

Cleburne County Commission Meeting Minutes
Regular Commission Meeting February 9, 2021
Cleburne County Mountain Center

Roll Call

Present:

Chairman Ryan Robertson
Commissioner Laura Cobb
Commissioner Emmett Owen
Commissioner Terry Hendrix
Commissioner Roger Hill

Absent:

None

Comments from Citizens

A. Jake Matthews/ Amanda Henson with Habitat for Humanity

Mr. Matthews is here to address the Commission on the impact that Habitat for Humanity has for low-income families/citizens. He updates the Commission on how they are wishing to expand to Cleburne County.

B. Jackie Lowry/ Shannon Jenkins with Leadership Committee

Ms. Jackie Lowry informs the Commission about Imagination Library, which is founded by Dolly Parton, that helps young kids ages 0-5 by receiving an age-appropriate book each month of the year for only \$30 per child. She expresses that child literacy is especially important and wishes to expand this program into Cleburne County through the Cleburne Leadership event to be held at the Lucille Morgan Library this year.

Consent Agenda

The Commission passes the February 2021 Consent Agenda including:

Action as related to **Resolution #5098- 1-12** February 2021 Consent Agenda:

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

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

In Opposition: None

Motion Passed

Resolution #5098-1

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

January 12, 2021 & January 28, 2021

as presented.

Resolution #5098-2

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

Resignations:

Library Board Sue Taylor

Vacancies: None

Board Appointments:

Library Board Shannon Hill

Resolution #5098-3

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

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

Cleburne County Engineer

Bridge Repairs – CR10

\$22,000

Resolution #5098-4

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

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

Cleburne County Engineer
Mechanic / Crew Truck

\$ 34,000.00

Furthermore, the Cleburne County Administrator is authorized to loan the funds from the Reserve Fund to cover said expense.

Resolution #5098-5

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 February meeting, whichever comes first; and

Whereas, we have reached the February 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 State of Emergency, or the Commission's March meeting, whichever comes first.

Resolution #5098-6

Whereas, Commissioner Emmett Owen believes is it necessary to improve the driveway area to allow for more privacy for the Coroner's official business; and

Whereas, Commissioner Owen has agreed to apply up to \$1500 from his discretionary funds to purchase the gravel.

Therefore, the Cleburne County Commission authorizes this application of funds, recognizing it as having a valid public purpose, being in agreement with the County's Discretionary Fund Policy adopted September 16th, 2013, and a valid use of the earmarked Tobacco Tax that funds the Commissioner's discretionary allocations.

Resolution #5098-7

Whereas, Commissioner Hill and Commissioner Owen believe that a shelter is needed on the Pinhoti Trail; and

Whereas, Commissioner Hill has agreed to apply up to \$1500 of his discretionary funds and Commissioner Owen has agreed to apply up to \$500 of discretionary funds to assist with the building of the structure;

Therefore, the Cleburne County Commission authorizes this application of funds, recognizing it as having a valid public purpose, being in agreement with the County's Discretionary Fund Policy adopted September 16th, 2013, and a valid use of the earmarked Tobacco Tax that funds the Commissioner's discretionary allocations.

Furthermore, the Cleburne County Commission authorizes the Chairman to sign an agreement with the Conservation Fund, after it has been reviewed by the County Attorney, for the building of the structure to be completed no later than 60 days from the date of the agreement.

Resolution #5098-8

Whereas, the Cleburne County Commission is authorized to declare property as surplus when said property is deemed to be of no further use or value to the County; and

Whereas, the County has identified the following items which have been deemed to be of no further use to the County:

- International Dump Truck

Therefore, the Cleburne County Commission declares the equipment to be surplus property, and authorizes the County Engineer to oversee the disposition processes.

Furthermore, should the equipment not sell for fair market value, the County Engineer will return the equipment to his active inventory and notify the County Administrator so the equipment can be reported on the financial books accurately.

Resolution #5098-9

February 9, 2021

Whereas the Commission passed resolution #5092 at the January 12, 2021 meeting which transferred the Box Truck from the EMA Department to the County Engineer's Department; and

Whereas, the Cleburne County Commission no longer wishes to make the transfer.

Therefore, the Cleburne County Commission rescinds Resolution #5092 and the Box Truck will be returned to the EMA inventory.

Resolution #5098-10

Whereas the Commission passed resolution #5093 at the January 12, 2021 meeting which authorized the County Engineer to begin the procedures to close County Road 855; and

Whereas, the County Engineer prefers to research the closure before proceeding.

Therefore, the Cleburne County Commission rescinds Resolution #5093 and County Road 855 will remain open.

Resolution #5098-11

Whereas the State of Alabama has been awarded Cares Act Funds in Community Development Block Grants; and

Whereas the funds have specific criteria that must be met; and

Whereas, Cleburne County has been allocated \$200,000 for an eligible activity.

Therefore, the Cleburne County Commission believes the funds should be used to provide for extension of public water on County Road 71 and County Road 18, both of which are areas lacking such services and both of which have been recommended by a representative of the Cleburne County Water Authority.

Furthermore, the Cleburne County Commission authorizes the Chairman to work with the East Alabama Regional Planning and Development Commission as needed to ensure the grant process is successful.

Resolution #5098-12

Whereas, the Cleburne County Commission has refrained from purchasing from *Cleburne County Parts* due to ownership conflicts; and

Whereas, Commissioner Hendrix is no longer the legal owner of said business.

Therefore, the Cleburne County Commission tasks the County Attorney with seeking an AG Opinion on this matter.

Resolution #5098-13

Whereas, the Cleburne County Commission has been approached by the Chulafinne Baptist Church about moving the vote house from the current location known as the Dallas Lodge to their facilities.

Therefore, the Cleburne County Commission agrees to move the vote house location and authorizes the Chairman to take all necessary steps in making the transition.

Resolution #5098-14

Whereas, the Cleburne County Commission believes it is necessary to review and / or change the Personnel Policy and Procedures; and

Whereas, the Cleburne County Commission wishes to hire an outside source to discuss the manual with Department Heads and advise the Commission on the needs; and

Whereas, the Commission allocates an amount not to exceed \$10,000.

Therefore the Cleburne County Commission employs Hope Hicks for this endeavor.

Resolution #5098-15

February 9, 2021

Whereas, Commissioner Emmett Owen believes the Maintenance Worker should become the supervisor for the Custodian.

Therefore, the Cleburne County Commission transitions the oversight of the Custodian position to the Maintenance Worker and authorizes the Human Resource Office to update the Organizational Chart to reflect these changes.

New Business:

A. Library By-Laws

Action as related to **Resolution #5099** Library By-Laws

Motion made by Commissioner Emmett Owen Seconded by Commissioner Laura Cobb

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

In Opposition: None

Amended Motion passed.

Resolution #5099

Whereas, the Cleburne County Library Board has amended their original By-Laws; and

Therefore, the Cleburne County Commission supports the changes and authorizes the amendment of the Lucille Morgan Public Library By-Laws.

B. Library Use Agreement

Action as related to **Resolution #5100** Library Use Agreement

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

February 9, 2021

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

In Opposition: None

Resolution #5100

Whereas, the Cleburne County Commission owns the building in which the Lucille Morgan Public Library is housed; and

Whereas, the Cleburne County Commission believes it is necessary to better define responsibilities in going forward.

Therefore, the Cleburne County Commission authorizes the Chairman to enter into an Agreement with the Lucille Morgan Public Library.

C. Dallas Lodge Use Agreement

Action as related to **Resolution #5101** Dallas Lodge Use Agreement

Motion made by Commissioner Roger Hill, Seconded by Terry Hendrix

Commissioner Roger Hill asks to table.

Motion made by Commissioners Roger Hill and Terry Hendrix to table at a later time

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

In Opposition: None

Resolution #5101

Whereas, Commissioner Hill has asked the Commission to consider allowing the Dallas Lodge to be used by citizens and groups; and

Whereas, an agreement is needed for the protection of the County and those using the facility.

Therefore, the Cleburne County Commission approves the attached rental / use agreement for the Dallas Lodge facility.

D. Volunteer Construction Agreement

Action as related to **Resolution #5102** Volunteer Construction Agreement

Motion made by Commissioner Roger Hill, Seconded by Terry Hendrix

Commissioner Roger Hill asks to table

Motion made by Commissioners Roger Hill and Terry Hendrix to table at a later time

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

In Opposition: None

Resolution #5102

Whereas, Commissioner Hill has asked the Commission to consider allowing volunteers to make improvements to the Dallas Lodge; and

Whereas, an agreement is needed for the protection of the County and the volunteers.

Therefore, the Cleburne County Commission approves the attached Volunteer Construction Agreement.

E. Shinebone Agreement

Action as related to **Resolution #5103** Shinebone Agreement

Motion made by Commissioner Terry Hendrix, Seconded by Laura Cobb

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

In Opposition: None

Resolution #5103

Whereas, Hollis and Shinbone Volunteer Fire Departments have asked the Commission to consider a Mutual Aid Agreement; and

Whereas, both parties wish to provide a quick response time for citizens to promote peace, health, and safety and to preserve the lives and property of the people.

Therefore, the Cleburne County Commission authorizes the Chairman to sign the attached Mutual Aid Agreement.

F. Support Library Event

Action as related to **Resolution #5104** Support Library Event

Motion made by Commissioner Laura Cobb, Seconded by Emmett Owen

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

In Opposition: None

Resolution #5104

Whereas, the Leadership Class of 2020 is planning an event at the Lucille Morgan Public Library; and

Whereas, sponsorship from local businesses is needed for children aged 0-5 years to receive free books; and

Whereas, the Cleburne County Commission believes this is an honorable and noble endeavor.

Therefore, the Cleburne County Commission acknowledges the event as a positive community outreach and encourages the citizens and local businesses of Cleburne County to participate in the event.

G. Review Job Descriptions

Action as related to **Resolution #5105** Review Job Descriptions

Motion made by none

In Support: none

In Opposition: None

No motion was made for resolution

Resolution dies for lack of motion

Resolution #5105

Whereas, Revenue Commissioner Joyce Fuller has approached the Commission about making changes to the job descriptions for the Chief Appraiser and Chief Mapper to include the words "or 5 years' experience".

Therefore, the Cleburne County Commission tasks the Human Resource Officer and the County Attorney to work with the Revenue Commissioner to research the positions and the feasibility of the request.

H. Seek Land for Convenience Center

Action as related to **Resolution #5106** Seek Land for Convenience Center

Motion made by Commissioner Laura Cobb, Seconded by Emmett Owen

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

In Opposition: None

Amended Resolution passes

Resolution #5106

Whereas, Commissioner Cobb believes a Convenience Center is needed in District 1; and

February 9, 2021

Whereas, Commissioner Hendrix believes a Convenience Center is needed in District 3;

Whereas, it is necessary to obtain land in said district for the future site to be located.

Therefore, the Cleburne County Commission authorizes the County Engineer to negotiate pricing and work with the County Attorney to prepare purchase contract(s) to be brought back to the Commission for approval.

Commissioner Laura Cobb asks to go into Executive Session

Commissioner Terry Hendrix asks to amend the resolution to add property to District 3 for a Convenience Center

F. Executive Session

Action as related to **Resolution #5107 Executive Session**

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

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

In Opposition: None

Motion Passed

Resolution #5107

The Commission goes into executive session.

Reports from staff:

February 9, 2021

- A. County Administrator Kim Brown informs the Commission that GASB Financials are due this month so she will be extremely busy finalizing those reports.

- B. County Engineer Lee Estes asks the Commission about the Environmental position status.

County Attorney Jason Odom recommends freezing all job descriptions and personnel changes until after the new policy handbook is finished.

County Engineer Lee Estes asks about the timeline for the new handbook. He expresses concerns that he will not have adequate staff to operate the Convenience Center.

County Administrator Kim Brown informs County Engineer Lee Estes and the Commission that the Commission has already passed a resolution to employ a full-time person to operate the Convenience Center, so we should have this covered.

County Engineer Lee Estes expresses concerns to the Commission about personnel needs when we open the additional Convenience Centers in the future.

Human Resource Officer Lisa Milinkovich informs the Commission that the current temporary employee has exceeded temporary status, but the County Engineer can fill the temporary spot again for future needs with the new Convenience Centers.

County Engineer Lee Estes wishes to keep the temporary position available.

Commissioner Emmett Owen asks about the EMA box truck title.

Chairman Ryan Robertson states that the VIN number says it is the County's vehicle.

Emergency Manager Crystal Cavender states that her department could use the vehicle regularly.

County Attorney Jason Odom will get more information about the vehicle for the next meeting.

C. County Attorney Jason Odom has no updates.

Old Business:

There is no Old Business to attend to this meeting.

Action as related to **Resolution #5108**

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

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

In Opposition: None

Motion Passed

Resolution #5108

Meeting Adjourned.

Certified by:

Ryan Robertson – Chairman

Laura Cobb – District 1

Emmett Owen – District 2

Terry Hendrix – District 3

Roger Hill – District 4