

ST. CLAIR COUNTY COMMISSION MEETING JULY 13, 2021

The St. Clair County Commission met in regular session on July 13, 2021 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  
Ricky Parker, Commissioner District Two  
Bob Mize, Commissioner District Four

Members Absent: Tommy Bowers, Commissioner District Three

Others Present: Tina Morgan, Administrator  
Corey Phillips, Assistant Deputy Administrator  
Clay Phillips, Assistant Engineer  
James E. Hill, III, County Attorney  
Gary Hanner, License Inspector  
Susie Washburn, Deputy Administrator  
Elizabeth Mealer, Retired Revenue Commissioner  
Josie Howell, St. Clair Times  
Mike Mitchell, Waste Management  
Don Smith, Economic Development Council  
Matt Coupland, Sheriff's Dept.  
John McWaters, Sheriff's Dept.  
Jay Stewart  
Callie Stewart  
Calvin Bailey  
Nick Wilson  
Joe Stevens  
Emma Drinkard  
Kristen McCarthy

Recognized Ashville Track members who placed first at State & recognized Nick Wilson for his help to the County.

**CALL TO ORDER of Regular Meeting**

Chairman Manning declared a quorum present at 9:05 a.m. and called the meeting to order.

**APPROVAL OF AGENDA**

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

RESOLVED, that the Agenda be approved as presented.

**APPROVAL OF MINUTES**

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

RESOLVED, that the minutes of the regular meeting on June 22, 2021, be approved.

**ASSISTANT ENGINEER'S REPORT**

The first item of the Engineer's report was an informational item updating the road crews.

The next item was to discuss rescinding item 3 of the County Engineer's report that was approved during the September 8, 2020 County Commission Meeting.

Item 3 "approval to take in a paved portion of Dogwood Circle off Clear Water Point Road for maintenance pending the signing of a ROW (Right of way) Deed". With the applicable Right of Way Deed(s) not having ever been executed:

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

RESOLVED, that due to the condition on approval not having been met, to rescind motion to take in a certain portion of Dogwood Circle from the September 8, 2020 meeting is approved.

The next item was to discuss approval to let bid the installation of pipes on Shore Drive. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that to let bid the installation of pipes on Shore Drive is approved.

Informational item to be recorded in the minutes. Public Hearing regarding the Roundabout Project on SR-34 that was held on July 8, 2021, at the Pell City Civic Center.

Informational item to be recorded in the minutes. Assistant Engineer, Clay Phillips, will meet with Massey Paving to look at some locations the County needs them to pave.

**ADMINISTRATOR'S REPORT**

The first item of the administrator's report was to discuss approval of the travel requests as submitted in the Work Session. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the travel requests as submitted in the Work Session are approved. (List to be made a part of these minutes as Attachment #1)

**COUNTY ATTORNEY'S REPORT**

The first item of the County Attorney's report was to discuss the request of Revenue Commissioner Crowe for approval to reinstate/create a Business Personal Property Appraiser II Position and fill said position during (but not at the beginning of) FY22. On a motion by Commissioner Mize, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the request of Revenue Commissioner Crowe to reinstate/create a Business Personal Property Appraiser II Position and to fill the same during (but not at the beginning of) FY22. (Job description to be made a part of these minutes as Attachment #2)

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The next item was to discuss approval of renewal of Diversified Companies, LLC., agreement for the Revenue Department. Said agreement provides compensation (on a per unit basis but less than \$15,000 in aggregate) for the service of mailing certain items for the Revenue Department and for certain monies to be held in trust for the USPS postage by vendor. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that Diversified Companies, LLC., agreement for the Revenue Department is approved. (Agreement to be made a part of these minutes as Attachment #3)

**OLD BUSINESS**

There were no items of Old Business.

**NEW BUSINESS**

The first item of New Business was to discuss approval of the recommendation of Lynn Crow, Maintenance Supervisor, to award Bid #2020-52 “replace the Chiller at the Pell City Courthouse” to Jake Marshall, the lowest responsible bidder, in the amount of \$119,950.00. On a motion by Commissioner Mize, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the recommendation of Lynn Crow, Maintenance Supervisor, to award Bid #2020-52 “replace the Chiller at the Pell City Courthouse” to Jake Marshall, the lowest responsible bidder, in the amount of \$119,950.00 is approved.

The next item was to discuss approval of the recommendation of Construction Manager, Jason Goodgame, to advertise bids for the general trades, mechanical, electrical and jail controls at the end of August. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that the recommendation of Construction Manager, Jason Goodgame, to advertise bids for the general trades, mechanical, electrical and jail controls at the end of August is approved.

The next item was to discuss approval to renew the yearly RJ Young agreement for the Revenue department. On a motion by Commissioner Brown, seconded by Commissioner Mize, with all voting aye, it was

RESOLVED, that renewing the yearly RJ Young agreement for the Revenue department is approved. (Agreement to be made a part of these minutes as Attachment #4)

The next item was to discuss approval for a yearly maintenance agreement to ABS for two, new copiers purchased by the Sheriff’s department in the amount of \$67.00 each per month. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that a yearly maintenance agreement to ABS for two, new copiers purchased by the Sheriff’s department in the amount of \$67.00 each per month is approved. (Agreement to be made a part of these minutes as Attachment #5)

The next item was to discuss the approval to post the County Commission contract Receptionist Clerk position that will become vacant as of July 22, 2021. On a

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motion by Commissioner Parker, seconded by Commissioner Mize, with all voting aye, it was

RESOLVED, that the request to post County Commission contract Receptionist Clerk position that will become vacant as of July 22, 2021, is approved.

The next item was to discuss the request of the Revenue Commissioner, Ken Crowe, to post the contract Cadastral Mapping Trainee position that will become vacant July 30, 2021, due to the resignation of Vicki Strampe. On a motion by Commissioner Brown, seconded by Commissioner Mize, with all voting aye, it was

RESOLVED, that the request of the Revenue Commissioner, Ken Crowe, to post the contract Cadastral Mapping Trainee position that will become vacant July 30, 2021, due to the resignation of Vicki Strampe is approved. Note: Correction to the vacant date. Vicki Strampe's last day is July 30<sup>th</sup>, position will become vacant on August 2, 2021.

The next item was to discuss approval to renew the yearly agreement with Birmingham ATM Cash, LLC., for the Ashville Annex, Ashville & Pell City Courthouses. On a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye, it was

RESOLVED, that renewing the yearly agreement with Birmingham ATM Cash, LLC., for the Ashville Annex, Ashville & Pell City Courthouses is approved. (Agreement to be made a part of these minutes as Attachment #6)

Informational item for record of the minutes. Called Work Session on Thursday, August 5, 2021, at 9 a.m. to discuss FY2022 Budget.

Informational item for record of the minutes: No bids were received for Bid #2020-51(2) Camera Towers.

Informational item for record of the minutes. St. Clair County will participate in the Back-to-School Sales Tax Holiday on July 16, 2021- July 18, 2021 pursuant to Resolution 2017-31 and Act 2017-120.

**BOARD APPOINTMENTS**

None

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

RESOLVED, that the monthly 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 9:28a.m. on a motion by Commissioner Parker, seconded by Commissioner Brown, with all voting aye.

{SIGNATURE PAGE TO FOLLOW

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Paul Manning, Chairman

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Jeff Brown, Commissioner

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Ricky Parker, Commissioner

Absent

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Tommy Bowers, Commissioner

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Bob Mize, Commissioner