



Dale County Commission

Commission Meeting Minutes – August 27, 2024

The Dale County Commission convened in a regular session Tuesday, August 27, 2024. The following members were present: Chairman Steve McKinnon; District One Commissioner Chris Carroll; District Two Commissioner Donald O. Grantham; and District Three Commissioner Adam Enfinger; District Four Commissioner Frankie Wilson.

Chairman McKinnon called the meeting to order at 10:00am. Commissioner Carroll opened with prayer. Commissioner Grantham 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: 100065 – 100162.
- Payroll Check Numbers: 154982 – 154984.
- Direct Deposit Check Numbers: 429742 - 429984.

Minutes: Commission Meeting of August 13, 2024.

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

APPROVED – PERSONNEL TRAVEL

Commissioner Grantham made a motion to approve the following:

- Mitchell Barnhill & Jeffery Prater – Jail – September 18-19, 2024 – ACCA Jail Training.
- Andrew Faulk & Cheryl Ganey (in lieu of Linda Miller) – R&B, Comm – September 11-12, 2024 – CGEI Personnel Admin.

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

APPROVED – CLASSIFICATION & PAY PLAN

Commissioner Wilson made a motion to approve changes to the Dale County Classification and Pay Plan: 1) updated job description - Compliance Officer 2) updated job description – Maintenance Supervisor. See Exhibit 1.

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

APPROVED – ARPA SHERIFF UNIFORMS

Commissioner Carroll made a motion to approve the use of ARPA funds for Sheriff office uniforms. See Exhibit 2.

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

APPROVED – FY 25 COUNTY TRANSPORTATION PLAN

Commissioner Enfinger made a motion to approve the FY 25 County Transportation Plan. Exhibit 3.

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, September 10, 2024, at 10:00am.

ADJOURNMENT: CONFIRMATORY STATEMENT

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

Compliance Officer Job Description

Grade X Wage Range \$14.87 - \$21.26

Division

Solid Waste

Department

Solid Waste

Location

Dale County Commission

Reports To

Engineer

Job Summary

Inspects and enforces payment of State of Alabama Privilege Licenses, Dale County Licenses. Serves as Solid Waste Officer ensuring every person, household, business, industry or property generating solid waste shall participate and subscribe to the Dale County service for collection and disposal of solid waste. Individual is also responsible for establishing and maintaining positive community relationships.

Duties and Responsibilities

Contacts all individuals, firms or corporations doing business in the county to insure all have valid business licenses.

Responsible for ensuring the county receives all license fees through local laws and agreements.

Checks business tax licenses against previous year's list and notifies delinquent businesses to make proper license payments.

Canvasses the county for new businesses subject to license, gives notice of license due, and follows up to insure license is paid.

Checks street vendors and other transient vendors to determine if they have obtained licenses.

Enforces State and County Revenue Laws and Regulations and issue citations to offenders.

Canvasses the county to ensure compliance with solid waste disposal.

Canvasses the county for illegal dumps and investigates the sites for remediation.

Canvasses the county for land development or subdivision of land and notifies the County Engineer's office.

Canvasses the county for activity relating to new construction in flood prone areas and notifies the County Engineer's office.

Knowledge and use of computers to include looking up data and mailing of delinquent notices to solid waste customers.

Supplying delinquency data to the District Attorney's office for warrants to be processed and appearing in court.

Prepares and delivers solid waste deposits to bank.

Backs up the solid waste clerk in their absence or during peak customer times as needed.

Prepares reports as required.

Maintains daily activity log.

Other duties as required.

Compliance Officer

Supervisory Responsibilities-None

Physical Demands

Standing up to 33% Walking up to 33% Sitting up to 66%

Stooping, Kneeling, Crouching up to 33% Climbing or Balancing up to 33%

Use Hands to Finger, Handle up to 66%, Reaching with Hands and Arms up to 66%

Talking or Hearing up to 66%

Lifting Up to 50lbs

Good Vision, Distance Vision, Depth Perception, Ability to Adjust, Peripheral Vision

Specific Noise Duties- usual traffic and office noise

Comments

Must be willing to work overtime and **wear appropriate attire**. Must be willing to travel to attend conferences, training, and seminars as required.

Compliance Officer

Job Specifications

Education

High School Diploma or GED required.

Work Experience

Previous experience as a Compliance Officer, License Inspector, law enforcement or military position preferred.

Licenses

Valid drivers' license and a good driving record. Must be insurable.

Preferences

Must have good communication skills and the ability to handle irate citizens. Must have mathematical skills to use formulas and prepare schedules. Must understand state and county codes. Basic computer skills.

Date

Approved

Maintenance Supervisor

Division	Department	Location
Maintenance	County Commission	Dale County Commission
Reports To		
County Chairman		

Job Summary

Performs technical, administrative and management work overseeing the daily operations of the Maintenance Department; this includes directing and prioritizing new building projects as well as maintenance on all County owned buildings and properties. Duties include overseeing all activity of building maintenance, develop short and long range plans, performs administrative duties, manages special projects and events, supervises employees, and assisting with the facilities operating budget. Responds to complaints to determine action required by Maintenance Department personnel and works to seek resolution. Oversees Maintenance staff, assigning tasks and projects, provides information and direction on how to complete assignments and inspects work for quality and timeliness. Keeps records on repairs and maintenance performed on buildings and equipment. Responds to after-hours emergency calls. Required to make purchasing decisions set forth in County policies & State law. Annual reporting to State Ethics Commission.

Duties and Responsibilities

- Conducts monthly inspections of all buildings to ensure that all County facilities are maintained in compliance with established County policies and procedures.
- Performing minor electrical, plumbing, and structural repairs as needed; performs directly related work as required.
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the County Chairman, Maintenance staff, other County employees, and the general public.
- Supports and communicates all County implemented safety policies/guidelines and training techniques to employees and develop an ongoing safety-first work environment.
- Monitors County facilities to identify any repair needs and makes minor repairs as necessary.
- Monitors the need for work of outside contractors and vendors in the performance of all maintenance related functions.
- Prepares and administers bids and contracts, applying AL bid laws, with outside vendors to implement department functions to include facility construction/repair/maintenance, major fleet purchases, etc.
- Maintains records of repairs and maintenance performed.
- Adheres to all safety and fire prevention rules and reports unsafe conditions to County Chairman immediately.
- Ensures unsafe conditions are immediately communicated and implements corrective procedures and practices for unsafe conditions.
- Light carpentry skills.
- Provides for building and grounds maintenance.

Duties and Responsibilities Cont.

- Maintains voting machines, prepares machines for elections, and troubleshoots elections.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Knowledge of general building maintenance and facilities operations including plumbing, heating, cooling, and electrical systems as needed to maintain the buildings' structure and plant operations in proper condition.
- Knowledge of materials, methods and means of commercial construction and commercial cleaning.
- Ability to accurately read and interpret blueprints and wiring diagrams.
- Ability to efficiently perform minor HVAC, electrical, and plumbing repairs.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Maintenance Supervisor

Supervisory Responsibilities

Physical Demands

Standing	Walking	Sitting
Stooping, Kneeling, Crouching,	Climbing or Balancing	
Use Hands to Finger, Handle,	Reaching with Hands and Arms	
Tasting or	Talking or Hearing	

Lifting	Up to 10lbs	Up to 25lbs	Up to 50lbs	Up to 100lbs	More than
Vision	Close Vision	Distance Vision	Depth Perception	Ability to Adjust	
	Color Vision	Peripheral Vision	No Special Vision Requirements		

Specific physical duties

See well enough to read regular print and numbers. Hear well enough to converse with and understand others. Speak well enough to be understood by others. Body movement or mobility to bend, lift, twist, and stretch. Strength to lift heavy packages, move office furniture, and perform plumbing duties.

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

Specific Noise Duties

Comments

Willing to work overtime when needed. Willing to wear appropriate safety attire.

Maintenance Supervisor

Education/Work Experience

- High School Diploma or GED; and
- Considerable experience in the maintenance and minor repair of buildings and grounds; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Licenses

Valid Alabama driver's license.

Preferences

Date Revised August 13, 2024

**RESOLUTION FOR THE EXPENDITURE OF AMERICAN RESCUE PLAN ACT
FUNDS FOR GOVERNMENT SERVICES**

Exhibit 2

WHEREAS, Dale County, Alabama (the "County") has received American Rescue Plan Act 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 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, ARPA Revenue Replacement funds may be used to support government services, like the outfitting of law enforcement including, but not limited to, uniforms, duty gear, and body armor; and

WHEREAS, the County has determined that the procurement of the following goods from the following vendor is a necessary, reasonable, and proportionate measure to facilitate the provision of these government services:

Twenty-eight bullet proof vests and carriers from Gulf States Distributors for \$26,684.00; and

Duty gear, including 28 gun pouches and flashlight cases, 29 handcuff cases, 28 Taser cases, and 28 portable radio cases from CopsPlus for \$6,213.55; and

Uniforms, including pants and shirts, from CopsPlus for \$5,868.36; and

WHEREAS, the County has identified the vendors from which to procure these goods in a manner consistent with state laws and guidelines and the County's regular policies and procedures, including compliance with the Treasury's Final Rule.

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

- 1) The County shall use up to \$38,765.91 of ARPA funds, which are hereby designated as Revenue Replacement funds, to facilitate the provision of the government services described herein.
- 2) The County Administrator is hereby authorized to expend these funds to purchase these goods as described herein from the designated vendors to facilitate the provision of these services.
- 3) 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-19 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.
- 4) Expenditure of these funds, as authorized by this Resolution, shall be contingent on the continued appropriation and availability of ARPA Revenue Replacement funds for this purpose and in no event shall be used for any expenses not obligated by December 31, 2024, and expended by 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 27th day of August 2024.



Steve McKinnon, Chairman, Dale County Commission

FY 2025 County Transportation Plan Dale County



Date Approved by the Dale County Commission: August 27, 2024

Date Amended by the Dale County Commission: N/A

Map Index	Project No.	Road Name/Number	Begin		End		Project Details			Total Project Estimate Cost	Estimated Amount Planned To Be Utilized Under Competitive Bids	Estimated Amount Planned To Be Utilized Under Public Works	County Rebuild Alabama Funds or Federal Aid Exchange Funds (List fund type separately for projects involving both CRAFs and FAEFs)	CRAF Amount	FAEF Amount
			Lat.	Long.	Lat.	Long.	Project Length (miles)	Description of Work	Road Improvement Project						
								Estimated Beginning Balance							
								Estimated Annual Revenue						\$200,000.00	\$390,000.00
1	TBD	Penny Point	31.3779	-85.6383	31.3791	-85.6300	0.41	Resurface from CR-21 to dead end	\$50,000.00		\$50,000.00	CRAF	\$50,000.00		
2	TBD	CR-51516.530	31.3972	-85.4734	31.3946	-85.4675	0.87	Resurface from CR-67 to End of Pavement	\$90,000.00		\$90,000.00	CRAF	\$90,000.00		
3	TBD	CR-201	31.6117	-85.7900	31.6171	-85.7821	0.75	Resurface from Coffee Co to Pike Co	\$110,000.00		\$110,000.00	CRAF	\$110,000.00		
4	TBD	CR-10	31.2894	-85.4881	31.2908	-85.4734	0.86	Widen, Level, Resurface from SR-605 to US-231 (reaching back)	\$100,000.00		\$100,000.00	CRAF	\$100,000.00		
5	TBD	CR-75	31.2897	-85.4787	31.2934	-85.4766	0.23	Widen, Level, Resurface from CR-10 to US-231	\$60,000.00		\$60,000.00	CRAF	\$60,000.00		
6	TBD	CR-445	31.2985	-85.7881	31.3202	-85.7870	1.54	Resurface from US-94 to CR-17	\$360,000.00		\$360,000.00	FAEF		\$360,000.00	
7	TBD	CR-16	31.4102	-85.4823	31.4195	-85.4285	2.15	Widen, Resurface from Goldberg Stagefield to CR-83	\$251,000.00		\$250,000.00	FAEF		\$250,000.00	
8	TBD	CR-233	31.4663	-85.7781	31.4638	-85.7805	0.25	Resurface from CR-39W to Ft. Norwood gate	\$25,000.00		\$25,000.00	CRAF	\$25,000.00		
9	TBD	CR-221	31.5422	-85.6737	31.5703	-85.5965	2.52	Resurface from SR-123 to CR-19W	\$330,000.00		\$330,000.00	CRAF	\$330,000.00		
	DCP 23-01-18	Bond Issue Payment						County Wide Chipseal	\$150,000.00		\$150,000.00	CRAF	\$150,000.00		
		County Wide Striping						Striping Various Roads	\$100,000.00		\$100,000.00	CRAF	\$100,000.00		
		Road Building Materials						Transfer to Road Building Materials	\$200,000.00	\$200,000.00		CRAF	\$200,000.00		
Total Miles Addressed CTP (Total Mileage Does Not Include Bridge Projects)										9.59	\$4,855,000.00	\$1,625,000.00	Total CRAFAEFs Remaining Estimated	\$85,000.00	\$70,000.00