend and seconded by Jason Black to award the following bid proposal to the lowest responsible bidder meeting specifications as follows:

Proposal No.	Item	Awarded to	Amount
2753	Printing Business Cards (License Commission)	Printers & Stationers, Inc.	\$329.00

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

MOTION was made by Jason Black and seconded by Danny Barksdale to hire Joshua Carter as a Temporary Laborer in the Engineering Department.

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 hire Michael Chadwick Mitchel as a Deputy, pending drug screening.

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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 by Danny Barksdale to transfer Patricia Phillips from part-time driver to full-time driver at Council on Aging, effective April 5, 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 Jason Black and seconded by LaDon Townsend to transfer Donna Powell from full-time driver to full time Senior Center Manger, effective April 5, 2021.

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

MOTION was made by Danny Barksdale and seconded by Daryl Sammet to promote Logan McMahan to Equipment Operator II in the Engineering Department.

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 Jason Black and seconded by Danny Barksdale to amend the Chief Financial Officer job description to reflect a pay grade of XVI.

**Limestone County
JOB DESCRIPTION**

Job Title: Chief Financial Officer

Department: County Commission Office

FLSA: Nonexempt

Grade: XVI

Job Description Prepared: September 2020

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.

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Relationships

Reports to: County Administrator

Subordinate Staff: None

Other Internal Contacts: All Department Heads & Employees

External Contacts: General Public; Legislative Delegation; County Attorney; Financial Institutions; Bond Issuing and Rating Authorities; Actuarial Companies; RSA; Department of Revenue; Examiners of Public Accounts

Job Summary

Under the general oversight of the County Administrator, this employee plans for, organizes, and manages the County's finances and maintain accounts. Employee is responsible for preparing the annual budget, conducting financial studies, overseeing a complex accounting system, and assisting in formulation and execution of broad policies related to accounting functions. Employee also completes financial statements and reports related to County functions. Employee consults and advises with public officials and department heads on fiscal problems and prepares the data which is essential to policy and administrative determination. Ensures compliance with all federal and state laws with implications for county finance. Employee assists County Commissioners with funding related questions and concerns. This is a highly responsible job, with considerable latitude for independent judgement in the decision-making process.

Job Domains

A. Budgeting and Financial Analysis

1. Oversees all daily financial operations of the County.
2. Prepares, present and administers the comprehensive budget for Limestone County; works with Commissioners and Department Heads to define objectives and goals.
3. Attends budget hearings; completes the various budget revisions necessary for the process.
4. Interprets financial data and completes end of the month reports for submission to the County Commission; summarizes monthly expenditures and balances.
5. Works with Department Heads regarding financial status of their department. Reviews budget revision requests for additional funding.
6. Reconciles bank statements against invoices and other expenditure documentation.
7. Monitors accounts receivable for timely collection of monies owed to the County.

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8. Assists with issuing purchase orders as needed.
9. Completes bank transfers as needed.
10. Completes journal entries.
11. Prepares all financial statements on behalf of the County; publishes yearly.
12. Prepares Management Discussion and Analysis on behalf of and for review by the County Commission.
13. Prepares necessary documentation for audit. Assist the State Examiners during annual audit with requested documentation.
14. Directs the planning, implementation and maintenance of accounting software. Assists Commission Office employees with the existing accounting software; troubleshoots as needed.
15. Serves as a financial advisor for grants received by County departments; sets up funds for grants.
16. Oversees the recording of fixed assets; prepares and reports the depreciation of assets.

B. Accounting Support Functions

1. Serves as central oversight of all accounting and financial procedures to ensure practice and compliance with applicable rules, regulations, GAAP, GASB and County Policies. Ensures system of internal controls are adequate to safeguard assets and the integrity of the financial statements.
2. Assist the Human Resources Coordinator with reports concerning employee benefits.
3. Completes reports concerning ad valorem taxes; submits to the Department of Revenue.
4. Works with Department Heads to determine whether an item must go through the bid process.
5. Compiles data, analyzes current financial conditions and determines the benefit of issuance or refinancing bonds.
6. Performs annual filing with MSRB as required.
7. Manage and coordinates debt management; determines the best options regarding borrowing money.
8. Gathers information and prepares reports for actuarial studies.
9. Works directly with local, state and federal agencies regarding financial reporting resulting from natural disasters.
10. Performs analysis and rate adjustments related to Solid Waste Contract.

C. Commission Operations

1. Keeps the Chairman and Commissioners with up-to-date as to the financial condition of the County. Assist with financial questions; informs Commissioners of amount of money available, the type, and of any restrictions on funds.

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2. Provides Commissioners with the results of research done regarding various types of revenue streams for the County.
3. Coordinates with the City of Athens for joint projects such as development of city-county facilities; receives monthly reports on financial standing of project.
4. Travels to training and conferences as required.
5. Performs other duties as required.

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 advanced principles of accounting.
4. Knowledge of principles of management of funds.
5. Knowledge of County filing system and procedures.
6. Knowledge of laws related to the bid process.
7. Verbal skills to effectively communicate with co-workers, commission, and the general public.
8. Computer skills to effectively create documents and enter budget information into spread sheets.
9. Reading skills to read, understand, and explain State acts, federal laws, and guidelines.
10. Writing skills to compose complex letters to Department Heads and other governmental agencies.
11. Math skills to accurately project budgets.
12. Ability to prioritize work projects.
13. Ability to utilize accounting software.
14. Ability to multi-task.
15. Ability to organize files and work projects.
16. Ability to work with little or no supervision.
17. Ability to pay attention to detail when completing reports.
18. Ability to work independently and exercise judgment to make prudent decisions.

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 to training and conferences as required.
4. Possession of a current and valid Alabama driver's license.

Work Environment

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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.

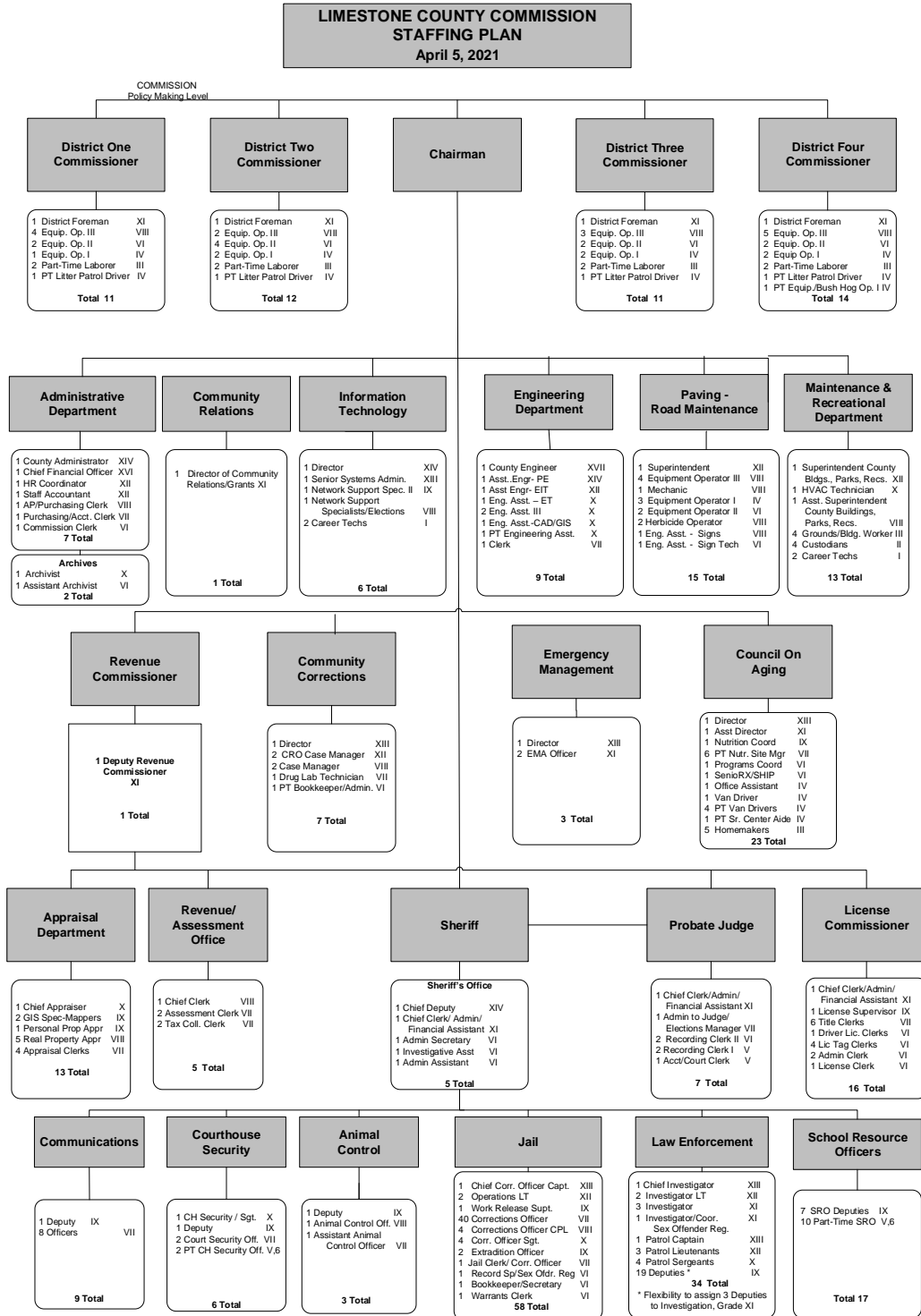
Physical Demands

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.

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 LaDon Townsend to amend the Staffing Plan to reflect the amendment to the Chief Financial Officer job description.

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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.

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MOTION was made by LaDon Townsend and seconded by Jason Black to hire Leslie Williams as part-time Van Driver at Council on Aging.

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

MOTION was made by Daryl Sammet and seconded by Jason Black to hire James Massey Tolen as Communications Officer, effective April 5, 2021.

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 LaDon Townsend and seconded by Jason Black 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
Kelly Adams	Appraisal Clerk	4/23/21
Travis Austiell	Equipment Operator II	5/13/21
Brenda Bridgeforth	C.O.A. Homemaker	4/07/21
Brian Coleman	Equipment Operator III	5/05/21
Mitzi Cooley	License Tag Clerk	4/07/21
Hunter Gatlin	Equipment Operator II	5/20/21
Bryant Hardaway	Network Support Specialist	4/04/21
Joseph Mears	Equipment Operator III	5/06/21
Doug Watson	Equipment Operator II	5/07/21
Sharon Wilson	Engineering Clerk	5/17/21
Quentin Wise	Equipment Operator III	5/07/21
Tracy Wooldridge	Nutrition Coordinator	4/05/21
Jonathan Yerdon	Information Tech. Director	5/13/21

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

MOTION was made by Danny Barksdale and seconded by Daryl Sammet to approve a 35-mph truck speed limit on Newby Road from Gray Road to Highway 72.

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.

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MOTION was made by Danny Barksdale and seconded by LaDon Townsend to approve the following subdivisions:

Name	S/D Type	Approval Type	Lots	District	Location
Legacy Grove Addition 12	Major	Preliminary	59	2	East side of Mooresville Rd
Lester Road Subdivision	Minor	Preliminary & Final	2	4	West side of Lester Rd approx. ½ mile north of Highway 99
Oakland Meadows Sub. replat Lot 15 of Block 3	Minor	Preliminary & Final	2	1	SE intersection of Oakland Meadows Lane & Hickory Hills Lane approx. ½ mile north of Highway 251
Pepper Subdivision	Minor	Preliminary & Final	3	3	South side of Huntsville Brownsferry Rd approx. 1 mile west of Lucas Ferry Rd
Sharp Road Subdivision Addition 1	Minor	Preliminary & Final	4	1	East side of Sharp Rd north of Bain Rd
Sharp Road Subdivision replat tracts 1, 2 & 3	Minor	Preliminary & Final	2	1	East side of Sharp Rd @ the Sharp Rd & Bain Rd intersection
Sommers Road Subdivision	Minor	Preliminary & Final	12	3	East side of Sommers Rd approx. ¾ miles north of Huntsville Brownsferry Rd
Todd Estates replat Tract 5	Minor	Preliminary & Final	2	4	West side of Persimmon Tree Rd approx. 2700' NW of Persimmon Tree & Highway 99 intersection
Wallace Property Sub. replat of tracts 4 & 6	Minor	Preliminary & Final	2	4	North side of Highway 72 west of Blackburn Rd

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 Daryl Sammet and seconded by Danny Barksdale to approve the 2021 district paving schedule.

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Dist	Roads	From	To	Length (mi)	Work	Cost	Comments
Dist 1	Clem Rd	Thach Road	Upper Ft Hampton	2.00	Level and Double Surface	\$ 79,000	
	Coggins Rd	Old School House Rd	Hwy 53	1.00	Level and Double Surface	\$ 28,300	
Dist 3	Buddy Garrett Rd	Airport Rd	Garrett Rd	0.95	Level and Double Surface	\$ 35,900	
	Hatchett Ridge Rd	Nuclear Plant Rd	Dead End	1.30	Level and Double Surface	\$ 45,500	
	Laughmiller Rd	Roger Group Quarry	Hwy 31	0.66	Double Surface	\$ 16,200	
Dist 2	Burgreen	Hsv-Brownsferry Rd	Hwy 72	1.36	Patch and Resurface	\$ 195,100	Contractor Wearing Layer
	Copperfield Ln	Dickens Ln	Hwy 72	0.12	Patch and Resurface	\$ 8,100	
	Andrea Ln	Hutchins Circle	County Line Rd	0.66	Patch and Resurface	\$ 50,400	
Dist 4	Various Roads				Patching	\$ 20,000	Patching Various Locations
Dist 1	Drawbaugh Rd	Holt	Mooreville Rd	1.02	Level and Double Surface	\$ 40,900	
	Clement Gin Rd	Hwy 251	Dead End	0.35	Level and Double Surface	\$ 11,300	
	Bridges Rd	Jennings Chapel Rd	McKee Rd	1.00	Level and Double Surface	\$ 35,100	
Dist 3	Sod Rd	Hwy 72	Dead End	0.66	Level and Double Surface	\$ 14,900	
	Grubbs Rd	Zehner Rd	Blackburn Rd	1.00	Double Surface	\$ 23,300	
	Bell Rd	Zehner Rd	Blackburn Rd	1.00	Double Surface	\$ 23,300	
	Hammons Rd	Grubbs Rd	Bell Rd	0.76	Double Surface	\$ 17,600	
Dist 4	Various Roads				Patching	\$ 20,000	Patching Various Locations
Dist 1	Duggar Rd	Piney Chapel Rd	Dead End	0.77	Level and Double Surface	\$ 21,000	
	Roberts Rd	Elkton Rd	Dead End	0.61	Level and Double Surface	\$ 21,000	
Dist 4	Chapman Hollow Rd	AL Hwy 99	Easter Ferry Rd	2.39	Level and Double Surface	\$ 103,500	CDBG Grant Funded
	Craft Rd	West End	McCulley Mill Rd	1.51	Patch and Resurface	\$ 93,400	

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Dist 2	Craft Ln	Pipe Crossing	Dead End	0.31	Mill, Patch and Resurface	\$ 30,300	
	Ransom Springs Dr	Craft Ln	Dead End	0.41	Mill, Patch and Resurface	\$ 23,300	
Dist 3	Zehner Rd	Brownsferry Rd	Ripley Rd	1.25	Resurface	\$ 83,500	
Dist 2	Capshaw Rd	Jones Rd	East Limestone Rd	0.76	Patch and Stripe	\$ 77,700	
	Providence Dr	Mooreville Rd	Joint Past Summerfield	0.21	Patch and Resurface	\$ 18,000	

D1	D2	D3	D4
\$ 236,600	\$ 496,300	\$ 260,200	\$ 143,500

Costs **\$1,136,600**

Total

Length (Mi) 6.75 5.34 7.58 2.39 **22.06**

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

MOTION was made by Daryl Sammet and seconded by Jason Black to approve the purchase of a rubber tire asphalt paver from Roadtec, an Astec Industries Company, through an approved cooperative, H-GAC, in the amount of \$394,616.00.

As to the purchase of the paver, the Chairman noted that the paver would not be financed.

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 Daryl Sammet to declare the week of April 11th through April 17th to be National Telecommunicators Week and direct a proclamation.

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.

Proclamation:

The Chairman stated, "People don't realize how vital the telecommunicators are to our community. When there is an emergency, they are the first person that the caller has contact with, and they know how to keep that person calm. I want to thank all of you for what you do. We have a proclamation here for the Athens City Police, the Limestone

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County Sheriff's Office, the Ardmore Police Department, the Emergency Medical Services and the 9-1-1 Center. I want to thank all of you for what you all have done through this pandemic. We do not know what we would have done without all of you. It is hard to dedicate just one week of the year because you all are there 365 days of the year."

Commissioner Daryl Sammet also expressed his appreciation for the telecommunicators, acknowledged their 24 hour a day service and stated, "We really couldn't do without you." Commissioner Sammet further mentioned that Highway 251 is to be closed this evening at 5:00 p.m. and that area is shared between District 1 and Commissioner Barksdale's district. Commissioner Sammet requested that citizens use caution in that area. Commissioner Sammet also thanked Marc Massey for arranging a meeting with an ALDOT member regarding a flooding problem on the north end of Mooresville Road and Highway 53, and ALDOT engineers agreed that there is a problem and are willing to help.

Commissioner Jason Black expressed his appreciation to the telecommunicators and stated, "I remember growing up as a little boy and my dad let me have a base station at the house because I'd always want to go to the EMA building with him when there was a tornado watch, but he would never let me, but I got to listen, and I got to learn everything to do. Now it is just second nature for me to listen." Commissioner Black further commented that the calmness exhibited during very difficult situations really helps. Commissioner Black brought up the situation regarding potholes and stated, "We can fill potholes eight hours a day all the way through Friday and might get halfway across my district if we went eight hours a day doing nothing but filling potholes. I know there are holes that are really bad, and on some roads you'll see that we have come out and actually filled two or three that are terrible and left some small ones just because we are trying to get to the other side of the county to fill the ones that are worse." Commissioner Black further stated, "We are putting in driveway culverts just as fast as we can get them ordered, and it's been a problem to get them even ordered through our vendor because they're so far behind. Right now, I have six driveway culverts to install, and we have just been waiting on the weather to get dry enough to be able to dig and settle them."

Commissioner LaDon Townsend expressed his appreciation to the telecommunicators and stated, "I ride around a lot at night, especially during the storms, and I hear how they all stay really calm, and it is amazing to me." Commissioner Townsend further stated, "I want to thank Darnell Spencer for teaming up with District 4 and Limestone County on the litter pickup that we did on Highway 99. We picked up 9,700 pounds of litter in a 17-mile stretch. It was pretty bad, and I want to thank my litter guys for getting out there and working. It took them four days, and I think it was a success. They really did a good job." Commissioner Townsend also wanted to make citizens aware that New Cut Road would be congested over the next few days due to the road being leveled in preparation for paving and tile, which was furnished by the State, was being installed near the Highway 72 end.

Chairman Collin Daly thanked Mr. Hines for coming to speak and welcomed back the two news reporters, Jessica Barnett with the News Courier and Marian Accardi with the Decatur Daily. Chairman Daly also stated, "I want to thank the telecommunicators. It's

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amazing how they work through things and through tragedy. I also want to thank Derrick Gatlin, who is in attendance. Our people don't realize how much the county fire departments do for us in our districts. When a tree falls, most of the time you can hear them over the scanner stating they have it already taken care of the tree." Chairman Daly further noted that this month is National Autism Month, and he stated, "I am wearing my ribbons and blue today in support, and we also lighted the Courthouse blue. Thank you to Michelle for being out there with the Mayor and me during the lighting."

Adjourned at 10:27 a.m. until 9:00 a.m. on Monday, April 19, 2021, Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.