

**Cleburne County Commission Meeting Minutes
Regular Commission Meeting May 9, 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

Consent Agenda

The Commission passed the May 2016 consent agenda including:

Action as related to Resolutions #4706-1-6:

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 Passed

Resolution #4706-1

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

April 11, 2016

as presented.

Resolution #4706-2

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

Resignations: None

Commission acknowledges the following vacancies: None

Board Appointments: None

Resolution #4706-3

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. Revenue Office purchasing a Xerox copier
 - a. Vendor - Bernie Office Solutions
 - b. Estimated Cost - \$ 5,014

Resolution #4706-4

Whereas, normal county operations create the likelihood of the accumulation of scrap metal(s) that need to be disposed of periodically; and

Whereas, the Cleburne County Commission desires for this disposition of scrap materials to take place in a legal and organized fashion.

Therefore, the Cleburne County Commission hereby establishes the following list of positions that are individually authorized to make decisions regarding the disposition of scrap metals:

County Engineer

County Sheriff

County Administrator

and approves their management of scrap metal disposition whereby all proceeds are paid directly by check to the Cleburne County Commission and mailed to the County Administration Office for deposit. Any sales should include an itemized breakdown of the type of metal, number of pounds, and amount paid by pound. Funds derived from sales routed through the County Engineer shall be deposited into the Gasoline Fund; all other proceeds shall be deposited into the County General Fund.

Resolution #4706-5

Whereas, the Cleburne County Hazard Mitigation Plan has been updated in accordance with FEMA requirements at 44 C.F.R. 201.6; and

Whereas, the County of Cleburne participated in the updating of a multi-jurisdictional plan, the Cleburne County Hazard Mitigation Plan; and

Whereas, the County of Cleburne is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the plan and the actions in the plan; and

Whereas, the County of Cleburne has reviewed the plan and affirms that the plan will be updated no less than five years.

Therefore, be it resolved by the County Commission that the County of Cleburne adopts the 2016 Cleburne County Hazard Mitigation Plan update, and resolves to execute the actions in the plan.

Resolution #4706-6

Whereas, The Cleburne County Office of the Alabama Cooperative Extension System has achieved excellence in all areas of Alabama 4-H programming, and

Whereas, more than 645 Cleburne County youth have benefited from 4-H youth enrichment programs and 4-H clubs during the last two years; and

Whereas, 4-H in Cleburne County addresses the needs of urban and rural youth through hand-on learning programs and positive youth development; and

Whereas, 4-H in Cleburne County builds youths' self-esteem, leadership and citizenship skills, and focuses on critical issues affecting youth; and

Whereas, 4-H in Cleburne County offers programs on science and technology, natural resources, career education, citizenship and leadership and healthy lifestyles; and

Whereas, the Cleburne County Extension office and its 4-H team, having met the highest standards of excellence, has been designated as one of the Alabama 4-H Centennial Youth Initiative counties; and

Whereas, in recognition of this achievement, an Alabama 4-H Foundation Extension agent will serve the youth and citizens of Cleburne County as a dedicated 4-H agent serving our county alone; and

Now, therefore be it resolved, that the Cleburne County Commission on this 9th day of May 2016, declare this the

Year of the 4-H Centennial Youth Initiative
In Cleburne County, Alabama

New Business:

There was no New Business to come before the Commission at today's meeting.

Reports from staff

- A. County Administrator Steve Swafford discussed the Old Business agenda of today's meeting that includes the addition of Resolutions 1 and 2 as presented by the County Coroner.
- B. County Engineer Lee Estes was not present for the meeting.
- C. County Attorney Doug Ghee was not present for the meeting.

Old Business:

The following resolutions were reviewed for passage in Old Business:

Action as related to Resolutions #4707:

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

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

In Opposition: None

Motion Passed

Resolution #4707

Resolution Related to Agenda Item A - Option 1 under Old Business

The Commission approved for the following resolution to be tabled.

Whereas, in order to remain competitive in the local employment market it is necessary to from time to time re-evaluate the County's pay plan for employees; and

Whereas, County policy establishes the Commission as the authority for ensuring that the pay plan is equitable and fair for all county employee; and

Whereas, County policy calls for pay ranges to be established with due regard to:

- A. Rates of pay paid by public and private organizations in the local area;
- B. Rates of pay paid by other counties;
- C. Cost of living factors;
- D. County financial policies and available resources; and
- E. Availability of qualified applicants for job vacancies; and

Whereas, County policy calls for comparative pay studies to be conducted when the County Commission deems adjustments may likely be necessary; and

Whereas, the Commission must be careful to avoid unintentional actions that might adversely impact the county's liability if deemed to have an adverse impact on protected classes of employees.

Therefore, the Cleburne County Commission resolves to engage Jacksonville State University (JSU) for the production of a Job Compensation Analysis by accepting their offer of \$5,000 for their proposed statement of work and authorizes the County's Human Resource Officer to serve as primary point of contact with JSU in the production of this Analysis and the County Administrator as the contracting authority.

Furthermore, the Commission understands that the end result will comprise a set of recommendations that will come back to the Commission for consideration of implementation.

Action as related to Resolutions #4708:

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 Passed

Resolution #4708

The Commission approved for the following resolution to be added to the Old Business agenda of today's meeting for consideration of passage. It will take the place of Option 2 of the Resolutions related to Old Business Item A.

Whereas, the Cleburne County Commission is responsible for the development and establishment of an equitable and fair pay plan to be used in determining pay ranges for each pay grade in the classification plan, and

Whereas, the Cleburne County Commission is of the opinion that the Road Department is understaffed due to significant turn-over, caused in large part to an inadequate pay-scale, and

Whereas, the Cleburne County Commission has given due regard to certain factors that affect the fair compensation of employees in the Road Department, such as particularly rates of pay in the local area, cost of living factors in Cleburne County, available resources available in the Road Department budget, and the availability of qualified applicants for job vacancies, and

Whereas, the Cleburne County Commission desires to attract and to retain the highest possible trained and qualified employees in the Road Department,

It Is Hereby Approved by the Cleburne County Commission the following changes in the Cleburne County Road Department:

1. Three of the positions of General Labors are hereby abolished.
2. Added and authorized are two additional positions of Operator 1.
3. Operator 3 Position shall be moved from pay scale 6 to p-ay scale 7.
4. Senior Equipment Operator positions shall be moved from pay scale 7 to pay scale 8.
5. Shop Manager Position shall be moved from pay scale 7 to pay scale 8.
6. Road Superintendent position shall be moved from pay scale 8 to pay scale 9.
7. Bridge Inspector Project Manager Position shall be moved from pay scale 8 to pay scale 9.

These positions and changes shall be included and reviewed whenever the Cleburne County Commission causes to be made a Comparative Pay Study at a time deemed appropriate by the Commission.

Done this 11 day of April, 2016.

Action as related to Resolutions #4709:

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 Passed

Resolution #4709

The Commission approved for the following resolution will be carried over till the next meeting.

Whereas, the Cleburne County Commission is responsible for the development and establishment of an equitable and fair pay plan to be used in determining pay ranges for each pay grade in the classification plan, and

Whereas, the Cleburne County Commission is of the opinion that the Road Department is under-staffed due to significant turn-over, caused in large part to an inadequate pay scale, and

Whereas, the Cleburne County Commission has given due regard to certain factors that affect the fair compensation of employees in the Road Department, such as particularly rates of pay in the local area, cost of living factors in Cleburne County, available resources available in the Road Department budget, and the availability of qualified applicants for job vacancies, and

Whereas, the Cleburne County Commission desires to attract and to retain the highest possible trained and qualified employees in the Road Department,

It Is Hereby Approved by the Cleburne County Commission the following changes in the Cleburne County Road Department:

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4. Senior Equipment Operator positions shall be moved from pay scale 7 to pay scale 8.
5. Shop Manager Position shall be moved from pay scale 7 to pay scale 8.
6. Road Superintendent position shall be moved from pay scale 8 to pay scale 9.

7. Bridge Inspector/Project Manager Position shall be moved from pay scale 8 to pay scale 9.

These positions and changes shall be included and reviewed whenever the Cleburne County Commission causes to be made a Comparative Pay Study at a time deemed appropriate by the Commission.

Discussion Items by Chairman and Commissioners:

Action as related to Resolutions #4710:

Motion made by Commissioner Emmett Owen, Seconded by Commissioner Bobby Brooks

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

In Opposition: None

Motion Passed

Resolution #4710

The following resolution will be added to the agenda of today's agenda for possible adoption by the Commission.

Whereas, the Cleburne County Commission supported local legislation requesting that they be allowed to provide county funding towards the office of the County Coroner in the 2016 legislative session of the State of Alabama; and

Whereas, said legislation was properly advertised and approved in both the Alabama House and Senate and later signed by the Governor and enrolled as Act #2016-236; and

Whereas, County Coroner Tracy Lambert now approached the Commission with a request for an additional \$5,050 of funds to be added to the Coroner's department in the current 2016 budget.

Therefore, the Cleburne County Commission hereby approves a \$5,050 increase to the Coroner's 2016 budget and directs the County Administrator to make such line item increases as he sees fit.

Action as related to Resolutions #4711:

Motion made by Commissioner Bobby Brooks, Seconded by Commissioner Emmett Owen

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

In Opposition: None

Motion Passed

Resolution #4711

Whereas, the Cleburne County Commission supported local legislation requesting that they be allowed to provide county funding towards the office of the County Coroner in the 2016 legislative session of the State of Alabama; and

Whereas, said legislation was properly advertised and approved in both the Alabama House and Senate and later signed by the Governor and enrolled as Act #2016-236; and

Whereas, County Coroner Tracy Lambert now approached the Commission with a request for an additional \$5,050 of funds to be added to the Coroner's department in the current 2016 budget.

Therefore, the Cleburne County Commission hereby approves a \$5,050 increase to the Coroner's 2016 budget and directs the County Administrator to make such line item increases as he sees fit.

Action as related to Resolutions #4712:

Motion made by Commissioner Bobby Brooks, Seconded by Commissioner Emmett Owen

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

In Opposition: None

Motion Passed

Resolution #4712

The following resolution will be added to the agenda of today's meeting for possible adoption by the Commission.

Whereas, the Cleburne County Commission supported local legislation requesting that they be allowed to provide county funding towards the office of the County Coroner in the 2016 legislative session of the State of Alabama; and

Whereas, said legislation was properly advertised and approved in both the Alabama House and Senate and later signed by the Governor and enrolled as Act #2016-236; and

Whereas, County Coroner Tracy Lambert now approaches the Commission with a request that the County provide a county vehicle for use by the Cleburne County Coroner.

Therefore, the Cleburne County Commission authorizes the County Administrator to explore the availability of surplus vehicles currently in the county fleet in order to make recommendations back to the Commission informally and if there is no apparent disagreement on the appropriateness of the signing out of said vehicle, then the County Administrator is authorized to sign the vehicle of choice over to the County Coroner for his use.

Action as related to Resolutions #4713:

Motion made by Commissioner Emmett Owen, Seconded by Commissioner Bobby Brooks

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

In Opposition: None

Motion Passed

Resolution #4713

Whereas, the Cleburne County Commission supported local legislation requesting that they be allowed to provide county funding towards the office of the County Coroner in the 2016 legislative session of the State of Alabama; and

Whereas, said legislation was properly advertised and approved in both the Alabama House and Senate and later signed by the Governor and enrolled as Act #2016-236; and

Whereas, County Coroner Tracy Lambert now approaches the Commission with a request that the County provide a county vehicle for use by the Cleburne County Coroner.

Therefore, the Cleburne County Commission authorizes the County Administrator to explore the availability of surplus vehicles currently in the county fleet in order to make recommendations back to the Commission informally and if there is no apparent disagreement on the appropriateness of the signing out of said vehicle, then the County Administrator is authorized to sign the vehicle of choice over to the County Coroner for his use.

The County Administrator discussed with the Commission the option of reimbursing mileage to the County Coroner and purchasing a camper shell for use on his vehicle.

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

The Commission adjourned the meeting.

Action as related to Resolution #4714:

Motion made by Commissioner Bobby Brooks, and Seconded by Commissioner Emmett Owen

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

In Opposition: None

Motion Passed

Resolution #4714

The meeting is adjourned.