**Cleburne County Commission Meeting Minutes**

**Regular Commission Meeting** **October 16, 2023**

**Cleburne County Mountain Center**

**Roll Call**

Present:

Commissioner Laura Cobb

Commissioner Terry Hendrix

Commissioner Roger Hill

Commissioner Emmett Owen

Chairman Ryan Robertson

Absent: None

**Comments from Citizens**

Melissa Christopher – Animal Shelter – Ms. Christopher talks to the Commission about the Animal Shelter. She states it can be fully functional in 6 months, but that is past the deadline that was set.

**Consent Agenda**

The Commission passes the October 2023 Consent Agenda Resolution #5391 1,2, 4, 5, 6, 7, 8, but did not pass Resolution #5391-3, which was added to new business Line Item C: Rescind Resolution #5287

Action as related to **Resolution #5391 1-8** 2023 Consent Agenda:

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

In Support: Commissioners Laura Cobb, Roger Hill, Emmett Owen and Terry Hendrix

In Opposition: None

Motion Passed

**Resolution #5391-1**

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

September 12, 2023, September 18, 2023 and September 26, 2023

as presented.

**Resolution #5391-2**

Board Vacancies:

Hospital Board

District 2, District 3

**Resolution #5391-3**

Whereas, the Cleburne County Commission previously passed Resolution #5287, which allows a $30 court fee to go to the Engineering Department for equipment purchases to be put in the general fund;

Whereas, the court fees will now need to be transferred to the Public Highway Fund, to assist with the pay-back for equipment to the Reserve Account;

Therefore, the Cleburne County Commission agrees to rescind Resolution #5287.

**Resolution #5391-4**

Whereas, the Cleburne County Commission desires that the Engineer Department implement vacation of a portion of County Road 402 due to it not being maintained;

Whereas, the Commission understands that the procedures for doing so require a public hearing and notification to citizens affected by the vacation;

Therefore, be it resolved that the Commission directs the County Engineer to advertise and schedule a public hearing to be held during the November 2023 regularly scheduled Commission meeting regarding the proposed road vacation.

**Resolution #5391-5**

Whereas, the Cleburne County High School Baseball field is in need of some renovations;

Therefore, Commissioner Emmett Owen has agreed to use $1,500 of his discretionary funds to help with the renovations needed.

**Resolution #5391-6**

Whereas, the Cleburne County Engineer requests the Cleburne County Commission to authorize surplus of equipment, as follows:

2014 Kubota Tractor with canopy

Bushhog

7x16 Axle Trailer with sides

2-Shank Soiler Bushhog

10 ft. Aggregate Chip Spreader

98 Ford F800 Pro Patcher

2-Shank Soiler Bushhog 2L

Therefore, the Cleburne County Commission hereby authorizes the surplus of this equipment.

**Resolution #5391-7**

Whereas, the County Engineer requests a P.O. in the amount of $25,000.00 for structural projects;

Whereas, any P.O. request in excess of $10,000.00 must have approval by the Commission;

Therefore, the Cleburne County Commission approves the PO request in the amount of $25,000.00.

**Resolution #5391-8**

Whereas, the Cleburne County Janitor answers to the Head of the Maintenance Department,

Whereas, the Cleburne County Commission decides to change the department head for that position to Crystal Cavender, in her capacity as the County Emergency Manager;

Therefore, the Cleburne County Commission agrees to task the Human Resources Officer to change the Janitor job description, to reflect this change.

**New Business:**

1. **Animal Shelter**

Action as related to **Resolution #5392** Animal Shelter

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

In Support: Commissioners Laura Cobb, Emmett Owen, and Roger Hill

In Opposition: Commissioner Terry Hendrix

Motion Carries

**Resolution #5392**

Whereas, the Cleburne County Commission recognizes that the county does not have an animal shelter to provide impoundment and services for control and adoption of stray animals found in the County; and

Whereas, the Commission recognizes the requirements for each of the counties in Alabama to provide such facilities and services; and

Whereas, the City of Heflin has also recognized the need for such facilities and has identified and set aside property for the construction and operation of such facilities; and

Whereas, the City of Heflin intends to lease the facilities to a non-profit group, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or other similar organization, for the operation of said facility to provide impoundment and services for control and adoption of stray animals found in Cleburne County; and

Whereas, the Cleburne County Commission recognizes it is in the public good that such a facility be constructed and utilized for such purpose; and

Whereas, the Cleburne County Commission desires to support the construction but not the operation of the facilities for the public good;

NOW, THEREFORE, BE IT RESOLVED, that the Cleburne County Commission hereby commits the amount of $200,000.00 from the County General Fund to the City of Heflin to be utilized by the City for the construction of facilities on City property designed to be utilized for an animal shelter providing impoundment and services for control and adoption of stray animals found in Cleburne County.

1. **Pay Increase – Engineer Department**

Action as related to **Resolution #5393** Pay increase – Engineer Department

Motion made by Commissioner Roger Hill, Seconded by Commissioner Emmett Owen

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

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

In Opposition: Commissioner Roger Hill

Motion to table carries to next month

**Resolution #5393**

Whereas, the Cleburne County Commission has continuously had difficulty in hiring employees for the Engineer’s Department;

Whereas, in an effort to make the jobs more attractive to potential employees, the Commission asked the Engineer to work with the Human Resource Officer to make a plan that would increase certain positions by approximately $2 per hour;

Whereas, the current pay scale has been utilized to make these increases in the form of “step-raises”;

Whereas, there are 19 employee positions eligible for the increase, and would amount to an increase of $86,630 to the Engineer’s Departmental salary budget;

Therefore, the Cleburne County Commission agrees to task the Human Resource Officer with implementing these increases and agrees to apply the increases to the Engineer’s Departmental Salary Budget lines, effective with pay period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Rescind Resolution #5287**

Action as related to **Resolution #5394** Rescind Resolution #5287

Motion made by Commissioner Laura Cobb, Seconded by Commissioner Terry Hendrix

In Support: Commissioners Laura Cobb, Roger Hill, Terry Hendrix and Emmett Owen

In Opposition: None

Motion Passed

**Resolution #5394**

Whereas, the Cleburne County Commission previously passed Resolution #5287, which allows a $30 court fee to go to the Engineering Department for equipment purchases to be put in the general fund;

Whereas, the court fees will now need to be transferred to the Public Highway Fund, to assist with the pay-back for equipment to the Reserve Account;

Therefore, the Cleburne County Commission agrees to rescind Resolution #5287.

Action as related to **Resolution #5395**

Motion made by Commissioner Terry Hendrix, Seconded by Commissioner Laura Cobb

In Support: Commissioners Terry Hendrix, Laura Cobb, Emmett Owen, and Roger Hill

In Opposition: None

Motion Carries

Commissioner Terry Hendrix asks for a motion and second to add to New Business the following item:

New Business: Task the HRO to present 2 solutions for pay change for the Jail, Road Dept., and to contact our Attorney

Action as related to **Resolution #5396**

Motion made by Commissioner Terry Hendrix, Seconded by Commissioner Laura Cobb

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

In Opposition: Commissioner Roger Hill

Motion Carries

1. **Surplus Probate Judge Equipment**

Action as related to **Resolution #5397** Surplus Probate Judge Equipment

Motion made by Commissioner Laura Cobb, Seconded by Commissioner Terry Hendrix

In Support: Commissioners Terry Hendrix, Laura Cobb, Roger Hill and Emmett Owen

In Opposition: None

Motion Carries

**Resolution #5397**

Whereas, the Cleburne County Probate Judge requests the Cleburne County Commission to authorize surplus of equipment that is no longer useful as follows:

3 Office Computers

Therefore, the Cleburne County Commission hereby authorizes the surplus of this equipment.

1. **Task HRO with presenting 2 solutions for pay change – Jail Dept. and Road Dept.**

Action as related to **Resolution #5398** Task HRO with presenting 2 solutions for pay change- Jail Dept. and Road Dept.

Motion made by Commissioner Laura Cobb, Seconded by Commissioner Terry Hendrix

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

In Opposition: Commissioner Roger Hill

Motion Carries

**Resolution #5398**

Whereas, the Cleburne County Commission considers a pay change to the Jail and Road Department;

Therefore, the Cleburne County Commission has tasked the HRO to present 2 solutions for pay change to the Jail and Road Department and to go over it with our County Attorney.

**Reports from staff:**

1. The County Administrator, Lisa Copeland informs the Commission she has been working closing out FY 23. She has been working on the year end and auditing. She states she has advertised for the temporary Finance Clerk position. She states she will present the Commission with banking information at the next work session.
2. County Engineer Lee Estes has no updates
3. County Attorney Jason Odom has no updates

**Old Business:**

There is no Old Business to attend to this meeting.

**Discussion Items from the Chairman and Commission:**

Action as related to **Resolution #5399**

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

In Support: Commissioners Laura Cobb, Roger Hill, Emmett Owen, and Terry Hendrix

In Opposition: None

Motion Passed

**Resolution #5399**

Meeting adjourned.

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| Certified by: |  |
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|  |  |
|  |  | Ryan Robertson – Chairman |
| Laura Cobb – District 1 |  | Emmett Owen – District 2 | |

Terry Hendrix – District 3 Roger Hill – District 4