

**Cleburne County Commission Meeting Minutes**  
**Regular Commission Meeting July 11, 2016**  
**Cleburne County Mountain Center**

**Roll Call**

Present:

Chairman Ryan Robertson  
Commissioner Laura Cobb  
Commissioner Emmett Owen  
Commissioner Terry Hendrix  
Commissioner Bobby Brooks

Absent:

None

**Comments from Citizens:**

Abby Minter with the Chamber of Commerce gave an update to the Commission.

**Comments from Officials or Board Members:**

Joyce Fuller Revenue Commissioner addressed the Commission regarding pending legislation and Senate Bill 128.

**Consent Agenda**

---

The Commission passed the July 2016 consent agenda including:

Action as related to Resolutions #4722-1-4

Motion made by Commissioner Laura Cobb, Seconded by Commissioner Emmett Owen

In Support: Commissioners Laura Cobb, Emmett Owen, Terry Hendrix, and Bobby Brooks

In Opposition: None

Motion Passed

**Resolution #4722-1**

The Cleburne County Commission hereby resolves to approve the minutes of:

June 13, 2016

as presented.

**Resolution #4722-2**

The Cleburne County Commission recognizes the following board appointment statuses as of this meeting:

Resignations: None

Commission acknowledges the following vacancies:

Cleburne / Calhoun Mental Health Board Kevin Turley  
Danny Waldrop  
Jennifer Green

Board Appointments:

Cleburne / Calhoun Mental Health Board Jennifer Green

**Resolution #4722-3**

**Whereas**, the Cleburne County Commission has asked to approve all purchase orders over \$4,000.

**Therefore**, the Cleburne County Commission hereby approves the following requests:

1. Cleburne County Engineer's Office
  - a. Vendor - McInnis Construction Company
  - b. Estimated Cost - \$30,000.00
  
2. Cleburne County Sheriff's Department
  - a. Vendor - Gulf States Distributors
  - b. Estimated Cost - \$15,744.25

**Resolution #4722-4**

**Whereas**, the Cleburne County Commission must from time to time solicit bids on supplies, materials, and services utilized in the County's Road and Bridge programs; and

**Whereas**, the County Commission entrusts the County Engineer in determining which items should bid and to structure the bidding process in a way that meets all legal compliance requirements as well as the needs of the Road and Bridge program.

**Therefore**, the Cleburne County Commission hereby authorizes the Cleburne County Engineer to seek bids on supplies, materials, and services utilized in the County's Road and Bridge program and ask that these bids be opened in the work session on August 1<sup>st</sup> so they can be awarded in the regular business meeting on August 8<sup>th</sup>, 2016.

**New Business:**

The following resolutions were reviewed for passage in New Business:

Resolution Related to Agenda Item A under New Business

**Whereas**, the Cleburne County Commission has recently undertaken steps to create an emergency communications district for the providing of 911 / central dispatch services for the public of Cleburne County; and

**Whereas**, the Commission now recognizes that there is a significant operational and organizational synergy that comes from having an integrated 911 / central dispatch and emergency management program; and

**Whereas**, in order to reestablish the benefits of the combined functions, the Commission now has to take certain steps to rebuild the integrated program, and to replace vacancies created in other departments when existing personnel's functions and assignments were and are now being modified.

**Therefore**, the Cleburne County Commission hereby resolves to transfer the county's emergency management program to the new Emergency Communications District (ECD) with the position of 911 Director taking on the responsibilities of Emergency Management Director and the position's associated expenses becoming 50% funded by county funds periodically set aside for the emergency management program. This combined position will hold joint responsibilities as 911 and Emergency Management Director and exercise all authorities and responsibilities available to the Cleburne County Commission as established in the Alabama Emergency Management Act of 1955.

This position shall be administered the oath required in Section 31-9-20, Code of Alabama, by the County Administrator who shall certify the oath and place the certification on record in the Cleburne County Probate Office. This individual hereby designated as the emergency management director should as quickly as possible obtain the certifications required by Section 31-9-61, Code of Alabama and maintain this certification throughout their holding this position.

The Commission asks the ECD Chairman to work together with the County Administrator to develop draft working agreements or memorandums of understanding that help to better define the operational relationship between the Commission and the ECD and that these be provided to the Commission for future consideration and obligation.

**Furthermore**, in order to backfill the vacancies created in the county workforce due to recent changes associated with staffing requests of the ECD, the Cleburne County Commission acknowledges that executive level HR functions will now be undertaken by the County Administrator. These functions include policy compliance, personnel legal compliance, staffing, and safety manager responsibilities. The position made vacant will be replaced by the position of benefits clerk which will be established by the County Administrator so as to be classified a grade 7 and in a way to assure an adequate internal controls and a system of checks and balances. This position will report to the County Administrator and be cross trained to also assist in other functions as assigned in the county administration division.

Action as related to Resolution Related to Agenda Item A under New Business

The Commission will carry the above resolution over to next month.

Motion made by Commissioner Emmett Owen, Seconded by Commissioner Laura Cobb

In Support: Commissioners Laura Cobb, Emmett Owen, Terry Hendrix, and Bobby Brooks

In Opposition: None

Motion will carry over to next month.

Action for **Resolution #4723** Related to Agenda Item B under New Business

Motion made by Commissioner Emmett Owen, Seconded by Commissioner Terry Hendrix

In Support: Commissioners Emmett Owen and Terry Hendrix

In Opposition: Commissioner Bobby Brooks

To Abstain: Commissioner Laura Cobb

Motion Passed

Resolution Related to Agenda Item B under New Business

**Resolution #4723**

**Whereas**, the Cleburne County Commission has agreed to pay the amount of \$25,000 yearly for fiscal years 14-16 to assist with economic development initiatives and activities conducted by city personnel; and

**Whereas**, the Cleburne County Commission has now been asked to increase its contribution to \$50,000 per year.

**Therefore**, the Cleburne County Commission hereby agrees to contribute \$50,000 in fiscal year 2017 to the City of Heflin to assist with its economic development initiatives and authorizes the Commission Chairman to negotiate and implement a memorandum of agreement detailing the conditions relevant to the implementation of said funding.

Action for **Resolution #4724** Related to Agenda Item C under New Business

Motion made by Commissioner Emmett Owen, Seconded by Commissioner Terry Hendrix

In Support: Commissioners Laura Cobb, Emmett Owen, Terry Hendrix and Bobby Brooks

In Opposition: None

Motion Passed

Resolution Related to New Business Item C under New Business

**Resolution #4724**

**Whereas**, the Cleburne County Commission recognizes the need for a public transportation program; and

**Whereas**, the Cleburne County Commission is recognized as a member of the Cleburne County Transportation Steering Committee; and

**Whereas**, the Cleburne County Commission recognizes that the requirements to obtain Section 5311 funds from the Alabama Department of Transportation includes a local match of 50% for operating expenses and 20% for administration and capital expenses; and

**Whereas**, the Cleburne County Commission recognizes that the local match will be a shared cost with other participating municipalities being responsible for providing an appropriate allocation of local non-federal funds to secure the operating of the Section 5311 Non-urbanized Area Public Transportation Program.

**Therefore**, the Cleburne County Commission hereby commits the amount of \$44,288 as local non-federal match for capital, administrative, and operations expenditures under the Section 5311 Non-urbanized Area Public Transportation Program during Fiscal Year 2017.

**Furthermore**, the Commission Chairman is authorized to execute an agreement with the East Alabama Regional Planning and Development Commission for provision of transit services in Cleburne County and that the Chairman is also authorized to execute any certifications and assurance required in conjunction with the program.

***Reports from staff***

---

- A. County Administrator Steve Swafford discussed raise proposed unanimously by department heads.
- B. County Engineer Lee Estes was not present for the meeting.
- C. County Attorney Doug Ghee did not have anything to report at this time.

**Old Business:**

There was no Old Business to come before the Commission.

There was no further business to come today before the Commission for the meeting.

The Commission adjourned the meeting.

Action as related to **Resolution #4724:**

Motion made by Commissioner Bobby Brooks, and Seconded by Commissioner Laura Cobb

In Support: Commissioners Laura Cobb, Emmett Owen, Terry Hendrix, and Bobby Brooks

In Opposition: None

Motion Passed

**Resolution #4724**

The meeting is adjourned.