



Dale County Commission

Commission Meeting Minutes – March 14, 2023

The Dale County Commission convened in a regular session Tuesday, March 14, 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:

Memorandum of Warrants:

- Accounts Payable Check Numbers 95700 – 95806.
- Payroll Check Numbers: 154893 – 154896.
- Direct Deposit Check Numbers: 424240 - 424379.

Minutes: Commission Meeting of February 28, 2023.

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

APPROVED - PERSONNEL

Commissioner Wilson made a motion to approve the following:

- Ron Yohn – Sheriff Office – Deputy - New hire
- Daniel King – Sheriff Office - Deputy Sheriff – Rehire
- Carson Minton – Sheriff Office – Deputy Sheriff – transfer from Investigator to Deputy
- Josh Parker – Sheriff Office - Investigator – Promotion
- James Edwin Henderson – EMA - Part time EMA Director - New hire
- Steve A Hallford II – R&B – Laborer – New hire

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

APPROVED - SE AL REGIONAL PLANNING COMMISSION – BOARD APPOINTMENT

Commissioner Grantham made a motion to approve the reappoint of Mr. Winston Jackson as a loan administration board member.

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

APPROVED - WIREGRASS RC&D – BOARD APPOINTMENT

Commissioner Carroll made a motion to approve 1) County Council: reappoint Chairman Steve McKinnon 2) Committee: Commissioner Frankie Wilson.

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

APPROVED - SPECTRACARE HEALTH SYSTEMS – BOARD APPOINTMENT

Commissioner Wilson made a motion to approve 1) Reappoint Mrs. Jean Graves 2) Mr. Bruce Grantham.

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

TABLED - SARCOA – BOARD APPOINTMENT

Commissioner Wilson made a motion to table the board appointments.

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

APPROVED - TOWN OF ARITON WORK REQUEST

Commissioner Grantham made a motion to approve a work request for Town of Ariton. See Exhibit 1.

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

APPROVED - SURPLUS EQUIPMENT – ROAD & BRIDGE

Commissioner Wilson made a motion to approve to surplus the following equipment:

- Asset #2308 – 2006 John Deere Tractor - S#LV5525R256684.

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

APPROVED - ARPA FUNDS REVIEW – E911

Commissioner Carroll made a motion to approve the IAC review of ARPA funds expenditure for the upgrade of Ozark-Dale County E-911 communication equipment.

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

APPROVED - INTERNET AGREEMENT – SHERIFF AVIATION

Commissioner Grantham made a motion to approve a two (2) year Verizon internet agreement for the Sheriff's aviation program. See Exhibit 2.

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

APPROVED - ARCHITECT PROPOSAL – SHERIFF

Commissioner Wilson made a motion to approve an architectural/engineering services proposal for the renovation to the Dale Co Sheriff's office. See Exhibit 3.

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

APPROVED - REVISED JOB DESCRIPTION – COMMISSION CLERK

Commissioner Wilson made a motion to approve the posting of a revised Commission Clerk job description. See Exhibit 4.

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, March 28, 2023 at 10:00am.

ADJOURNMENT: CONFIRMATORY STATEMENT

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

Work Request Form

Dale County Road & Bridge Department

Government Entity: Town of Ariton

Date Requested: 2/28/2023

Requested by: Mayor David Walsh

Project Location: Hwy. 51 and Beasley St.

Description of Work: Remove large tree stump

Cost Estimate: _____

(to be completed by County
Engineer and/or personnel

Road and Bridge Reimbursement Options:

 X

1. 100% by the requesting entity
2. 50% General Fund /50% requesting entity
3. 100% by the General Fund

Commission Meeting Date: 3/14/2023

Approved (Y/N): _____

NOTE: Responsible party will be invoiced the actual county cost for labor, equipment use and materials. Equipment use cost is based on Blue Book rates.

Mayor:
David Walsh

Council Members:
Bill Knox, Mayor Pro Tem
Andy Cook
Rhonda Peters
Ulysess Lightner
Ben Key



P.O. Box 55
Ariton, AL 36511

Phone & Fax:
(334) 762-2266

Town Clerk:
Jacqueline Danner

Date: February 28, 2023

To: Chris Carroll
Dale County Commission

From: David C. Walsh
Mayor, Town of Ariton

RE: Requesting assistance to remove a tree stump

During the storms in 2022, a large tree was blown down near the corner of Hwy. 51 and Beasley Street. The bulk of the tree was removed by the Dale Baptist Association Disaster Relief team, but the stump was too large for them to remove.

The Ariton Water & Sewer Authority needs access to that location, but the Town of Ariton has no way to remove it. We are requesting the assistance of the Dale County Commission to remove the stump for us.

Thank you for your help in this matter.

A handwritten signature in black ink that reads "David C. Walsh". The signature is written in a cursive, flowing style.

David C. Walsh
Mayor, Town of Ariton

Exhibit 2

This quotation is based on the terms and conditions of the NASPO ValuePoint (NVLPT) #MA152 Contract ("the Agreement"). The NVLPT pricing, terms and conditions negotiated on behalf of the member states and political subdivisions enable Verizon Wireless to offer you the lowest possible prices for cellular services. The NVLPT Agreement, Addenda and Attachments can be found on www.naspovaluepoint.org site for your review. The Agreement includes the following:

- All terms and conditions to be governed by the NVLPT Agreement and the Participating Addendum;
- Monthly access discount for agency liable lines on select calling plans with a monthly access charge of \$34.99 or more;
 - Monthly access discount for employee liable lines on select calling plans with a monthly access charge of \$34.99 or more;
 - Equipment discounts at the highest attainment tier;
 - No activation fees on agency liable lines;
 - 25% discount off the retail price of qualifying accessories;
 - Term: August 12, 2019 through August 11, 2024

Verizon Wireless offers the following price plan. Please also refer to the Verizon Wireless Pricing Sheet attached in the proposal for all details.

Nationwide Calling Plans:

Price Plan	Minutes/Data Per Line (a)	Monthly NVLPT Charge Per Line (b)	Number of Lines (c)	Total Minutes/Data (a x c)	Total Monthly NVLPT Charge (b x c)
Custom 4G Unlimited Mobile Broadband Plan with Mobile Broadband Priority and Preemption for National Security, Public Safety, and First Responders (PP: 20300)	Unlimited	\$39.99	1	-	\$39.99
Totals			1	-	\$39.99

2 year contract

Verizon Wireless offers this pricing utilizing the terms and conditions of the NASPO ValuePoint (NVLPT) Contract MA152, Addenda and Attachments can be found on www.naspovaluepoint.org site for your consideration and review. Your State may also have a NVLPT Participating Addendum which may be available on your State website. Alternatively, you may contact your local Verizon Government Sales representative for additional information. v. 061021 (22%)



Attn: Mr. Steve McKinnon, Chairman
Dale County Commission
202 AL HWY 123
Ozark, AL 36360
334-774-6025
smckinnon552@yahoo.com

Re: Proposal for Preliminary Architectural/Engineering Services for
Renovation of Dale County Sheriff's Department

Date: March 3, 2021

Dear Mr. McKinnon,

Thank you for allowing POLY (Architect) to submit a proposal to provide Architectural/Engineering Services to You (Client). We are submitting our fee proposal describing the Scope of Work, Description of Services, and Compensation for your approval.

I. Scope of Work

The Architect understands the project as follows:

The Client intends to make interior improvements to the Dale County Sheriff's Department to include: renovate the lobby to allow for more space for visitors; relocate office work cubicles to allow for privacy when filing reports with visitors; add an office for the sheriff and space for his secretary; add an interrogation room; and renovate existing bathroom facilities. The architect understands that no current floor plan of the building exists due to the age of the building and because various renovations to the building have been done over the years.

II. Description of Services

The Architect will measure and draw the existing building layout and provide general planning, budgeting and drafting services in connection with the above mentioned Scope of Work based on the following compensation. Once the Owner is satisfied with Preliminary Design for the renovation project, the Architect will provide a firm fixed fee to provide construction drawings, specifications, bidding and construction services for the project.

III. Compensation

POLY proposes compensation for the above mentioned services on an hourly basis. The Poly Architectural Hourly Fee Rates are as follows:

<u>Position</u>	<u>Hourly Rate</u>
Principal Architect	\$135
Project Architect	\$120
Architectural Associate II	\$110
Architectural Associate I	\$95
CADD Technician	\$90
Clerical	\$90

Poly will provide the above services to the Client on an hourly basis and shall not exceed an initial amount of \$5,000. We will keep an accurate log of labor hours on the project and only bill for actual labor hours spent for the project. We will endeavor to keep labor hours to a minimum, but strive to provide quality services to the Client.

Thank you for allowing us to submit this proposal.

Sincerely,



Clayton M. Wilks, AIA
Principal Architect
Poly, Inc.

Email: cwilks@poly-inc.com
Direct: 334-944-2474
Cell: 334-447-2707

Cheryl Ganey

From: Katherine Jessip <kjessip@alabamacounties.org>
Sent: Monday, March 6, 2023 9:36 AM
To: Cheryl Ganey; mbynum@daleso.com; Steve McKinnon
Subject: RE: Dale Co Comm - Proposal for Services - Dale County Sheriff's Department
Attachments: Legal Language Needed for AE Using RR Funds.docx; Beason Hammon Certificate.pdf; ConstructionRenovation Questionnaire.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning, Cheryl,

To answer your question, I'm going to re-write it to reflect my understanding of what is being asked. If I misinterpreted what you were asking, please feel free to correct me:

Can the Commission engage Poly services for this initial assessment and later decide to utilize ARPA funds to cover this cost if the Commission decides to move forward with the project?

- a. Yes. As long as the Commission is satisfied that Poly is qualified to do this work and the fee is reasonable.
- b. If you think you may use ARPA funds in the future, I would include this email attachment as an exhibit to the actual contract (what Poly provided is a proposal, not a contract) and reference in the contract that ARPA funds may be used to cover costs.
- c. Once the Commission decides whether to move forward with the project and cover these costs, just let me know, and I will provide you with a resolution to cover this cost as well as other fees moving forward. (Note: it could be that they will waive this fee and incorporate this cost into the overall design services – but I would defer to your County attorney to handle that negotiation.)
- d. Also, in compliance with state law, you should also obtain copies of the Beason Hammon Certificate and E-verify MOU with DHS for this project. In the event you elect to use ARPA funds, auditors will be looking for these documents as well, so I would encourage you to go ahead and obtain copies as part of the initial contract process.

Alternatively, IAC has engaged program management partners that will meet with the County and perform an assessment of the requested project, including a report with estimated cost and schedule. If you are interested in pursuing that as an option, please feel out the attached "application" to the best of your knowledge and send it back to IAC. I'll be happy to assign it to one of our partners.

If I misinterpreted your question or created additional questions, please don't hesitate to reach out.

Kate



Katherine S. Jessip
 Assistant Director, Investing in Alabama Counties
 Association of County Commissions of Alabama
 334-263-7594 office | 334-263-7678 fax | www.alabamacounties.org



Commission Clerk

Department	Location	Reports To
County Commission	Dale County Commission	County Administrator

Job Summary

Commission clerk is responsible for providing assistance to the County Administrator in the areas of purchasing, accounts receivable, ledger transactions, financial data, report preparation and reconciliations, and other purchasing and accounting related areas as assigned by the County Administrator. Commission Clerk is expected to be fully cross trained in all accounts payable and payroll duties in the Commission office.

Duties and Responsibilities

- Receive and process assigned revenues, checks submitted to bank by remote deposit, and revenues entered into the general ledger manually. Monitor bank each day for positive pay exceptions.
- Reconcile and /or prepare assigned month end reports.
- Provide information to the State Examiners upon request.
- Duties to support sanitation collection and elections as assigned.
- Provide other assistance such as general clerical duties (scanning, filing, etc.);, purge hard copy files at year end for storage.
- Processes all county owned vehicle documentation to include applying for titles and tags and monitoring renewal dates.
- Record, delete and/or transfer fixed assets based on information provided by departments.
- Coordinate an annual audit of fixed assets by providing asset listings to each department and requesting confirmation or adjustments of the same.
- Ability to acquire a working knowledge of the State Bid Law and State Public Works laws.
- Other duties as required.

Knowledge, Skills, and Abilities

- Proficient in the knowledge of office practices, procedures, computers and office equipment.
- Proficient in the use of Microsoft Excel, Outlook, Word and Power Point.
- Ability to comprehend and apply general book keeping and accounting procedures as assigned.
- Ability to acquire a working knowledge of the State Bid Law, State Public Works Law and other County, State and Federal laws and guidelines that apply to purchasing.
- Proficient in written and verbal communication skills.
- Ability to establish and maintain an effective and interactive working relationship with fellow employees, department heads, elected officials and general public in a polite, professional and proficient manner both in person and through the use of proper phone etiquette.
- Must be able to comply with all aspects of the Alabama Statement of Economic Interest Guidelines.

Minimum Qualifications

A High School diploma or G.E.D.. Preferably supplemented by college coursework and experience involving bookkeeping, handling of money/banking, and payroll preferred.

Commission Clerk

Supervisory Responsibilities: none

Physical Demands

Standing

Up to 33%

Walking

Up to 33%

Sitting

33 - 66%

Stooping, Kneeling, Crouching,

Up to 33%

Climbing or Balancing

Up to 33%

Talking or Hearing

33 - 66%

Use Hands to Finger, Handle,

More than 66%

Reaching with Hands and Arms

33 - 66%

Lifting Up to 10lbs

Up to 33%

Noise : Quiet Moderate

Specific Noise Duties

Exposure to a standard office environment.

Comments

Must be willing to work overtime and non-standard hours as required. Must be willing to travel occasionally and willing to wear appropriate attire.