

ST. CLAIR COUNTY COMMISSION MEETING MARCH 8, 2016

The St. Clair County Commission met in regular session on March 8, 2016 in the County Commission Chambers of the St. Clair County Courthouse Annex #1 (Administrative Center) in Ashville, Alabama.

Members Present: Paul Manning, Chairman  
Jeff Brown, Commissioner District One  
Ken Crowe, Commissioner District Two  
Tommy Bowers, Commissioner District Three  
Jimmy Roberts, Commissioner District Four

Members Absent: None

Others Present: Kellie L. Graff, Administrator  
Dan Dahlke, Engineer  
Gary Hanner, St. Clair Times  
Elizabeth Mealer, Revenue Commissioner  
Donna Wood, CFO  
Laura Lawley, Deputy Administrator  
James E. Hill, County Attorney  
Darryl Farmer – Visitor  
Andrea Pickrell – United Consulting  
Glenn Morgan – Technology Manager  
John Myers – Technology Technician  
Wayne Johnson – Veteran’s Outreach

CALL TO ORDER

The Chairman declared a quorum present at 9:07 a.m. and called the meeting to order.

APPROVAL OF AGENDA

On a motion by Commissioner Bowers, seconded by Commissioner Crowe, with all voting aye, it was

RESOLVED, that the Agenda be approved as presented.

APPROVAL OF MINUTES

On a motion by Commissioner Brown, seconded by Commissioner Bowers, with all voting aye, it was

RESOLVED, that the minutes of the regular meeting on February 23, 2016 be approved.

ENGINEER’S REPORT

The first item of the Engineer’s report was an update on projects. Engineer Dahlke stated there had been some issues come up at the bridge project on Rivercrest Drive. He said the issue is with slope stability. He said the slope on the sides of the bridge had fallen twice, but the Alabama Department of Transportation was sending a team out this week to help develop a solution to the issue. He added the contractor is still working on the inside of the structure at this time.

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The next item was to discuss was the possible bridge project on Washington Valley Road. The Engineer stated a bridge project is the longest to get moving through the process, and he requested a hydraulic study to be done to get the project rolling. On a motion by Commissioner Brown, seconded by Commissioner Crowe, with all voting aye, it was

RESOLVED, that the request for a hydraulic study for a bridge project on Washington Valley Road. is approved.

The next item was to discuss the results of Public Works Bid #23 (steel piling encasement on Camp Winnataska Road.). Engineer Dahlke stated there were three (3) bidders on this project; one bid was non-responsive. The lowest responsive and responsible bidder was Commercial Diving Services out of Mobile. They bid \$98,045.00. The alternative they used instead of rip rap rock is that they use rip rap bags of concrete you drive rebar through and put under water. On a motion by Commissioner Crowe, seconded by Commissioner Bowers, with all voting aye, it was

RESOLVED, that Public Works Bid #23 (steel piling encasement on Camp Winnataska Road) be awarded to Commercial Diving Services in the amount of \$98,045.00

The next item was to discuss sending out a bid for hauling of materials. The Engineer stated the first place they would be used is to help complete the dirt removal at the marina. The trucks will also be used on other projects as needed, and the Engineer would like to have this in place should he have to call them for help. On a motion by Commissioner Brown, seconded by Commissioner Roberts, with all voting aye, it was

RESOLVED, that the request to let bids for hauling of materials is approved.

The Engineer also stated crews have started back with hot-mix levelling along Camp Winnataska Road, Dry Creek Road, and then going to move to roads around the Moody area trying to catch up on places they are behind. Once the levelling is caught up they will move into work on Phase II roads.

Chairman Manning asked the Engineer for an update on the Old Coal City Road project. The Engineer stated the plans are ready and letters have been sent out to residents on the road informing them that structures such as brick mailboxes, brick entrances, non-break away mailboxes, etc. will have to be removed from the right-of-way. The Engineer added if the residents can't or don't want to move the items themselves then the County will do it for them sometime in the month of April and will replace them with a 4x4 post in the existing location. He stated removing encroachments on the right-of-way is required because the County receives federal funding to help maintain the road as a major collector. If the County does not comply with this requirement the County will lose the 80-percent funding of federal dollars to maintain the road. Also, if someone has a fence on the right-of-way then they received a letter notifying them it is one the right-of-way. It doesn't have to be removed but they must be notified it is on the right-of-way.

## ADMINISTRATOR'S REPORT

The first item of the Administrator's report was to discuss the request of Jackie Harpole (Detention Officer) for Declaration of Emergency Sick Leave. On a motion by Commissioner Brown, seconded by Commissioner Bowers, with all voting aye, it was

RESOLVED, that the request of Jackie Harpole (Detention Officer) for Declaration of Emergency Sick Leave is approved.

The next item was to discuss the recommendation that County Commission employee Rachel Bowling be named to fill the Administrative Assistant position at a Pay Grade 14 which was left vacant with the promotion of Tina Morgan to Sales Tax Coordinator. On a motion by Commissioner Crowe, seconded by Commissioner Roberts, with all voting aye, it was

RESOLVED, that the recommendation that County Commission employee Rachel Bowling be named to fill the Administrative Assistant position at a Pay Grade 14 which was left vacant with the promotion of Tina Morgan to Sales Tax Coordinator is approved.

The next item was to discuss the request to create one (1) new full-time deputy position wherein Sheriff Terry Surles agrees to pay one-half of salary and benefits for the remainder of FY16. On a motion by Commissioner Crowe, seconded by Commissioner Bowers, with all voting aye, it was

RESOLVED, that the request to create one (1) new full-time deputy position wherein Sheriff Terry Surles agrees to pay one-half of salary and benefits for the remainder of FY16 is approved.

The next item was to discuss the request to pay an invoice from BD Welch Construction in the amount of \$5,508.66 for which a purchase order was not issued. On a motion by Commissioner Brown, seconded by Commissioner Roberts, with all voting aye, it was

RESOLVED, that the request to pay an invoice from BD Welch Construction in the amount of \$5,508.66 for which a purchase order was not issued is approved.

The last item on the Administrator's Report was to discuss the travel requests as presented in the work session of March 3, 2016. On a motion by Commissioner Bowers, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the travel requests as presented in the work session of March 3, 2016 are approved. (List to be made a part of these minutes as Attachment #1)

## TECHNOLOGY REPORT

Technology Manager Glenn Morgan and Technology Technician John Myers reported that since October they have been working with CivicPlus on a new website design for the County website. It has a much cleaner and easy to use format, and it launched Feb. 22, 2016. The revamped website offers a cleaner appearance and also offers many features we did not have before. The launch went smoothly. There is an alerts feature and we now have the ability to send out

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notifications such as the marina closure while it's under construction. There are links to the municipalities through the website. Citizens can now sign up for notifications on events, weather, road closures, etc.

John Myers went over traffic stats on the new site launch. The website has been live for two weeks and has 9,300 unique visitors to the site and over 30,000 pages have been searched. Even though we are only two weeks into it the community has found it. They are using it and registering on it and using the job applications page. The top 5 pages are the election results – Tuesday night the site got hit pretty hard – and it performed great. There were no slowdowns and it was smooth as it could be. Other popular pages are jobs, alerts, online tag renewal and County Commission page.

### COUNTY ATTORNEY

County Attorney James Hill updated the Commission on the passage of the constitutional amendment involving court costs. He will be sending letters to the district attorney and circuit clerk to make sure everyone is geared up to begin collecting the additional court cost and we hope to see these collections start coming in the next 30-60 days.

As an update on the Prescott Community Center Attorney Hill stated all the deeds are executed and are to be recorded. The Prescott Community Center now fully belongs to the County Commission.

### OLD BUSINESS

The only item under Old Business was to discuss converting Information Technology Manager Glenn Morgan and Information Technology Technician John Myers from contract employment to regular full-time employee classification which was tabled at the February 9, 2016 meeting. On a motion by Commissioner Roberts, seconded by Commissioner Bowers, with all voting aye, it was

RESOLVED, that the discussion converting Information Technology Manager Glenn Morgan and Information Technology Technician John Myers from contract employment to regular full-time employee classification which was tabled at the February 9, 2016 meeting be removed from the table and returned to consideration.

On a motion by Commissioner Roberts, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that Information Technology Manager Glenn Morgan and Information Technology Technician John Myers be converted from contract employment to regular full-time employee classification.

### NEW BUSINESS

The first item of New Business was to discuss a General Fund budget amendment in the amount of \$7,829.00 for the purchase of a Xerox multi-function copier. On a motion by Commissioner Bowers, seconded by Commissioner Roberts, with all voting aye, it was

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RESOLVED, that a General Fund budget amendment in the amount of \$7,829.00 for the purchase of a Xerox multi-function copier is approved.

The next item was to discuss approval of the County levies for alcohol licensing for 2016-2017. On a motion by Commissioner Crowe, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the County levies for alcohol licensing for 2016-2017 are approved. (Levies to be made a part of these minutes as Attachment #2)

The next item was to discuss approval of the funding agreement between St. Clair County and the Alabama Emergency Management Agency for reimbursement claims for damages incurred during the Christmas flood event. On a motion by Commissioner Brown, seconded by Commissioner Crowe, with all voting aye, it was

RESOLVED, that the funding agreement between St. Clair County and the Alabama Emergency Management Agency for reimbursement claims for damages incurred during the Christmas flood event is approved. (Agreement to be made a part of these minutes as Attachment #3)

There were no board appointments.

The next item for discussion was to approve payment of the regular bills. On a motion by Commissioner Crowe, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the regular bills be approved for payment with the exception of those that are questioned by the Commission before the close of business today.

There being no further business, the meeting adjourned, subject to call, at approximately 9:45 a.m. on a motion by Commissioner Roberts, seconded by Commissioner Bowers, with all voting aye.

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Paul Manning, Chairman

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Jeff Brown, Commissioner

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Ken Crowe, Commissioner

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Tommy Bowers, Commissioner

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Jimmy Roberts, Commissioner