

AGENDA
COOSA COUNTY COMMISSION
July 12, 2022
9:30a.m. Regular Commission Meeting
Commission Courtroom

- WELCOME**
- PUBLIC COMMENTS:**
- ELECTED OFFICIAL COMMENT:**
- CALL TO ORDER**
- COMMISSION ROLL CALL**
- INVOCATION, PLEDGE OF ALLEGIANCE**
- APPROVE AGENDA**
- APPROVAL OF MINUTES AND WAIVER OF READING MINUTES**
- AWARDS AND PRESENTATIONS**

CONSENT AGENDA- MOTION AND SECOND TO APPROVE

- (A) Motion for Chairman, Vice Chairman and Administrator to authorize, to issue and sign checks for payment of monthly expenses and payroll.
- (B) Motion to approve changes in employees: job description, salary, work hours, status (including budget approved raises).

NEW BUSINESS

- (1) Approval to elect a Vice-Chair for the Coosa County Commission—Commissioner Bertha McElrath
- (2) Approval of FY2022 Revised Transportation Plan—Engineer Tad Eason
- (3) Approval to hire a temporary meal preparer for Rockford Senior Center during the absence of a part-time employee—Administrator Amy Gilliland

OLD BUSINESS

- (1) Approval to establish county levies for new ABC license types—Administrator Amy Gilliland
- (2) Approval to designate Employee Parking behind the Extension Office with signage and striping—Commissioner Ronnie Joiner.
- (3) Approval to purchase 6 data terminals for deputies' cars to allow deputies the ability to connect to the Southern Software network at the jail—Captain Mike Mull/Sheriff Michael Howell

STAFF REPORTS

- Administrator**
- Attorney**
- EMA**
- Courthouse Maintenance**
- Engineer**
- Safety Coordinator**

DISCUSSION ITEMS BY COMMISSIONERS

ADJOURN

MINUTES**COOSA COUNTY COMMISSION****JULY 12, 2022****9:30 A.M.****ELECTED OFFICIAL COMMENT****CALL TO ORDER**

THE COOSA COUNTY COMMISSION MET AT THE COOSA COUNTY COURTHOUSE JULY 12, 2022 FOR ITS REGULAR MEETING WITH CHAIRMAN BERTHA K. MCELRATH, PRESIDING.

COMMISSION ROLL CALL

COMMISSION ROLL CALL: HERE CHAIRMAN BERTHA K. MCELRATH, COMMISSIONER UNZELL KELLEY, COMMISSIONER LAMAR DAUGHERTY, AND COMMISSIONER RONNIE JOINER. COMMISSIONER RANDALL DUNHAM NOT PRESENT.

INVOCATION AND PLEDGE OF ALLEGIANCE

INVOCATION WAS GIVEN BY COMMISSIONER UNZELL KELLEY. THE PLEDGE OF ALLEGIANCE WAS SAID BY ALL IN ATTENDANCE.

APPROVE AGENDA

MOTIONED BY COMMISSIONER RONNIE JOINER TO ADD TO THE AGENDA: TO APPROVE RESOLUTION FOR THE EXPENDITURE OF ARPA FUNDS FOR GOVERNMENT SERVICES TO PURCHASE 8 LAPTOPS FOR SHERIFF'S OFFICE AND NOT TO EXCEED \$21,000; TO APPROVE RESOLUTION FOR ADECA FY22 CDBG FUND ASSISTANCE; AND TO APPROVE TO AMEND ITEM 3 IN OLD BUSINESS TO CHANGE QUANTITY OF DATA TERMINALS FROM 6 TO 8 SECONDED BY COMMISSIONER LAMAR DAUGHERTY. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONER RONNIE JOINER TO APPROVE THE AGENDA. SECONDED BY COMMISSIONER LAMAR DAUGHERTY.

APPROVAL OF MINUTES AND WAIVER OF READING MINUTES

MOTIONED BY COMMISSIONER LAMAR DAUGHERTY TO APPROVE OF THE MINUTES AND WAIVER OF READING MINUTES. SECONDED BY COMMISSIONER RONNIE JOINER. UNANIMOUSLY APPROVED

AWARDS AND PRESENTATION

NONE

CONSENT AGENDA

MOTIONED BY COMMISSIONER RONNIE JOINER TO APPROVE FOR THE CHAIRMAN, VICE-CHAIR AND ADMINISTRATOR TO AUTHORIZE, TO ISSUE AND SIGN CHECKS FOR PAYMENT OF MONTHLY EXPENSES AND PAYROLL. SECONDED BY COMMISSIONER LAMAR DAUHGERTY. UNANIMOUSLY APPROVED



Coosa County Sheriff's Office

MICHAEL HOWELL, SHERIFF

296 School Street • P. O. Box 279

Rockford, Alabama 35136

Office: 256-377-4922 • Fax 256-377-1244

Jail fax 256-377-2690

Email: office@coosaso.com * Website: www.coosacountysc.org



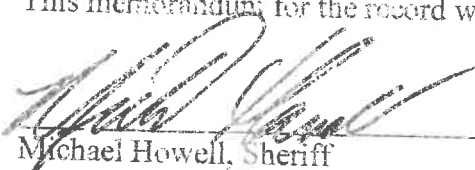
MEMO

To: Coosa County Commission
 From: Coosa County Sheriff's Office
 Date: July 11, 2022
 Re: Shane McCall Payton - Correctional Officer/Dispatcher
 Time: 8:00 a.m.

Message: Recalling Payton's Resignation

Shane M. Payton turned his resignation as a Correctional Officer/Dispatcher. His last date of employment would have been July 13, 2022. On this day, Payton has retracted his resignation letter. We will notify your office once of other changes later.

This memorandum for the record will remain in effect until further notice.


 Michael Howell, Sheriff

07/11/2022
 Date

Coosa County Sheriff's Office



Michael Howell, Sheriff

296 School Street - P. O. Box 279

Rockford, Alabama 35136

Office: 256-377-4922 * Fax 256-377-1244

Jail Fax 256-377-2690

Email: office@coosaso.com * Website: www.coosacounty.org

MEMO

To: Coosa County Commission
From: Coosa County Sheriff's Office
Date: July 11, 2022
RE: Shane McCall Payton - Transfer of Duty
Time: 8:00 a.m.

MORNING:

Shane McCall Payton is employed by the Coosa County Sheriff's Office as a Correction Officer/Dispatcher. As of July 14, 2022, Payton will transfer from his present position to his new position as Deputy Sheriff. Payton's starting rate of pay will be \$14.63 per hour. Once he completes the thirteen (13) week basic academy training, his rate of pay will be \$15.08 and after his six (6) month probationary period, his rate of pay will be \$15.55.

This Memorandum for the record will remain in effect until further notice.


Michael Howell, Sheriff


Date

NEW BUSINESS

MOTIONED BY COMMISSIONER RONNIE JOINER TO APPOINT COMMISSIONER LAMAR DAUGHERTY AS VICE CHAIR OF THE COOSA COUNTY COMMISSION. SECONDED BY COMMISSIONER LAMAR DAUGHERTY. UNANIMOUSLY APPROVED

FY 2022 County Transportation Plan

Coosa County

Date Approved by the Coosa County Commission: August 10, 2021

Plan Approved by the Coosa County Commission: July 29, 2019



MOTIONED BY COMMISSIONER UNZELL KELLEY TO APPROVE THE FY22 REVISED TRANSPORTATION PLAN. SECONDED BY COMMISSIONER LAMAR DAUGHERTY. UNANIMOUSLY APPROVED

Map Index	Project No	Road Name/Number	Bids		Est. Cost	Est. Length (Miles)	Project Type	Project Description	Total Project Estimated Cost	Amount Required To Be Disbursed	Estimated Construction	Estimated Public Works	Specify Details/Notes (e.g., Interchange, etc.)	2021 Amount	2022 Amount				
			Est.	Low															
1	CR 001	CR 001	10/15/21	10/15/21	10/15/21	1.1	CR 001	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000		\$10,000,000	\$10,000,000				
2	CR 002	CR 002	10/15/21	10/15/21	10/15/21	1.2	CR 002	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000		\$12,000,000	\$12,000,000				
3	CR 003	CR 003	10/15/21	10/15/21	10/15/21	1.3	CR 003	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000		\$15,000,000	\$15,000,000				
4	CR 004	CR 004	10/15/21	10/15/21	10/15/21	1.4	CR 004	\$18,000,000	\$18,000,000	\$18,000,000	\$18,000,000	\$18,000,000		\$18,000,000	\$18,000,000				
5	CR 005	CR 005	10/15/21	10/15/21	10/15/21	1.5	CR 005	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000	\$20,000,000		\$20,000,000	\$20,000,000				
6	CR 006	CR 006	10/15/21	10/15/21	10/15/21	1.6	CR 006	\$22,000,000	\$22,000,000	\$22,000,000	\$22,000,000	\$22,000,000		\$22,000,000	\$22,000,000				
Totals/Grand Totals													\$114,000,000	\$114,000,000	\$114,000,000	\$114,000,000	\$114,000,000	\$114,000,000	\$114,000,000

Note: Any amendments to the CTP shall follow the same guidelines and procedures as the original approval process.

Remarks

MOTIONED BY COMMISSIONER RONNIE JOINER THE APPROVAL TO HIRE A TEMPORARY MEAL PREPARER FOR ROCKFORD SENIOR CENTER DURING THE ABSENCE OF A PART-TIME EMPLOYEE. SECONDED BY COMMISSIONER LAMAR DAUGHERTY. UNANIMOUSLY APPROVED

COOSA COUNTY JOB DESCRIPTION

Job Title: Meal Service Specialist

Department: Senior Center

FLSA:

Grade:

Job Description Prepared: May 2015

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Senior Center Manager

Subordinate Staff: None

Other Internal Contacts: None

External Contacts: General Public; Banks, East Alabama Area Agency on Aging

Job Summary

Under the supervision of the Senior Center Manager, the employee ensures customers receive nutritious meals and serves as the van driver and provides assistance to other duties when necessary. The employee prepares meals and ensures delivery to the homebound customers and service to the clients. The employee prioritizes excellent customer service through meal service and delivery, as well as, driving the van when the driver is unavailable. The employee also performs clerical duties when needed by the Senior Citizen Manager.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Food Preparation and Cleaning. The employee prepares food for clients and homebound County citizens and cleans the facility following the meal service.

1. Prepares coffee in the morning for clients.
2. Prepares tea for lunch for the clients.
3. Helps prepare homebound meals.
4. Assists with providing milk and juice to clients.
5. Assists with helping to prepare, serve, and deliver meals to clients.
6. Checks the temperature of the food when it is delivered and when served to include in report.
7. Ensures enough food is provided to homebound clients to last through the weekend.
8. Washes dishes.
9. Sweeps and mops Senior Center floor.
10. Disposes of remaining food.

ESSENTIAL FUNCTION: Customer Service. The employee ensures the customers are served meals and serves as the van driver to ensure clients are provided meals and taken on trips.

1. Performs pickup of seniors to transport to various locations.
2. Greets clients when arriving at the center.
3. Delivers meals to homebound clients when necessary.
4. Ensures proper number of clients are served meals; ensures clients on the wait list are notified of an available meal.
5. Drives clients on mini-trips.

ESSENTIAL FUNCTION: Department Operations. The employee performs clerical duties as needed.

1. Orders supplies for the kitchen.
2. Completes reports on the amount of food provided for the people in the center and delivered to the homebound. Includes what the food is that is served, and temperature of food upon delivery to the center and upon serving.
3. Supervises volunteers for the centers.
4. Makes bank deposits.
5. Assists with reports to send to East Alabama Area Agency on Aging.

6. Assists with serving for special events.
7. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road and bridge systems.
3. Knowledge of senior citizen needs.
4. Knowledge of safety rules including accident causation and prevention.
5. Reading skills to read forms and instructions.
6. Verbal skills to communicate effectively with supervisor and co-workers.
7. Writing skills to clearly and neatly complete routine forms and records.
8. Math skills to perform basic calculations (add, subtract).
9. Ability to interact with people.
10. Ability to be patient.
11. Ability to lift at least 25 lbs.
12. Ability to sweep, mop and do dishes.
13. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED is preferred.
2. One year work experience in customer service; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license
4. Ability to maintain County insurability.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with

contagious diseases or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

MOTIONED BY COMMISSIONER LAMAR DAUGHERTY TO APPROVE THE RESOLUTION FOR THE EXPENDITURE OF ARPA FUNDS FOR GOVERNMENT SERVICES TO PURCHASE 8 LAPTOPS FOR SHERIFF'S OFFICE AND NOT TO EXCEED \$21,000. SECONDED BY COMMISSIONER RONNIE JOINER. UNANIMOUSLY APPROVED

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

WHEREAS, Coosa 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 had the option to designate a standard allowance of up to \$10,000,000, not to exceed the County's total ARPA funds award as revenue replacement ("Revenue Replacement funds"); and

WHEREAS, the County duly made this election to designate its entire ARPA award in the amount of \$2,071,153 as Revenue Replacement funds; and

WHEREAS, the County may expend designated Revenue Replacement funds for government services; and

WHEREAS, the Coosa County Commission ("Commission") has determined that there is a need to provide the following government services to its citizens and that it is within the authority of the County to provide these services: the delivery of public safety services; and

WHEREAS, the Commission has determined that the ability of county law enforcement officers to have ready access to arrest records, incident reports, vehicle registration, and other records while working in the field is integral to the effective delivery of these services in a manner that ensures the safety of both law enforcement personnel and the members of the public; and

WHEREAS, the Commission has determined that the purchase of laptops for use by County law enforcement personnel working in the field to facilitate access to these records is a necessary, reasonable, and proportionate measure to ensure the safe and effective delivery of public safety services in the County; and

WHEREAS, procurement of this equipment is more cost-effective than the lease of the same.

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

1) The County shall use up to \$21,000 of its ARPA Revenue Replacement funds to purchase eight (8) laptops that are capable of interfacing with the sheriff's current computer software system for the retrieval of local files and records that are needed by County law enforcement personnel working in the field to ensure the safe and effective delivery of public safety services in the County.

2) The County Administrator is hereby authorized to expend Revenue Replacement funds for the purchases of this equipment, provided that said expenditures are made in a manner consistent with procurement requirements and cost principles imposed by federal and state laws and guidelines, including those set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200).

3) The County's 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 undermine or discourage compliance with 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 Coosa County Commission has caused this Resolution to be executed in its name and on its behalf by its Chairman on the 12 day of July, 2022.

Bertha K. McElwain
Chairman, Coosa County Commission

MOTIONED BY COMMISSIONER LAMAR DAUGHERTY TO APPROVE THE RESOLUTION FOR ADECA FY22 CDBG FUND ASSISTANCE. SECONDED BY COMMISSIONER RONNIE JOINER. UNANIMOUSLY APPROVED

RESOLUTION

WHEREAS, the Coosa County Commission wishes to make application to the Alabama Department of Economic and Community Affairs (ADECA) for FY 2022 Community Development Block Grant (CDBG) County Fund assistance; and

WHEREAS, the total estimated project cost is \$149,351.16 with \$135,801.00 requested from the CDBG County Fund and from Coosa County, Alabama will provide \$11,815.70 in an in-kind match and will hold in reserve \$1,714.40 in a cash match to provide a total of \$13,580.10 of the proposed project costs for the purpose of matching the Community Development Block Grant assistance; and,

WHEREAS, official authorization of the submittal of the application is required; and

WHEREAS, the County knows that no other State or Federal funds may be used to supplant the commitment of these local in-kind funds should this project be approved.

NOW THEREFORE BE IT RESOLVED by the Coosa County Commission that Chairman Bertha McElrath is hereby authorized and empowered to sign the application and all necessary assurances, covenants, terms, and

BE IT FURTHER RESOLVED by the Coosa County Commission that Thirteen thousand five hundred eighty dollars and ten cents (\$13,580.10) in local in-kind and cash funds and services is hereby committed as local match for this project; and

BE IT FURTHER RESOLVED that the Coosa County Commission agrees to maintain the proposed improvements and covenants that it has an adequate number of employees and equipment to maintain the project in an appropriate manner.

PASSED AND ADOPTED this 12th day of July, 2022.


Bertha McElrath, Chairman

ATTEST:


Amy Gilliland, County Administrator

OLD BUSINESS

MOTIONED BY COMMISSIONER UNZELL KELLEY TO APPROVE TO ESTABLISH COUNTY LEVIES FOR NEW ABC LICENSE TYPES WITH THE COST SET AT \$1.00 FOR VENDORS. SECONDED BY COMMISSIONER RONNIE JOINER. UNANIMOUSLY APPROVED



Alabama Alcoholic Beverage Control Board
Licensing and Compliance Division

2715 Gunter Park Drive West
 Montgomery, AL 36109
 Phone: 334-213-6300
 Fax: 334-213-6322

June 17, 2022

MEMORANDUM

To: All Wet County Commissioners
From: Summer Childers
 Licensing and Compliance Division Director
Subject: Establishing County Levies for New ABC License Types

The Alabama Legislature recently passed Enrolled Laws that resulted in the creation of two (2) license types to be issued by the Alabama ABC Board. The new license types have been established by the Board, but now require local action regarding your wet county alcohol license fees.

The attached form must be completed listing all fee amounts set by your county in column four (4). The new license types, along with the relevant ACT number, are listed below:

<u>New License Types</u>	<u>ACT Number</u>
Hospitality Management Program License	ACT 2022-360
Food or Beverage Truck License	ACT 2022-432

Please provide your license fee information for the above license types no later than July 22, 2022. This form must be signed by an authorized county official. Please return your completed document to McKenzie Reed at abc.alabara.gov or mail to the address above. If there are any changes in your contact information, it is your responsibility to notify the ABC Board as soon as possible. If you do not provide fee information for the license types above by July 22, 2022, you will not be able to establish fees for these license types until the 2023-2024 ABC License renewal period, which begins June 1, 2023.

Received by: _____

County: _____

TYPE LICENSE & CODE	*FILING FEE	STATE LICENSE FEE	COUNTY LICENSE FEE	RENEWAL TOTAL	NEW LICENSE TOTAL
Hospitality Management Program License	\$ 50.00	\$1,000.00	\$ 100.00		\$ 1,150.00
Food or Beverage Truck License	\$ 50.00	\$300.00	\$ 100.00		\$ 450.00

* A non-refundable filing fee is charged to all new licenses and transfers.

SIGNED: *Ang S. Gilleland*
 Authorized County Official

Administrator
 Title

July 26, 2022
 Date

MOTIONED BY COMMISSIONER RONNIE JOINER TO APPROVE TO DESIGNATE EMPLOYEE PARKING BEHIND THE EXTENSION OFFICE AND PARKING LOT WITH SIGNAGE AND STRIPING AND PAVE. THE FUNDS WILL BE USED FROM THE CAPITAL IMPROVEMENT ACCOUNT, ESTIMATED AMOUNT \$35,000. SECONDED BY COMMISSIONER LAMAR DAUGHERTY. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONER LAMAR DAUGHERTY TO APPROVE TO PURCHASE 8 DATA TERMINALS FOR DEPUTIES' CARS TO ALLOW DEPUTIES THE ABILITY TO CONNECT TO THE SOUTHERN SOFTWARE NETWORK AT THE JAIL. SECONDED BY COMMISSIONER RONNIE JOINER. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONER RONNIE JOINER TO APPROVE THE RESOLUTION FOR THE EXPENDITURE OF ARPA FUNDS FOR GOVERNMENT SERVICES. SECONDED BY VICE-CHAIR LAMAR DAUGHERTY. UNANIMOUSLY APPROVED

MOTIONED BY VICE-CHAIR LAMAR DAUGHERTY TO APPROVE THE RESOLUTION FOR ADECA FY22 CDBG FUND ASSISTANCE. SECONDED BY COMMISSIONER RONNIE JOINER. UNANIMOUSLY APPROVED

MOTION TO ADJOURN

MOTIONED BY COMMISSIONER RONNIE JOINER TO ADJOURN. SECONDED BY COMMISSIONER LAMAR DAUGHERTY. UNANIMOUSLY APPROVED

MINUTES APPROVED THIS 26TH DAY OF JULY, 2022.

 CHAIRMAN BERTHA K. MCELRATH

 UNZELL KELLEY

 LAMAR DAUGHERTY

 RONNIE JOINER