



# ***Dale County Commission***

## **Commission Meeting Minutes – November 24, 2020**

The Dale County Commission convened in a regular session Tuesday, November 24, 2020. The following members were present: Chairman Steve McKinnon; District One Commissioner Chris Carroll; District Two Commissioner Donald O. Grantham; District Three Commissioner Charles W. Gary; and District Four Commissioner Frankie Wilson.

Chairman McKinnon called the meeting to order at 10:00am. Commissioner Wilson opened with the Pledge of Allegiance. Commissioner Gary followed with prayer.

### **APPROVED – AGENDA**

Commissioner Gary made a motion to approve the agenda with the removal of item #5-New Hire-Security Guard – Sheriff's office.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

### **APPROVED – MEMORANDUM OF WARRANTS**

Commissioner Carroll made a motion to approve the following Memorandum of Warrants:

- Accounts Payable Check Numbers 88563-88683.
- Payroll Check Numbers: 154718-154724.
- Direct Deposit Check Numbers: 36574-36713.

Commissioner Gary seconded the motion, all voted aye. Motion carried.

**APPROVED – NOVEMBER 11, 2020 MINUTES**

Commissioner Gary made a motion to approve the Minutes of the Commission Meeting on November 11, 2020.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

**APPROVED – ADDITION TO CLASSIFICATION AND PAY PLAN**

Commissioner Carroll made a motion to approve the addition of job description, Tag/Title Assistant Supervisor, and also to post for this position. See Exhibit 1.

Commissioner Gary seconded the motion, all voted aye. Motion carried.

**APPROVED – FILE MAINTENANCE PROGRAM – BD OF REGISTRARS**

Commissioner Gary made a motion to approve the Resolution and Agency Agreement for the File Maintenance Program for the Board of Registrars. See Exhibit 2.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

**APPROVED – BOARD APPOINTMENTS – SE AL REGIONAL PLANNING**

Commissioner Grantham made a motion to approve the following board appointments for the Southeast Alabama Regional Planning and Development Commission:

- Mark Blankenship – Ozark Mayor – thru term of Office
- Leah Harlow – Expires December 31, 2023
- Reappoint, Dianne Flourney – Expires December 31, 2023

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

**TABLED – ADMINISTRATOR EMPLOYMENT CONTRACT**

The Administrator's contract was on the agenda and called for a vote. Since the matter had not been on the agenda prior and Commissioner Wilson voted against the matter, under the Dale County Commission's "special operating rule", it will lay over until the next meeting of the Commission.

**APPROVED - RESOLUTION – DCP 23-04-20, ROAD & BRIDGE**

Commissioner Grantham made a motion to approve the Resolution for project DCP 23-04-20, See Exhibit 3.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

**APPROVED – CAPITAL EXPENDITURE, FUND 116**

Commissioner Gary made a motion to approve the capital expenditure from Fund 116 for flooring in the amount of \$2,621.00.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

**ANNOUNCEMENT – NEXT REGULAR MEETING**

Chairman McKinnon announced that the next regular meeting of the Dale County Commission will be Tuesday, December 8, 2020 at 10:00am.

**ADJOURNMENT: CONFIRMATORY STATEMENT**

Commission Gary made a motion to adjourn the meeting. Commissioner Carroll seconded the motion. All voted aye. Motion carried.

It is hereby ordered the foregoing documents, resolutions, etc., be duly confirmed and entered into the minutes of the Dale County Commission as its official actions.



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Steve McKinnon, Chairman



# DALE COUNTY COMMISSION

**Commission Chairman**  
Steve McKinnon

<b>Commissioners</b>	
Chris Carroll	District 1
Donald O. Grantham	District 2
Charles W. Gary	District 3
Frankie Wilson	District 4

**County Administrator**  
Cheryl Ganey

Dear Commissioners,

The proposed job description for Tag/Title Assistant Supervisor will be grade VII.

The wage range is \$11.68 - \$16.70.

Thank you for your consideration.

## **Tag/Title Assistant Supervisor**

<b>Division</b>	<b>Department</b>	<b>Location</b>
Tag & Title	Revenue	Dale County Commission

### **Reports to**

Supervisor/Chief Clerk/Deputy Revenue Commissioner

### **Job Summary**

Assists Supervisor in all daily operations

### **Duties and Responsibilities**

Training new employees.  
Preparing daily deposits, daily reports, and monthly reports for tags, title, and boat registrations.  
Communicates with programmers and State Revenue Department on updates and problems.  
Maintains inventory of tags and ordering new plates.  
Performs general office functions including answering the telephone, customer emails and fax.  
Processing mail and internet payments.  
Assumes duties of clerks when necessary and satellite duties when scheduled.  
Assist others clerk with customers.  
Keep all clerk up to date on Changes with programmers and State Department of Revenue.  
Willing to travel to school and conferences as necessary.  
Other duties as required.



## **Tag/Title Assistant Supervisor**

### **Supervisory Responsibilities**

### **Physical Demands**

**Standing**  
Up to 33%

**Walking**  
33-66%

**Sitting**  
33-66%

**Stooping, Kneeling, Crouching,**  
33-66%

**Climbing or Balancing**  
Up to 33%

**Use Hands to Finger, Handle,**  
More than 66%

**Reaching with Hands and Arms**  
More than 66%

**Tasting or**

**Talking or Hearing**  
More than 66%

<b>Lifting</b>	<b>Up to 10lbs</b>	<b>Up to 25lbs</b>	<b>Up to 50lbs</b>	<b>Up to 100lbs</b>	<b>More than</b>
	Up to 33%	Up to 33%	Up to 33%	Up to 33%	Up to 33%

**Vision Close Vision**   **Distance Vision**   **Depth Perception**   **Ability to Adjust**

**Color Vision**   **Peripheral Vision**   **No Special Vision Requirements**

### **Specific physical duties**

Must have the strength to lift large books.

**Noise**   **Very Quiet**   **Quiet**   **Moderate**   **Loud Noise**   **Very Loud Noise**

### **Specific Noise Duties**

Exposure to a general office environment.

### **Comments**

Must be willing to travel occasionally and wear appropriate attire.

## **Tag/Title Assistant Supervisor**

### **Job Specifications**

#### **Education**

High School diploma or equivalent.

#### **Work Experience**

Must have experience with bank deposits.

#### **Licenses**

#### **Preferences**

Must have good communication skills, basic math skills, and the ability to read and write.

Needs to be able to type accurately, enter data quickly and accurately, and to operate terminals, typewriters, calculators, and a copy machine.

Requires the ability to operate a computer.

Needs some knowledge of department and county policies and procedures.

May need to become a Notary Public.

Date

RESOLUTION BY  
   Sale    COUNTY, ALABAMA, COMMISSION

WHEREAS Act 95-769 requires the    Sale    County Board of Registrars to implement a voter file maintenance process, and

WHEREAS Act 95-769 also requires the    Sale    County Commission to pay the cost of postage necessary to mail certain notices to voters and to subsequently apply for and receive reimbursement for such costs from the State of Alabama, and

WHEREAS the Alabama Secretary of State has indicated that her office is willing to serve as the agent for the    Sale    County Commission for the purposes of paying postage costs and collecting reimbursements for such costs from the State Elections Fund as provided for in Act 95-769, and

WHEREAS the Alabama Secretary of State served as the agent for the    Sale    County Commission in 1997, 2001, 2005, 2009, 2013, and 2017, for the purposes of paying postage costs and collecting reimbursements from the State Elections Fund as provided for in Act 95-769, now therefore

BE IT RESOLVED BY the    Sale    County Commission that it hereby agrees to appoint the Secretary of State to serve as its agent for the purposes of paying postage costs necessary for the mailing of certain notices to voters as required by Act 95-769 and collecting reimbursements for such costs from the State Elections Fund as provided in the Act, and now

BE IT FURTHER RESOLVED that the Chairperson of the    Sale    County Commission is authorized to execute an agency agreement to be entered into between this county and the Office of the Alabama Secretary of State.

Adopted this    24th    day of    November    of the year 2020.

   Steve McKinnon     
Chairman

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STATE OF ALABAMA

DATE: November 24, 2020

COUNTY OF Daile

**AGENCY AGREEMENT**

The Daile County Commission hereby authorizes the Alabama Secretary of State to act as its agent for the purposes of paying postage necessary for the mailing of certain notices to voters as required by Act 95-769 and collecting reimbursements from the State Elections Fund associated with compliance with Act 95-769. The County Commission understands that the Secretary of State will be paying postage on the voter notifications required by §17-4-30(a), Code of Alabama (1975) for which the Commission will be obligated to reimburse the Secretary of State by this agreement and that such reimbursement shall occur from monies the County is entitled to for such costs from the State Elections Fund pursuant to §17-4-31, Code of Alabama (1975) . The County Commission also agrees that the business reply mail account fee and business reply mail postage charges will remain its responsibility for which it may be reimbursed by the State of Alabama under the normal operation of the Act.

Steve McKeenan

Chairperson  
County Commission

Acceptance by the Secretary of State:

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John H. Merrill  
Secretary of State

RESOLUTION

COUNTY OF DALE

STATE OF ALABAMA

Project No. DCP-23-04-20

WHEREAS, the County Commission of Dale County, Alabama, is desirous of constructing or improving, by force account, by contract or both, roads included in the Dale County Road System and described as follows:

Patching, Spot Leveling, Widening, Resurfacing, and Striping on County Road 54 from the intersection of County Road 33 East along County Road 54 to the intersection of County Road 57. Approximate length is 2.945 miles.

WHEREAS, the County agrees to all of the provisions of any agreement which has been executed or will be executed covering the construction of the project.

Done at the special session of the County Commission of Dale County, this 24<sup>th</sup> day of November, 2020.

Dale County Commission  
Governing Body

Steve McKinnon  
Steve McKinnon, Chairperson

Chris Carroll  
Chris Carroll, Member District 1

Donald Grantham  
Donald Grantham, Member District 2

Charles Gary  
Charles Gary, Member District 3

Frankie Wilson  
Frankie Wilson, Member District 4