



Dale County Commission

Commission Meeting Minutes – January 28, 2025

The Dale County Commission convened in a regular session Tuesday, January 28, 2025 the following members were present: Chairman Steve McKinnon; District Three Commissioner Adam Enfinger; and District Four Commissioner Frankie Wilson. Absent: District One Commissioner Chris Carroll and District Two Commissioner Donald O. Grantham

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

APPROVED – AGENDA, MINUTES & MEMORANDUM OF WARRANTS

Commissioner Enfinger made a motion to approve the agenda,

Memorandum of Warrants:

- Accounts Payable Check Numbers: 101481 – 101533.
- Payroll Check Numbers: 155009 – 155016.
- Direct Deposit Check Numbers: 431348 - 431500.

Minutes: Commission Meeting of January 14, 2025.

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

APPROVED – PERSONNEL

Commissioner Enfinger made a motion to approve the following:

- Nicole Peters – Revenue – Deputy Revenue Commissioner – Promotion.
- Roy Randall Prescott – Road & Bridge - Laborer – New Hire.
- Tyler Johnson – Sheriff Office – Sergeant – Promotion.
- Carson Minton – Sheriff Office – Lieutenant – Promotion.
- Daniel King – Sheriff Office – Sergeant – Promotion.
- Justin Davis – Sheriff Office – PT Deputy – Transfer.
- Dale Meyer – Jail – Transport Corr Officer – Transfer.

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

APPROVED – PERSONNEL TRAVEL

Commissioner Wilson made a motion to approve the following:

- Mitchell Barnhill, Josh Hice - Jail – CRS Jail Class, Prattville, AL – March 19-20, 2025.
- John Cawley, Stephanie Carmichael – Coroner office – Coroner’s Conference, Orange Beach, AL – March 30 – April 3, 2025.

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

APPROVED – DALE COUNTY CLASSIFICATION & PAY PLAN

Commissioner Wilson made a motion to approve a new position, after a 10-day for review, to add the position of Motor Vehicle Chief Clerk to the Dale County Classification and Pay Plan. Exhibit 1.

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

APPROVED – JAIL WATER HEATER AGREEMENT

Commissioner Wilson made a motion to approve a water heater agreement with Vinson Plumbing & Electric for the Jail. Exhibit 2.

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

APPROVED – JAIL AD VALOREM EXPENDITURE

Commissioner Enfinger made a motion to approve an expenditure, \$20,667.16, Fund 151- Jail Ad Valorem. Exhibit 3.

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

APPROVED – CAPITAL FUND EXPENDITURE

Commissioner Wilson made a motion to approve an expenditure, \$7,564.38, Fund 116- Capital Expenditure for repairs in the Creel Richardson building. Exhibit 4.

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

APPROVED – EMS TAG DISTRIBUTION

Commissioner Wilson made a motion to approve the EMS tag distribution for October-December, 2024. See Exhibit 5.

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

APPROVED – ECONOMIC DEVELOPMENT AD

Commissioner Enfinger made a motion to approve an economic development ad, \$577.40, in the Business Alabama magazine.

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, February 11, 2025, at 10:00am.

ADJOURNMENT: CONFIRMATORY STATEMENT

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

Add to Dale County's Classification and Pay Plan for the Revenue department:

- **Motor Vehicle Chief Clerk, Grade XII (11)**

Motor Vehicle Chief Clerk

Division	Department	Location
Tag & Title	Revenue	Dale County Commission

Reports to
Revenue Commissioner/Deputy Revenue Commissioner

Job Summary
Oversees the operation of the Motor Vehicle office and its personnel.

Duties and Responsibilities

Process internet tag registrations.
Transfers internet payment from PayPal to bank.
Keys all monthly reports to Excel spreadsheets for yearly reports.
Submits itemized remittances to municipalities, school boards, and other agencies as requested.
Works with State Examiner's office during audits and furnishes all required information as needed.
Maintains employee time and attendance records.
Balances two bank statements each month and reconciles to monthly reports.
Assists in personnel administration and in the development of plans and procedures for the office.
Advises all employees of any changes in applicable laws, new tag procedures, and department procedures.
Reviews all tag receipts before filing.
Communicates with all lien holders and car dealers on the purchases and registrations of new vehicles.
Processes all refunds as needed.
Responsible for the Final Settlement with State comptroller each year on Ad Valorem taxes.
Assists Revenue Commissioner in yearly budget needs for the Motor Vehicle Department for the Dale County Commission.
Works with programmers to ensure proper distribution of all monies and any changes required by the State Department.
Other duties as required.

Motor Vehicle Chief Clerk

Supervisory Responsibilities

Normally performs the duty assignments with broad parameters defined by general organizational regulations and procedures. Total end results determine effectiveness of job performance.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe working practices with office equipment, avoidance of trips and falls, observance of fire regulations, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

Standing
Up to 33%

Walking
Up to 33%

Sitting
More than 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
Up to 33%

Talking or Hearing
More than 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

Strength to lift large books. Must see well enough to read. Should hear well enough to understand verbal communication. Ability to move around the office.

Noise Very Quiet Quiet Moderate Loud Noise Very Loud Noise
Specific Noise Duties

Exposure to a general office environment.

Comments

Must be willing to work overtime, wear appropriate attire, and travel to workshops, seminars or conferences occasionally.

Motor Vehicle Chief Clerk

Job Specifications

Education

High School diploma or equivalent.

Work Experience

Ability to communicate effectively with co-workers, supervisor, general public and to testify in court.

Math skills to perform basic mathematical operations.

Experience with bank deposits.

Writing skills to neatly and correctly complete reports, forms, etc.

Reading skills to read and understand legal documents, state guidelines and directives and deeds.

Ability to type with accuracy.

General knowledge of department computer programs and how they work.

Ability to enter data quickly and accurately with few mistakes.

Ability to exercise good judgment in evaluating situations and making decisions.

Ability to operate office machines such as terminal, typewriter, calculator, copy machine.

Knowledge of department and county policies and procedures.

Ability to operate computer to run and print reports.

Licenses

Willing to become a Notary Public.

Preferences

Date 1/11/10

VINSON!

PLUMBING & ELECTRIC

634 South Shady Lane | Dothan, Alabama 36301

1 YEAR CONTRACT

-Inspect (9) waterheaters once a month ---\$400.00

- **Scheduled to go on second Tuesday of every month (physical inspection). This inspection is not to repair any codes. There will be a separate purchase order for repairs.**
- **An inspection consists of making sure all waterheaters are flowing properly, has proper power, and not showing any error codes.**

-Service/clean (9) waterheaters 1 time at the end of the contract ---\$1,500.00

- **If any repairs are needed, they will go through a separate purchase order.**
- **Service consists of flushing the system with our descaler as well as checking all connections, and flow.**

Job: Dale County Jail

Date: 01/14/25

Please call us if you have any questions or concerns. Thanks for the opportunity.

Steve M. F. 01-28-25

Jail Ad Valorem – Fund 151

Two water heaters \$ 3,527.16

Installation of two water heaters \$ 2,140.00

Gas Floor Fryer \$ 2,100.00

Range \$ 6,600.00

One Year contract with Vinson to service water heaters-

\$400/month = \$ 4,800.00

\$ 1,500 / once year

Total - \$ 6,300

GRAND TOTAL - \$ 20,667.16



Price Quote//

Rinnai CU199IN

351-CX199IN

INT COM CTWH 199K BTU/11GPM \$1763.58 x2 ___\$3527.16

Price listed is for two CU199IN Rinnai water heaters.
Quote is only Goo for 30 days.

Thanks

Adam DeShazo

334-648-1718

Adam.DeShazo@southeastgas.com



ESTIMATE	#1177
ESTIMATE DATE	Jan 27, 2025
EXPIRATION DATE	Feb 26, 2025
TOTAL	\$2,140.00

Dale County Jail
124 Adams St
Ozark, AL 36360

CONTACT US

634 S Shady Ln
Dothan, AL 36301

☎ (334) 733-0112
✉ ina.johnson@dalecountyal.gov

☎ (334) 793-2090
✉ dispatch@vinsondothan.com

ESTIMATE

Services

Estimate:

Scope of work:
Replace (2) bad Rheem tankless water heaters above kitchen area with (2) Rinnai tankless water heaters supplied by Southeast Gas

Services subtotal: \$2,140.00

Total \$2,140.00

When paying with a credit card there will be a 3% service charge.
Thank you for your business!



Quote



Project
Dale County Jail

From
Major Appliance Equipment Company
James Warren
1634 E. Main Street
P.O. Box 1001
Dothan, AL 36301-3014
3347944133
(334)794-4133 0000 (Contact)

Job Reference Number: 2247

Item	Qty	Description	Sell	Sell Total
1	1 ea	 GAS FLOOR FRYER American Range Model No. AF 35/50 Gas tube fryer, floor model, 50 lb. capacity fryer, 304 stainless steel TIG welded tank, thermostat control, millivolt pilot system, (2) baskets, removable crumb screen, stainless construction, 33 CkW, 120,000 BTU, cETLus, ETL Sanitation, Made in USA 1 ea Standard two year limited warranty on parts & labor 1 ea Gas type to be specified 1 ea 6" chrome plated legs, standard	\$2,100.00	\$2,100.00
			ITEM TOTAL:	\$2,100.00
2	1 ea	 RANGE, 60", 6 BURNERS, 24" GRIDDLE Garland Model No. X60-6G24RR Sunfire® Restaurant Range, gas, 60", 24" griddle with 5/8" thick steel plate, (6) 30,000 BTU open burners, with cast iron top & ring grates, (2) standard ovens with 2 position rack guides with oven rack each, stainless steel front, sides, plate rail, backguard, & high shelf, 6" steel core legs, 286,000 BTU, NSF, CSA 1 ea Note: The purchase of SunFire products is not subject to rebates or allowances 1 ea One year limited parts and labor warranty, covers products purchased and installed in the USA only, standard 1 ea Gas type to be specified 1 ea Stainless steel backguard with shelf, standard 1 ea 6" steel core legs with adjustable feet, standard	\$6,600.00	\$6,600.00
			ITEM TOTAL:	\$6,600.00
3	1 ea	DELIVERY Custom Price includes delivery and set in place but does not include removal of existing equipment		
			Total	\$8,700.00

Prices Good Until: 02/14/2025

Acceptance: _____ Date: _____
 Printed Name: _____
 Project Grand Total: \$8,700.00

VINSON!

PLUMBING & ELECTRIC

634 South Shady Lane | Dothan, Alabama 36301

1 YEAR CONTRACT

-Inspect (9) waterheaters once a month ---\$400.00

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-Service/clean (9) waterheaters 1 time at the end of the contract ---\$1,500.00

- **If any repairs are needed, they will go through a separate purchase order.**
- **Service consists of flushing the system with our descaler as well as checking all connections, and flow.**

Job: Dale County Jail

Date: 01/14/25

Please call us if you have any questions or concerns. Thanks for the opportunity.



ESTIMATE	#1156
ESTIMATE DATE	Jan 14, 2025
EXPIRATION DATE	Feb 13, 2025
TOTAL	\$7,564.38

Dale County Jail
725 S Union Ave
Ozark, AL 36360

CONTACT US

634 S Shady Ln
Dothan, AL 36301

☎ (334) 733-0112
✉ ina.johnson@dalecountyal.gov

☎ (334) 793-2090
✉ dispatch@vinsondothan.com

ESTIMATE

Services

Estimate: Scope of Work

This is an estimate on repairing sewer lines in the basement. Jett sewer lines to make sure lines are unstopped before cutting off old cast iron gate valve and backflow on sewer line. May have to bust up floor in hallway to have room to install 4" ball valve and sewer backflow. Vinson will pour back concrete if we have to bust up floor. Vinson will not be responsible for any floor covering that may need to be replaced when work is completed. Work is estimated on a 2 day time frame

Services subtotal: \$7,564.38

Total **\$7,564.38**

When paying with a credit card there will be a 3% service charge.
Thank you for your business!

EMS FUNDS October - December, 2024

ARITON	\$	2,645.00
DALEVILLE	\$	10,667.00
ECHO	\$	16,980.90
LEVEL PLAINS	\$	1,500.00
MARLEY MILLS	\$	1,402.13
OZARK EMS	\$	16,875.10

\$50,070.13

EMS Funding October - December, 2024

% OF FUNDS TO BE DISTRIBUTED (5% for Rev Commission already taken out)	CARRY OVER FROM PREVIOUS QTR	FUNDS AVAILABLE	TOTAL FUNDS AVAILABLE	SPONSOR	EMS RESPONSE/CALLS FOR QUARTER	FUNDS REQUESTED	FUNDS APPROVED FOR PAYMENT	ENDING BALANCE
25%	\$ -	\$ 13,225.00	\$ 13,225.00	Ozark EMS	1486/1490	\$ 183,979.00	\$ 13,225.00	\$ -
				Daleville		\$ 71,057.00	\$ 10,667.00	
				Clayhatchee				
				Level Plains	contract w/ enterprise	\$ 1,500.00	\$ 1,500.00	
23%	\$ -	\$ 12,167.00	\$ 12,167.00			\$ 72,557.00	\$ 12,167.00	\$ -
				Ariton	73/75	\$ 5,726.70	\$ 2,645.00	
				Marley Mill *	53/54	\$ 1,402.13	\$ 1,402.13	
10%	\$ -	\$ 5,290.00	\$ 5,290.00			\$ 7,128.83	\$ 4,047.13	\$ 1,242.87
				Skipperville				
				Echo	449/451	\$ 25,057.33	\$ 8,464.00	
				Choctawhatchee				
				Ewil				
16%	\$ -	\$ 8,464.00	\$ 8,464.00			\$ 25,057.33	\$ 8,464.00	\$ -
				Newton (30%) Contract with Ozark Jan 24		see ozark	\$ 3,650.10	
				Pinckard (30%) Contract with Echo Jan 24		see Echo	\$ 3,650.10	
				Midland City (30%) Contract with Echo Jan 24		see Echo	\$ 3,650.10	
				Grimes (5%) Contract with Echo Jan 24		see Echo	\$ 608.35	
				Napier Field (5%) Contract with Echo Jan 24		see Echo	\$ 608.35	
23%	\$ -	\$ 12,167.00	\$ 12,167.00			\$ 0.00	\$ 12,167.00	\$ -
		\$ 51,313.00				\$ 50,070.13		\$ 1,242.87

Total to distribute this period	\$ 51,313.00
Total carryover	\$ -
	\$ 51,313.00

Total Funds for Current Quarter	\$ 52,900.00	3% for Rev Comm	\$ 1,587.00
Total qtr distribution	\$ 51,313.00		

\$ 51,313.00	total EMS funding to distribute
\$ 51,313.00	Total on Books 705-23600-000
\$ -	difference

Total to Pay Out:	\$ 50,070.13
Total Ending Balance:	\$ 1,242.87