



Dale County Commission

Commission Meeting Minutes – April 11, 2023

The Dale County Commission convened in a regular session Tuesday, April 11, 2023. The following members were present: Chairman Steve McKinnon; District One Commissioner Chris Carroll; District 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, memorandum of warrants, and minutes:

Agenda addition: 1) employee new hire 2) travel request.

Memorandum of Warrants:

- Accounts Payable Check Numbers 95905 – 96011.
- Payroll Check Numbers: 154901 – 154903.
- Direct Deposit Check Numbers: 424521 - 424664.

Minutes: Commission Meeting of March 28, 2023.

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

APPROVED - PERSONNEL

Commissioner Wilson made a motion to approve the following:

- New Hire – Brandon Austin – Mechanic – R&B
- Educational Increase (master's degree) – Justin O. Davis – Sheriff's Office
- New Hire - Adam Williams – Deputy Sheriff – Sheriff's Office

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

APPROVED - NEW JOB POSITION – SOLID WASTE

Commissioner Grantham made a motion to approve the 10-day posting for a change to the Dale County Pay & Classification Plan – adding a job description, Litter Crew Supervisor. See Exhibit 1.

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

APPROVED - REQUEST TO ADVERTISE

Commissioner Carroll made a motion to approve the request, by the County Engineer, to advertise for someone to cut the hay at the dirt pit and landfill at no charge- being able to keep the hay.

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

APPROVED - ARPA – REQUEST TO BID – DALE MEDICAL CENTER

Commissioner Wilson made a motion to approve a request to bid two services for the Dale County Medical Center ARPA project: 1) demolition of building 2) landfill services.

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

APPROVED - SECTION 5311 – PUBLIC TRANSPORTATION

Commissioner Grantham made a motion to approve appointing Southeast Alabama Regional Planning and Development Commission dba Wiregrass Transit Authority as our local implementing transit provider.

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

APPROVED - TRANSFER OF ASSET

Commissioner Enfinger made a motion to approve the transfer of asset #4038, MERC System – Portable Morgue from the Coroner office to the Maintenance department.

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

APPROVED - ARPA FUNDS – OZARK-DALE CO E-911

Commissioner Grantham made a motion to approve the ARPA expenditure for the upgrade of Ozark-Dale County E-911 communication equipment. See Exhibit 2.

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

APPROVED - EMPLOYEE TRAVEL REQUEST

Commissioner Carroll made a motion to approve the following travel request:

- Stephanie Gardner – April 11-14, 2023 – Management of & Supervision Class- Montgomery, Al - \$1041.47 – Revenue Office

Commissioner Wilson 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, April 25, 2023, at 10:00am.

ADJOURNMENT: CONFIRMATORY STATEMENT

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

Litter Crew Supervisor Grade VIII

Division

Dale County Commission
County

Department

Solid Waste

Reports To

County Engineer

Job Summary

Supervises the Litter Crew on County roads; performs directly related work as required. The principal function of an employee in this class is to supervise the County Litter Cleanup Crew. The work is performed under the direct supervision of the Road and Bridge Superintendent, but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other County personnel, Alabama Department of Corrections personnel, Work Release Inmates, and the general public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Duties and Responsibilities

Places signs where needed to maintain safe work zones for litter pickup.

Maintains responsibility for assigned vehicle, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic.

Provides needed information and demonstrations concerning how to perform certain work tasks to work release inmates.

Transports work release inmates to and from work camp each day.

Supervises, and assists with litter and trash removal and disposal from Dale County roadsides and other locations, as directed.

Hauls litter to solid waste disposal facility on Bivens Road.

Keeps immediate supervisor, County Engineer and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas; Receives training from Alabama Department of Corrections.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Performs other directly related duties consistent with the role and function of the classification.

Knowledge, Skills and Abilities

Some knowledge of the operation and maintenance of the tools and equipment designated in the light equipment operator classification.

Litter Crew Supervisor

Knowledge, Skills and Abilities Con't

- Some knowledge of traffic hazards and traffic safety principals, practices and procedures.
- Some knowledge of proper lifting techniques and personal protective equipment required for road construction and maintenance.
- Ability to safely and effectively supervise work release inmates.
- Ability to learn and comply with the rules of the work release facility for working with inmates.
- Ability to operate motorized vehicle utilized to perform duties.
- Ability to comprehend and follow safety rules and regulations.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.

All Competencies

- Adaptability & Flexibility
- Customer Service
- Oral Communication & Comprehension
- Planning & Organizing
- Professionalism & Integrity
- Self-Management & Initiative
- Teamwork & Interpersonal
- Training & Facilitation
- Written Communication & Comprehension

Supervisory Responsibilities - Yes

Litter Crew Supervisor

Physical Demands

Standing Up to 75%	Walking Up to 75%	Sitting Up to 66%
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Stooping, Kneeling, Crouching, Up to 33%	Climbing or Balancing Up to 33%
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Use Hands to Finger, Handle, More than 66%	Reaching with Hands and Arms More than 66%
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Tasting or Up to 33%	Talking or Hearing More than 66%
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Lifting: Up to 10lbs Over 66%	Up to 25lbs 33 - 66%	Up to 50lbs Up to 33%	Up to 100lbs Up to 33%	More than 100lbs Up to 33%
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Vision:	Close Vision Yes	Distance Vision Yes	Depth Perception Yes	Ability to Adjust Yes
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Color Vision No	Peripheral Vision Yes	No Special Vision Requirements
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Specific physical duties

1. See well enough to read regular print and numbers without error or transposition, corrective lens acceptable.
2. Hear well enough to talk on telephone/hear speaker 20 feet away; hearing aid acceptable.
3. Speak well enough to address groups of 2 or 3 people.
4. Physical dexterity sufficient to operate levers, gears, etc.
5. Body mobility to climb on top of and crawl under equipment.
6. Strength to lift 50 lbs.
7. Physical tolerance to work outdoors under adverse working conditions, i.e., heat, cold, rain, etc.

Noise: Very Quiet Up to 33%	Quiet Up to 33%	Moderate 33 - 66%	Loud Noise 33 - 66%	Very Loud Noise More than 66%
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Specific Noise Duties:

Exposure to equipment noise

Comments:

Must be willing to work nonstandard hours and weekends in emergency situations.

RESOLUTION FOR CONDITIONAL ALLOCATION OF AMERICAN RESCUE PLAN ACT FUNDS FOR GOVERNMENT SERVICES AND DELEGATION OF AUTHORITY TO EXECUTE FUNDING AGREEMENT FOR EXPENDITURE OF FUNDS

WHEREAS, Dale County, Alabama ("the County") has received American Rescue Plan Act state and local fiscal recovery funds ("ARPA funds") and is charged with ensuring that such funds are expended in accordance with state and federal law; and

WHEREAS, under the Final Rule published by the United States Department of Treasury dated January 6, 2022, the County has elected to designate a standard allowance of up to \$10,000,000 of its ARPA funds, not to exceed the County's total ARPA funds award, as revenue replacement ("Revenue Replacement funds"); and

WHEREAS, the County may expend designated Revenue Replacement funds for government services, like investments in infrastructure to support emergency communications efforts; and

WHEREAS, pursuant to 603(c)(3) of the ARPA, PL 117-2, March 11, 2021, 135 Stat 4, the County may transfer ARPA funds to eligible entities to carry out eligible ARPA funded projects; and

WHEREAS, consistent with Code of Alabama (1975) § 11-1-10, the County may contract with legal subdivisions of the state, including E911 Boards, to support projects for the promotion of beneficial development in the County; and

WHEREAS, the Dale County Commission ("Commission") has determined that entering into a contract with the Dale County E911 Board ("Board") to provide a secondary fiber source for the emergency communications system is a necessary, eligible, and reasonable use of these funds.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION as follows:

- 1) The County hereby designates up to \$17,862.96 of ARPA funds, designated as Revenue Replacement funds, to facilitate the provision of the government services described herein.
- 2) This allocation is conditioned upon the successful negotiation of a funding agreement between the County and the Board and compliance with all applicable state and federal laws, as well as the terms and conditions of the County's ARPA award.
- 3) The Commission hereby directs the County to negotiate the terms and conditions of a funding agreement with the Board consistent with this Resolution.
- 4) The Chairmen of the Commission is hereby delegated the authority to enter into the funding agreement if the agreement is consistent with this Resolution and if, in his discretion, the terms and conditions are in the best interest of the County.
- 5) Upon execution of the funding agreement, the County Administrator is hereby authorized to expend ARPA funds for costs of the project in accordance with this Resolution and this funding agreement.

6) The ARPA Program Director is charged with ensuring that Revenue Replacement funds allocated and expended to provide these government services will not be used in such a way as to frustrate COVID-1i mitigation guidance issued by the Centers for Disease Control, or for any other use prohibited by the Final Rule or any applicable state or federal law.

7) Expenditure of these funds, as authorized by this Resolution, shall be contingent on the continued appropriation and availability of ARPA funds for this purpose and in no event shall be used for any costs associated with the project that are not obligated on or before December 31, 2024, and expended on or before December 31, 2026.

IN WITNESS WHEREOF, the Dale County Commission has caused this Resolution to be executed in its name and on its behalf by its Chairman on the 11th day of April 2023.



Steve McKinnon, Chairman
Dale County Commission