

**Cleburne County Commission Meeting Minutes**  
**Regular Commission Meeting June 8, 2020**  
**Cleburne County Mountain Center**

**Roll Call**

Present:

Chairman Ryan Robertson  
Commissioner Laura Cobb  
Commissioner Emmett Owen  
Commissioner Terry Hendrix  
Commissioner Jake Durham

Absent:

None

**Bid Openings –**

County Engineer Lee Estes opens residential garbage and dumpster bids. The bids will be reviewed and awarded at the next month's meeting.

**Consent Agenda**

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The Commission passes the June 2020 Consent Agenda including:

Action as related to **Resolution #5032 – 1-5, 7** June 2020 Consent Agenda:

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

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

In Opposition: None

Motion Passed

**Resolution #5032-1**

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

May 11, 2020

as presented.

**Resolution #5032-2**

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

Resignations: None

Vacancies:

Library Board: Nolene Coefield - Term expires – April 2021

Library Board: Wilma Brown - Term expires - April 2024

Board Appointments:

Library Board: Stacy Littleton - Term expires - April 2021

**Resolution #5032-3**

Whereas, the Cleburne County Commission has resumed responsibility for the E911 Department; and

Whereas, upon making this transition, it has become necessary to include said department in the Grievance Committee membership.

Therefore, the Cleburne County Commission rescinds Resolution #4895-4, and re-implements the previously established Grievance Committee appointee procedures as defined by the Personnel Policies and Procedures adopted February 2016.

**Resolution #5032-4**

Whereas, the AVENU Insights & Analytics, LLC has presented the Tobacco Tax Revenue Enhancement Agreement for renewal and for successive three (3) years term.

Therefore, the Cleburne County Commission hereby resolves to approve the contract and authorize the County Administrator to sign.

**Resolution #5032-5**

Whereas, the Cleburne County Commission has been approached by East Alabama about purchasing a Dodge Minivan for the Transportation Department; and

Whereas, a van is much more efficient and affordable for our small County.

Therefore, the Cleburne County Commission allocates up to \$8000 toward the purchase and authorizes the County Administrator to increase the Transportation Budget as needed for this purchase and to sign the supporting documents.

**Resolution #5032-7**

Whereas, the Cleburne County Commission must from time to time reevaluate the needs of the County departments and make adjustments that best position the County to solicit qualified applicants for the responsibilities at hand; and

Whereas, the Cleburne County Human Resource Officer and the County Engineer have proposed changes to the organizational chart and the supporting job descriptions; and

Whereas, the Cleburne County Commission has reviewed the proposed changes and the associated costs.

Therefore, the Cleburne County Commission authorizes the Human Resource Officer to implement the attached changes and to work with the County Administrator to ensure sufficient funds are available before advertising and hiring the newly created positions.

**New Business:**

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- A. Continue additional pay for Board of Registrars

Action as related to **Resolution #5033** Continue additional pay for Board of Registrars

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

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

In Opposition: None

Motion Passed

**Resolution #5033**

Whereas, the Cleburne County Commission has been notified that the 1969 Act that required that the Board of Registrar’s employees should be paid an additional \$5.00 per day from the General Fund is no longer effective, and

Whereas, the Commission believes the additional pay is necessary to continue efficient operations of the office.

Therefore, the Cleburne County Commission authorizes the Human Resource Officer to continue paying the additional \$5.00 per day worked.

B. Amend Hazard Pay Policy

Action as related to **Resolution #5034** Amend Hazard Pay Policy

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

Motion to table resolution until July meeting

The following is a resolution to Amend Hazard Pay policy that the Commission is proposing for adoption.

Whereas, the Cleburne County Commission has previously adopted a Hazardous Duty Compensation policy; and

Whereas, the Commission has approved the amended organizational chart for the Engineer’s Department.

Therefore, the Cleburne County Commission approves the following updated Hazardous Duty Compensation Policy:

County Position	Hourly allowance
Operator 1	\$.50
Operator 2	\$.75
R&B Tech 1	\$.75
R&B Tech 2	\$1.00
Correctional Officer	\$.50
Sheriff Deputy	\$1.00

County Engineer Lee Estes asks to add his foreman positions to the list.

County Attorney Jason Odom advises that this will require a review of all county positions as the COVID-19 has created different concerns. He suggests that the foreman positions may need to be changed to operators if the primary responsibility is operating equipment.

Commissioner Terry Hendrix makes a motion to table until the July meeting for more research. Commissioner Laura Cobb seconds the motion.

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

In Opposition: None

Motion Passed

**Resolution #5034**

The proposed resolution to Amend Hazard Pay policy will table until the July 2020 meeting.

C. Water Grant

Action as related to **Resolution #5035** Water Grant

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

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

In Opposition: None

Motion Passed

**Resolution #5035**

WHEREAS, Cleburne County Commission in Cleburne County, Alabama wishes to make application to the Alabama Department of Economic and Community Affairs for FY 2020 Community Development Block Grant County Fund Assistance for the Cleburne County Water Authority to conduct a water system extension: and

WHEREAS, the Cleburne County Commission, Alabama will submit an application to the Alabama Department of Economic and Community Affairs (ADECA) for grant assistance through the Community Development Block Grant (CDBG) program; and

WHEREAS, per ADECA application guidelines, the Cleburne County Water Authority will submit a 10% local match: and

NOW, THEREFORE, BE IT RESOLVED that the Cleburne County Water Authority, Alabama will submit a local match of 10% of the total project cost for this grant program

BE IT FURTHER RESOLVED that any designated chairman/commissioner authorized to execute all necessary documentation and certifications required for submission of the before mentioned CDBG application and to submit said application to ADECA

D. Extend COOP

Action as related to **Resolution #5036** Extend COOP

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

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

In Opposition: None

Motion Passed

**Resolution #5036**

Whereas, the Commission has previously passed a Continuity of Operations Plan for the duration of the State of Emergency declared as a result of the COVID-19 situation or until the June meeting, whichever comes first; and

Whereas, we have reached the June meeting and the State of Emergency is still active.

Therefore, the Cleburne County Commission extends the Continuity of Operations Plan for the duration of the Local State of Emergency, or the Commission's July meeting, whichever comes first.

E. Temporary Employee

Action as related to **Resolution #5037** Temporary Employee

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

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

In Opposition: None

Motion Passed

**Resolution #5037**

Whereas, the Cleburne County Commission must re-evaluate the needs of the departments from time to time; and

Whereas, the SEP grant has required the Maintenance Worker to focus his time primarily on the replacement of lighting; and

Whereas, the run-off election is fast approaching, and the Maintenance Department plays a key role in supplying the vote houses with the election equipment; and

Whereas, the part-time custodian position is vacant.

Therefore, the Cleburne County Commission eliminates the part-time custodian position for the remainder of fiscal year 2020 and authorizes the Human Resource Officer to create and advertise for the position of Temporary Seasonal Laborer to assist the Maintenance Department. This temporary position ends on September 30, 2020 and the Commission will reassess the Maintenance Department needs during the fiscal year 2021 budget planning process.

F. Prisoners Housing #6 from Consent Agenda

Action as related to Resolution **#5038** Prisoners Housing #6 from Consent Agenda

Motion made by Commissioner Jake Durham, Seconded by Commissioner Laura Cobb

Motion to table resolution until July meeting

Whereas, the Cleburne County Sheriff has historically agreed to house prisoners from surrounding municipalities; and

Whereas, this housing of municipal prisoners is a responsibility of the municipality until such time as they are convicted; and

Whereas, the housing of municipal prisoners is a common and accepted expense of any jurisdiction operating a police department.

Therefore, the Cleburne County Commission hereby authorizes the Chairman to sign the attached agreements regarding the housing of municipal prisoners for the benefit of the local Municipalities of Heflin and Ranburne.

Commissioner Emmett Owen is concerned about the increase. He believes the court fees generated from city tickets help pay jail cost`56++5665654+6564+564 s.

Mayor Rudy Rooks asks the Commission to consider gradual increases and prorating charges.

Commissioner Jake Durham asks Jail Administrator Lane Kilgore to explain fees. Jail Administrator Lane Kilgore explains that the fee is based on the cost per prisoner to operate the jail.

Commissioner Laura Cobb asks to table the discussion until next month.

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

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

In Opposition: None

Motion Passed

**Resolution #5038**

The proposed resolution for Prisoner Housing will table until the July 2020 meeting.

**Reports from staff:**

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A. County Administrator Kim Brown has no updates.

B. County Engineer Lee Estes asks for clarity on the COOP and the non-essential travel. He explains that his clerk has planned to attend a software conference and she needs to know if this will be covered by county funds.

County Attorney Jason Odom states that the Department Head has the authority to discern whether travel is essential for the office.

C. County Attorney Jason Odom has no updates.

**Old Business:**

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A. Gigafy Agreement

The following is a resolution for the expansion of Broadband Internet that the Commission is proposing for adoption.

Whereas, high speed internet is a critical infrastructure need for the citizens of Cleburne County; and

Whereas Gigafy is a line of sight high speed internet provider serving Cleburne County; and

Whereas the Cleburne County Commission supports efforts of Gigafy and other high-speed internet providers to increase access to high speed internet.

Now, therefore be it resolved, that upon the request of a County Department Head, the Cleburne County Commission authorizes Commissioner Emmett Owen to approve the location of a wireless device for the purpose of providing high speed line internet service to Courthouse offices.

Be it further resolved, the Commission authorizes the County Administrator to enter into a use agreement with Gigafy for the purposes of installing a wireless device in a non-obtrusive manner, and with the understanding that all future agreements shall come before the Commission for consideration.

There is no motion for the Gigafy Agreement therefore, it dies for lack of support.

B. Commit Funds for FY21Transportation Program-Section 5311 Match

Action as related to **Resolution #5039** FY21Transportation Program-Section 5311 Match

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

In Support: Commissioners Laura Cobb, Emmett Owen, and Jake Durham

In Opposition: Commissioner Terry Hendrix

Motion Passed

**Resolution #5039**

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 Section 5311 Nonurbanized Area Public Transportation Program.

Now, therefore, be it resolved that the Cleburne County Commission hereby commits the amount of \$33,843 as local non-federal match for capital, administrative, and operations expenditures under Section 5311 Nonurbanized Area Public Transportation Program during Fiscal Year 2021.

Be it further resolved that 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.

C. Mapping Software for Revenue Commissioner

Action as related to **Resolution #5040**

Motion made by Commissioner Jake Durham, Seconded by Commissioner Terry Hendrix

In Support: Commissioners Emmett Owen, Terry Hendrix, and Jake Durham

In Opposition: None

To Abstain: Commissioner Laura Cobb

Motion Passed

**Resolution #5040**

Whereas, the Cleburne County Commission has asked to approve all purchase orders over \$15,000.

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

Cleburne County Revenue Commissioner

Mapping Software – conversion, Flagship with ESRI software / ARC GIS \$17,500



Commissioner Terry Hendrix asks for verification that this purchase does not require a budget amendment.

**Discussion Items by Chairman and Commissioners:**

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Commissioner Terry Hendrix asks if he can participate in garbage bid discussions, since WM is not participating.

The County Attorney answers affirmatively.

There is not any further business to come today before the Commission for the meeting.

Adjourn the meeting

Action as related to **Resolution #5041**

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

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

In Opposition: None

Motion Passed

**Resolution #5041**

The meeting is adjourned.

Certified by:

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Ryan Robertson – Chairman

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Laura Cobb – District 1

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Emmett Owen – District 2

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Terry Hendrix – District 3

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Jake Durham – District 4