



Dale County Commission

Commission Meeting Minutes – January 24, 2023

The Dale County Commission convened in a regular session Tuesday, January 24, 2023. The following members were present: Chairman Steve McKinnon; District One Commissioner Chris Carroll; Two Commissioner Donald O. Grantham; District Three Commissioner Adam Enfinger; and District Four Commissioner Frankie Wilson.

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

APPROVED – AGENDA, MINUTES, & MEMORANDUM OF WARRANTS

Commissioner Carroll made a motion to approve the agenda (with the following changes), memorandum of warrants, and minutes:

Agenda Addition:

- Capital Funds, Fund 116, Sheriff's office remodel – Sheriff.
- Change of budgeted positions within the Sheriff's department & post for lieutenant position– Sheriff.
- Leave without Pay – Revenue Commissioner.
- Post updated job description for Real Property Appraiser I – Revenue Commissioner.
- ARPA funds – IAC review - van for Coroner operations – Coroner.

Agenda Removal:

- ARPA Funds – Dump trucks (3) purchase for Road & Bridge - Engineer

Memorandum of Warrants:

- Accounts Payable Check Numbers 95308– 95398.
- Payroll Check Numbers: 154886 – 154886.
- Direct Deposit Check Numbers: 423696 - 423834.

Minutes: Commission Meeting of January 10, 2023.

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

APPROVED - PERSONNEL

Commissioner Enfinger made a motion to approve the following:

- Alicia Dawkins – New Hire – Clerk - Probate Office.
- Kyle Anderson - Promotion – Chief Deputy – Sheriff Office.
- Scott Spurlock – Promotion – Captain – Sheriff Office.
- Caroline Jackson – Promotion – Chief Investigator – Sheriff Office.

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

APPROVED - OEDC APPROPRIATION

Commissioner Wilson made a motion to approve an appropriation and budget adjustments for Ozark-Dale County Economic Development Corp. in the amount of \$ 835.00 for advertisement.

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

APPROVED - COPIER PURCHASE AGREEMENT

Commissioner Wilson made a motion to approve a copier purchase agreement for the and budget adjustments for the commission office. See Exhibit 1.

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

APPROVED - TRAVEL REQUEST

Commissioner Carroll made a motion to approve the following:

- R & B – Andrew Faulk – Feb 1st – 2nd – CGEI – Overview of County Government Class – Montgomery Marriott Prattville - \$443.34

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

APPROVED - DEPUTY CORONER APPOINTMENTS

Commissioner Enfinger made a motion to approve the appointment of deputy coroners. See Exhibit 2.

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

APPROVED - AWARD FUEL BID

Commissioner Carroll made a motion to approve the fuel bid award to May's Distributing Co., Inc. See Exhibit 3.

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

APPROVED - CAPITAL FUNDS, FUND 116 – SHERIFF OFFICE

Commissioner Wilson made a motion to approve \$ 45,000.00 from the Capital Fund for expenses to repair/remodel the Sheriff's office building.

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

APPROVED - CHANGE IN BUDGETED POSITIONS – SHERIFF OFFICE

Commissioner Carroll made a motion to approve the following changes in budgeted positions in the Sheriff's office: close a deputy sheriff position and add an additional lieutenant position. Also, to post for lieutenant position.

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

APPROVED - LEAVE WITHOUT PAY

Commissioner Enfinger made a motion to approve a 120-day leave without pay for Ms. Jill Bruhn effective January 17, 2023.

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

APPROVED - UPDATED JOB DESCRIPTION

Commissioner Carroll made a motion to approve the posting of an updated job description for Real Property Appraiser I. See Exhibit 4.

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

APPROVED - ARPA FUNDS – IAC REVIEW

Commissioner Enfinger made a motion to approve the review by IAC for expenditure of ARPA funds for a van for the Coroner office.

Commissioner Grantham 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, February 14, 2023 at 10:00am.

ADJOURNMENT: CONFIRMATORY STATEMENT

Commissioner Enfinger made a motion to adjourn the meeting. Commissioner Grantham 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.



Steve McKinnon, Chairman



Muller Communications Inc.

Office Equipment, Supply and Service Specialists
 Computer Hardware, Software and Connectivity
 3030 Reeves St.

P.O. Box 1722 Dothan, Alabama 36303
 Phone (334) 792-6578 Fax (334) 792-9674



INVOICE NO. 230125

Terms Net 10

DATE 01-25-2023	PURCHASE ORDER NUMBER	SALESMAN P.J. Muller II
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BILL TO	CUSTOMER NUMBER	NEW
NAME	(same)	
ADDRESS		
TELEPHONE		
BILLING INSTRUCTIONS		

SHIP TO	CUSTOMER NUMBER	NEW
NAME	Dale County Commission	
ADDRESS	202 S AL 123 Ozark AL 36360	
CONTACT:	Aaron Meeks	
SHIPPING INSTRUCTIONS		

M.C. WILL TRANSFER AND DELIVER TO BUYER AND BUYER WILL ACCEPT AND PAY FOR THE FOLLOWING MERCHANDISE.

PRODUCT CODE	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
	1	Canon iR ADV DX C5740i SERIAL NO. TBD		10,899.99
	1	Cassette Feed Unit (2 additional paper drawers) SERIAL NO.	incl.	
	1	Internal finisher/stapler SERIAL NO.	incl.	
		Delivery SERIAL NO.	incl.	
		Connectivity SERIAL NO.	incl.	
		Training SERIAL NO.	incl.	
		SERIAL NO.		
		SERIAL NO.		

COMMENTS:
 Equipment to be covered under full maintenance agreement at \$10/month + CPC (cost-per-copy) agreement;
 B&W clicks & overages billed @ \$0.0079 | Color clicks & overages billed @ \$0.045
 Includes all parts, labor, toner and supplies except paper.
 Thank you for your local business!

SUBTOTAL	\$10,899.99
TAX	EXEMPT
TOTAL	\$10,899.99
LESS DEPOSIT	N/A
BALANCE DUE ON DELIVERY	^^^

TERMS: MULLER COMMUNICATIONS equipment indicated above is purchased under M.C.'s standard terms which are 1) The Seller retains title to all equipment and supplies, (subject of this agreement) until purchase price is paid in full. 2) In the event buyer makes default in payment the Buyer will be liable for the payment of any legal fees or other costs incurred in any action to collect this debt.

THIS IS A BINDING ORDER, not subject to cancellation. No trials accepted. This order cannot be changed except in writing by a M.C. officer.

Original
White

File Copy
Yellow

x *Steve Thibault*
 AUTHORIZED SIGNATURE

PLEASE SIGN AND RETURN TO COMPLETE ORDER

TITLE



January 22, 2023

Re: Deputy Coroner Appointments

To: Dale County Commission

This letter is to request the following individuals be appointed as Deputy Coroners for the Dale County Coroner's Office:

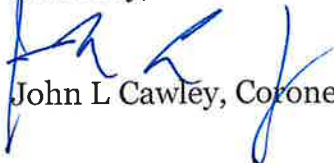
Adam Bruhn- Chief Deputy Coroner

David Grubbs- Daleville Area Deputy Coroner

Rickey Stokes- Dothan Hospitals Deputy Coroner

Thank you for your consideration in appointing these gentlemen to serve our county. If you have any questions, feel free to reach out to me.

Sincerely,


John L. Cawley, Coroner

719 S. Union Avenue, Ozark, Alabama 36360
PO Box 10, Ozark, Alabama 36361
(334)237-4702/fax (334)445-1327
Email: dale.coroner@dalecountyal.gov



702 S. Hwy 123, Suite A
Ozark, Alabama 36360
334.774.5875

Matthew W. Murphy, P.E.
County Engineer

DALE COUNTY ROAD AND BRIDGE

MEMORANDUM

Date: January 24, 2023

To: Dale County Commission

From: Matt Murphy
County Engineer

Re: Fuel Bid Award

After a careful review, it is the recommendation of the Dale County Engineering Department to award the Annual Bids as follows:

May's Distributing Company, Inc.
2937 N. US Highway 231
Ozark, AL 36360

SEE ATTACHED SHEETS FOR BREAKDOWN

FUEL

	May's Distributing Co.	RETIF Oil & Fuel	Tri Star Energy
DESCRIPTION	Price per gallon above OPIS	Price per gallon above OPIS	Price per gallon above OPIS
All Grades Unleaded Gasoline	\$0.0498	\$0.5500	\$0.3320
Ultra Low Sulfur Diesel Fuel (w/o additive)	\$0.0498	\$0.5500	\$0.3395

Real Property Appraiser I

Division	Department	Location
	Appraisal and Mapping	Dale County Commission
Reports To	Mapping and Appraisal Administrator	

Job Summary

Under the direct supervision of the Mapping and Appraisal Administrator or other senior appraisal staff, the Real Property Appraiser I will perform field appraisals. Set values for all types of residential, farm, and light commercial properties located within the taxing jurisdiction. Assists in county wide appraisal program. Prepares revisions of property appraisals and estimates market values. Interviews property owners to explain property appraisal methods and techniques. Performs other duties as assigned by the supervisor.

Duties and Responsibilities

Knowledge of mathematics to include addition, subtraction, multiplication, division, and percentages as needed to compile construction cost data, measure buildings, calculate land and building areas, and market values.

Knowledge of basic geometry and basic statistics.

Read and comprehend maps, records, deeds, financial reports, and other correspondence.

Electronically file documents and records.

Establish and maintain effective working relationships with taxpayers and coworkers.

Operate field appraisal equipment, and software such as database, spreadsheets, and word processing as needed to analyze and compile data.

Must be 21 years of age and maintain a valid Alabama driver's license

Real Property Appraiser I

Physical Demands

Standing

33 - 66%

Walking

Up to 33%

Sitting

Up to 33%

Stooping, Kneeling, Crouching,

Up to 33%

Climbing or Balancing

Up to 33%

Use Hands to Finger, Handle,

More than 66%

Reaching with Hands and Arms

33 - 66%

Talking or

Up to 33%

Talking or Hearing

33 - 66%

Lifting

Up to 10lbs

Up to 33%

Up to 25lbs

Up to 33%

Up to 50lbs

Up to 33%

Up to 100lbs

Up to 33%

More than

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 see well enough to read deeds and descriptions and hear well enough to talk on the telephone and respond to verbal communication.

Needs the strength to lift heavy plat and deed books and the body mobility to move around the office.

Noise

Very Quiet

Quiet

Moderate

Loud Noise

Very Loud Noise

Specific Noise Duties

Exposure to general office environment.

Comments

Must be willing to work overtime as needed. Must be willing to travel as required for inspections and to training sessions and seminars. May need to use own automobile for travel if required.

Real Property Appraiser I

Job Specifications

Education

Highschool Diploma required. Associate Degree preferred in business administration, accounting, taxation, law, property valuation or related fields. Prior Appraisal training and/or closely related experience may be considered

Work Experience

Must successfully complete within 24 months of employment date the following Alabama Department of Revenue Property Tax Education and Certification Program courses: Alabama IIA Alabama Appraisal Manual and IAAO 101 – Fundamentals of Real Property Appraisal.

Licenses

Valid drivers license.

Preferences

Must have good oral and written communication skills. Requires intermediate math skills including some knowledge of geometry. Need some knowledge of tax appraisal process and building construction components and materials. Requires the ability to compile construction cost data, plan workloads, sketch buildings, operate office equipment, and to analyze and interpret financial statements.

Date