

**AGENDA**  
**COOSA COUNTY COMMISSION**  
**August 11, 2020**  
**9:30 Regular Commission Meeting**

**WELCOME**

**PUBLIC COMMENTS:** Ms. Marty Rittman-Update on Census and Census Committee  
Introduction of the Lake Martin Area Economic Development  
Director – Mr. Chad Odom  
Mr. Ricky Porch – Culvert Repair Request on County Rd. 122  
Ms. Barbara Maxwell – Animal Control in County

**ELECTED OFFICIAL COMMENT:****CALL TO ORDER****COMMISSION ROLL CALL****INVOCATION, PLEDGE OF ALLEGIANCE****APPROVE AGENDA****READING OF 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 of Commission's Office request for FY20 Budget Adjustments. Net effect is zero – Administrator Graham
- (2) Resolution to support Revenue Commissioner to utilize provisions under Act No. 2018-577 of the Alabama Legislature to change from the sale of property to the new alternative method of the sale of a tax lien to collect delinquent property taxes in Coosa County which become due and payable October 1, 2020 and for subsequent years- Revenue Commission Lamberth
- (3) Commission authorization to pay EMA Director, Terri Hale for time worked over regular hours directly related to the April 19, 2020 storm event for the pay periods beginning with April 19, 2020 through May 29, 2020. Administrative time to be reimbursed through FEMA for declared disaster. – Administrator Graham, EMA Director Hale

- (4) Approval of Bid Awarded Contract to Chris Clark Grading and Paving for Project No RA-CCP 01-02-2020 – Full Depth Reclamation and Surface Treatment on CR-2 from CR-487 to Memory Lane (Coosa County, AL) – Engineer Eason
- (5) (a) Approval to contract with Spectrum Enterprise for 25 mbps fiber optic internet line in the amount of \$350/month for a period of 36 months with standard installation at no cost to the Commission
- (6) Approval of Rebuild Alabama Highway Project Plans for FY21 – Engineer Eason
- (7) Discussion of Roads to include in a CDBG grant proposal – Engineer Eason
- (8) Discussion of open position of EMA Director effective August 20, 2020 with discussion relating to FEMA administration related to April 19, 2020 federal declared disaster and Safety Director responsibilities.- Chairman Adams, Administrator Graham, Engineer Eason
- (9) Approval to advertise for EMA Director position.- Chairman Adams
- (10) Discussion of Department of Labor audit findings related to the Sheriff's Office for the period, May 26, 2018 through May 16, 2020 – Sheriff Howell, Captain Mike Mull, Administrator Graham, Attorney Johnson
- (11) Decision to Appeal or Accept findings related to Labor Department audit – Chairman Adams
- (12) Approval to send out Highway Department FY21 bids for the following items: Annual Paving, Cement, Gasoline and Diesel, Liquid Asphalt, Metal Pipes, and Stone Bids for Granite & Limestone. Bid openings to be held at the regular Commission meeting at 1100 am on Tuesday, September 8, 2020-Engineer Eason
- (13) Approval to participate in Alabama Census Bowl for School Program and nomination of Census Bowl County Coordinator for ADECA to communicate with- Chairman Adams/Vic Chair McElrath
- (14) Identification of 5-8 County leaders that can join the August 17<sup>th</sup> Alabama Census Bowl Kickoff-Chairman Adams, Vice Chair McElrath.

### **OLD BUSINESS**

- (1) Approval of Appointment of nominated individual to the Coosa County Department of Human Resources' Board for a six year term beginning September 1, 2020 – Chairman Adams

### **STAFF REPORTS**

**Administrator – ACCA Virtual Meeting Discussion, Current FY18 Financial Audit in Progress, possible CY19 to also be performed**

**Attorney-**

**EMA**

**Courthouse Maintenance-**

**Engineer-**

**Safety Coordinator-**

**DISCUSSION ITEMS BY COMMISSIONERS**

**Begin FY21 Budget Hearings:**

Overall State of Finances – Administrator Graham

Budget Presentations:

Sheriff/Jail

Highway Department

Revenue Commission

Probate Office

Commission Office (includes Commission, Nutrition, Public Transportation, and Maintenance)

**ADJOURN**



**MINUTES****COOSA COUNTY COMMISSION****AUGUST 11, 2020****9:30 AM REGULAR COMMISSION MEETING****ELECTED OFFICIAL COMMENT****CALL TO ORDER**

THE COOSA COUNTY COMMISSION MET AT THE COOSA COUNTY COURTHOUSE AUGUST 11, 2020 FOR ITS REGULAR MEETING WITH CHAIRMAN TODD ADAMS, PRESIDING.

**COMMISSION ROLL CALL**

COMMISSIONER ROLL CALL CONSISTED OF CHAIRMAN-TODD ADAMS, VICE CHAIR BERTHA K. MCELRATH, UNZELL KELLEY, RANDALL DUNHAM, AND RONNIE JOINER.

**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 COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY TO APPROVE THE AGENDA. UNANIMOUSLY APPROVED

**READING OF MINUTES**

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH TO DISPENSE READING OF MINUTES. UNANIMOUSLY APPROVED

**CONSENT AGENDA**

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY TODD ADAMS TO APPROVE FOR THE CHAIRMAN, VICE CHAIRMAN AND ADMINISTRATOR TO AUTHORIZE TO ISSUE AND SIGN CHECKS FOR PAYMENT OF MONTHLY EXPENSES AND PAYROLL.  
UNANIMOUSLY APPROVED

MOTION TO APPROVE CHANGES IN EMPLOYEES: JOB DESCRIPTION, SALARY, WORK HOURS, STATUS (INCLUDING BUDGET APPROVED RAISES).

## 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](mailto:office@coosaso.com) \* Website: [www.coosacountyso.org](http://www.coosacountyso.org)



# MEMO

To: Coosa County Commission  
From: Michael Howell, Sheriff  
Date: July 28, 2020  
RE: James Romeo Dawson – End of Probation

**MESSAGE:**

Effective July 21, 2020, James R. Dawson has completed his six (6) months' probation. His rate of pay will remain the same and he is entitled to receive his leave hours.

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

  
Michael Howell, Sheriff

07/27/2020  
Date

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COOSA COMMISSION  
JUL 28 2020  
PO BOX 10

# 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](mailto:office@coosaso.com) \* Website: [www.coosacountyso.org](http://www.coosacountyso.org)



# MEMO

To: Coosa County Commission  
From: Coosa County Sheriff's Office  
Date: August 4, 2020  
RE: Scott Everett Hammond – Part-time Investigator

**Message: Amended Memo dated June 23, 2020**

Effective August 4, 2020, Scott E. Hammond is employed by the Coosa County Sheriff's Office as a temporary part-time investigator. Hammond will work 24 hours per week, and his rate of pay will be \$13.60 per hour. On completion of his six (6) month probationary period, he will not receive an increase in pay or accrue any leave hours.

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

  
Michael Howell, Sheriff

08/05/2020  
Date

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COOSA COMMISSION

AUG 6 2020

PO BOX 10

Jennifer Tindall

Tag Clerk

07/17/2020

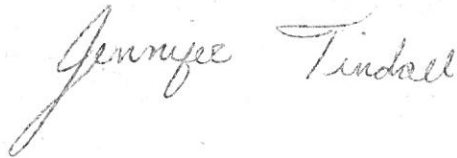
TO WHOM IT MAY CONCERN:

Through this letter, I hereby announce my resignation from the position of Tag clerk for The Coosa County Probate Office, effective August 3, 2020.

It has been a pleasure working with everyone at the courthouse, especially with Judge Dean and the other women in the office. I could never have asked for a better group. I was presented with an opportunity with a significant pay raise and I accepted to better myself and my family. Thank you so much for this wonderful opportunity. I have learned so much and I am very grateful. I wish you all nothing but the best.

Kind regards,

Jennifer Tindall



*Jennifer's last day of work was August 3, 2020.*  
*Recha M. D.*

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COOSA COMMISSION

JUL 23 2020

PO BOX 10



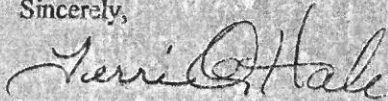
Terri Q Hale  
6937 US Hwy 231  
Rockford, AL 35136

August 7, 2020

Todd Adams  
Chairman, Coosa County Commission  
9709 US Hwy 231  
Rockford, AL 35136

Please accept this letter as my formal notice of resignation from the positions of Director of Coosa County Emergency Management Agency and Coosa County Safety Coordinator. My last working day will be August 20, 2020. Thank you for the opportunities I have been given. I wish you all much success in the future.

Sincerely,



Terri Q Hale

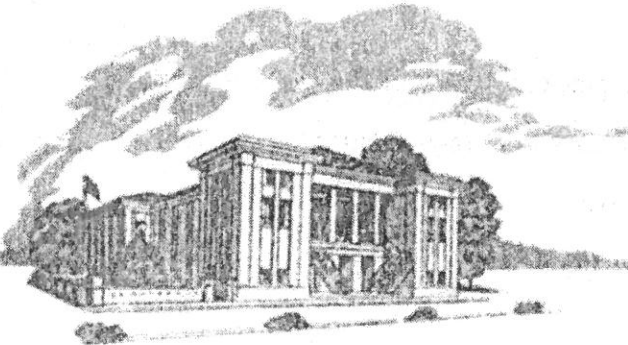
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COOSA COMMISSION

AUG 6 2020

PO BOX 10

**NEW BUSINESS**

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM THE APPROVAL OF COMMISSION'S OFFICE REQUEST FOR FY20 BUDGET ADJUSTMENT. NET EFFECT IS ZERO. UNANIMOUSLY APPROVED



# Coosa County Commission

Post Office Box 10  
ROCKFORD, ALABAMA 35136-0010

BRIDGET H. GRAHAM, CPA, CGMA  
ADMINISTRATOR  
PHONE (256) 377-1350  
FAX (256) 377-2524  
August 11, 2020

DISTRICT 1  
RANDALL DUNHAM

DISTRICT 2  
BERTHA KELLY  
VICE CHAIRMAN

DISTRICT 4  
RONNIE JOINER

DISTRICT 3  
UNZELL KELLEY

DISTRICT 5  
TODD J. ADAMS  
CHAIRMAN

**TO: THE COOSA COUNTY COMMISSION**

**SUBJECT: Line Item Budget Adjustments for FY20 (as of July 31, 2020)**

The County Commission would like to amend our budget as follows:

Line Item#	Annual Budget	Requested Budget	Inc/Dec	Reason
113/Salaries	69692	67358	(2334)	Line Item Overestimated
121/Retirement	4437	3897	(540)	Line Item Overestimated
122/Health Ins	17683	21422	3739	Line Item Underestimated
123/Life Ins	492	600	108	Line Item Underestimated
124/Social Security	4378	4689	311	Line Item Underestimated
262/Travel	3500	2216	(1284)	Line Item Underspent/Covid

**Net Increase/Decrease in Budget = 0**

Thank you for your consideration.

Thank you,  
*Budget Graham*

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RONNIE JOINER TO DRAFT A RESOLUTION TO SUPPORT REVENUE COMMISSIONER TO UTILIZE PROVISIONS UNDER ACT NO. 2018-577 OF THE ALABAMA LEGISLATURE TO CHANGE FROM THE SALE OF PROPERTY TO THE NEW ALTERNATIVE METHOD OF THE SALE OF A TAX LIEN TO COLLECT DELINQUENT PROPERTY TAXES IN COOSA COUNTY WHICH BECOME DUE AND PAYABLE OCTOBER 1, 2020 AND FOR SUBSEQUENT YEARS. COMMISSIONER UNZELL KELLEY ABSTAINED, MOTION CARRIED.

**RESOLUTION OF THE  
COOSA COUNTY COMMISSION**

**RESOLUTION # 8112020**

**WHEREAS**, Act No. 2018-577 of the Alabama Legislature (the "Act") provides counties with an alternative remedy for collecting delinquent property taxes by the sale of a tax lien to the person who pays all taxes, interest, penalties, fees, and costs due on the property and who, in addition, bids the lowest interest rate on the amount required to be paid to redeem the property from the sale; and

**WHEREAS**, the Act further provides that the tax collecting official for each county shall have the sole authority to decide whether his or her county shall utilize the sale of a tax lien under the Act or to continue to utilize the sale of property to collect delinquent property taxes, and the method decided by the tax collecting official shall apply to all property in that county for the year so decided; and

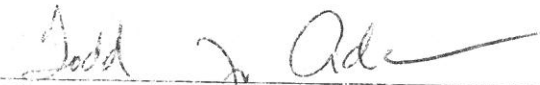
**WHEREAS**, the Act further provides that the tax collecting official's decision to change the current remedy used for collecting delinquent property taxes shall be published on the tax collecting official's website or by advertising once a week for three consecutive weeks in a newspaper with general circulation in the county, all of which shall occur not later than October 1 when the property taxes become due and payable; and

**WHEREAS**, Debra Lamberth, Revenue Commissioner of Coosa County, Alabama, has indicated to the Commission her decision to change from the sale of property to the new alternative method of the sale of a tax lien to collect delinquent property taxes in Coosa County which become due and payable October 1, 2020 and for subsequent years.

**NOW, THEREFORE**, Be It Resolved by the County Commission of Coosa County, Alabama, that the Commission supports the decision of Mrs. Lamberth to utilize the sale of a tax lien to collect delinquent property taxes in Coosa County as provided by Act No. 2018-577, and that a copy of this Resolution be furnished to Mrs. Lamberth.

**CERTIFICATE**

I, the undersigned, do hereby certify that the above and foregoing resolution is a certified copy of a resolution adopted by the Coosa County Commission at its regular meeting on August 11, 2020.

  
\_\_\_\_\_  
The Honorable Todd Adams, Chairman  
Coosa County Commission

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY TODD ADAMS THE APPROVAL FOR THE COMMISSION AUTHORIZATION TO PAY EMA DIRECTOR, TERRI HALE FOR TIME WORKED OVER REGULAR HOURS DIRECTLY RELATED TO THE APRIL 19, 2020 STORM EVENT FOR THE PAY PERIODS BEGINNING WITH APRIL 19, 2020 THROUGH MAY 29, 2020. ADMINISTRATIVE TIME TO BE REIMBURSED THROUGH FEMA FOR DECLARED DISASTER. UNANIMOUSLY APPROVED

**Terri Q Hale**  
to me

Fri, Jul 31, 12:39 PM (3 days ago) Reply

Bridget,

1. Attached are the three timesheets covering the dates of April 19th through the end of May. I have added the overtime hours below the boxes. Total is 86 overtime hours.

2. This is the Procurement Policy Paragraph that I use for Homeland Security grants:  
Coosa County Procurement Policy/Procedures: Once confirmation of approval of the grant is received, a purchase order number is assigned by the Coosa County Administrator's Office for each purchase. The purchase of the item(s) is then made and the receipt with the purchase order number is maintained in the Administrator's Office. Copies of the receipts and canceled checks/proof of purchase is then sent to the DHS Grant Manager. The actual grant funds are then received by the Coosa County Administrator.

Check Date: 5/8/2020

EMA 2020

Days Worked	18	19	20	21	22	23	24	25	26	27	28	29	30	1
DAY OF WEEK	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
				8	8	8					8	8	8	
	x	x						x	x					

EMPLOYEE  
TERRI HALE

APPROVED BY:

*Territhale*

- H-HOLIDAY
- S-SICK
- V-VACATION
- J-JURY DUTY

Week Date: 5/22/2020

May 2-15

Jays Worked

JAY OF WEEK

2	3	4	5	6	7	8	9	10	11	12	13	14	15
Sat	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
X	X			8				X	X		8	8	

EMPLOYEE  
ERRI HALE

APPROVED BY:

*Erri Hale*


-HOLIDAY

-SICK

-VACATION

-JURY DUTY

MAY 2020

Check Date: 6/5/2020

EMA 2020

Days Worked	16	17	18	19	20	21	22	23	24	25	26	27	28	29
DAY OF WEEK	Sat	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
	X	X		8	8	8		X	X		8	8	8	

EMPLOYEE  
TERRI HALE

APPROVED BY:

*Terri Hale*

H-HOLIDAY
S-SICK
V-VACATION
L-JURY DUTY





MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY UNZELL KELLEY THE APPROVAL TO CONTRACT WITH SPECTRUM ENTERPRISE FOR 25 MBPS FIBER OPTIC INTERNET LINE IN THE AMOUNT OF \$350/MONTH FOR A PERIOD OF 36 MONTHS WITH STANDARD INSTALLATION AT NO COST. UNANIMOUSLY APPROVED



**Customer Service Order**

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Account Executive: Tammy Thompson  
 Phone: (205) 573-6958 ext:  
 Cell Phone: 205-410-6984  
 Email: tammy.thompson@charter.com

**Order # 12014339**

<b>Customer Information: Customer Code</b>		
<b>Business Name</b>	COOSA COUNTY COMMISSION	<b>Customer Type:</b>
<b>Billing Address</b>		
<b>Attention To:</b>		<b>Account Number</b>
PO BOX 10 ROCKFORD AL 35136-0000		
<b>Billing Contact</b>	<b>Billing Contact Phone</b>	<b>Billing Contact Email Address</b>
<b>Authorized Contact</b>		
<b>Authorized Contact</b>	<b>Authorized Contact Phone</b>	<b>Authorized Contact Email Address</b>
Todd Adams	256-377-2420	coosacountyadm@gmail.com
<b>Technical Contact</b>		
<b>Technical Contact</b>	<b>Technical Contact Phone</b>	<b>Technical Contact Email Address</b>

<b>Fiber Internet and Ethernet Service Order Information For 9709 Us Highway 231 Rockford AL 35136</b>			
<b>Site Name</b>	<b>Address Location</b>	<b>Location Type</b>	<b>Bandwidth</b>
	9709 Us Highway 231 Rockford, AL 35136		

<b>New and Revised Services and Monthly Charges At 9709 Us Highway 231 , Rockford AL 35136</b>				
<b>Description</b>	<b>Quantity</b>	<b>Sales Price</b>	<b>Monthly Recurring Total</b>	<b>Contract Term</b>
25 MBPS FIBER INTERNET	1	\$350.00	\$350.00	36 Months
CB 5PK ADDITIONAL IP	1	\$0.00	\$0.00	36 Months
<b>*Total</b>			<b>\$350.00</b>	
*Prices do not include taxes and fees.				

<b>One Time fees At 9709 Us Highway 231 , Rockford AL 35136</b>			
<b>Description</b>	<b>Quantity</b>	<b>Sales Price</b>	<b>Total</b>
Fiber Internet - Standard Installation	1	\$0.00	\$0.00
<b>Total</b>			<b>\$0.00</b>
*Prices do not include taxes and fees.			



## SPECTRUM ENTERPRISE SERVICE AGREEMENT

The customer identified below ("Customer") hereby acknowledges and agrees to the Commercial Terms of Service available at <https://enterprise.spectrum.com/> ("Terms of Service"), which are incorporated herein by this reference, with respect to any service order(s) placed by Customer and accepted by Spectrum hereafter (each, a "Service Order"), which together with this agreement constitute the "Service Agreement" by and between the Customer and Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the service(s) hereunder ("Spectrum").

Spectrum Contact Information	
Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Tammy Thompson  Telephone: (205) 573-6958  Email: tammy.thompson@charter.com

Customer Information				
Customer Name (Exact Legal Name): COOSA COUNTY COMMISSION			Main Tel. No.:	
Billing Address: PO BOX 10	Suite:	City: ROCKFORD	State: AL	Zip Code: 35136-0000
Billing Contact Name:	Tel.No.:		E-mail:	
Authorized Contact Name: Todd Adams	Tel.No.: 256-377-2420		E-mail: coosacountyadm@gmail.com	

BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS OF SERVICE, INCLUDING THE ARBITRATION SECTION THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THE SERVICE AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

Customer: COOSA COUNTY COMMISSION

By: Todd J. Adams

Name (printed): Todd J Adams

Title: Chairman

Date: 8/11/2020

Special Terms

[Empty rectangular box for Special Terms]

Electronic Signature Disclosure

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

*Todd J. Adams*  
\_\_\_\_\_  
Authorized Signature for Customer

Todd J. Adams, chairman  
\_\_\_\_\_  
Printed Name and Title

3/11/2020  
\_\_\_\_\_  
Date Signed

## Spectrum Enterprise Fiber Internet Access Service Level Agreement

This document outlines the Service Level Agreement ("SLA") for Fiber Internet Access ("FIA") fiber-based service (the "Service").

This SLA is a part of, and hereby incorporated by reference into the Spectrum Enterprise Service Agreement (including the terms and conditions, attachments, and Service Orders described therein, the "Agreement"). To the extent any provision of this SLA conflicts with the Agreement, this SLA shall control. All SLA Targets in the table below are measured from Customer's Service Location to the location where Spectrum Enterprise has local access to the Internet (the Spectrum Enterprise "Point of Presence" or "POP") at the individual circuit or service level, and any applicable credits are issued only for the affected FIA circuit or service (the "Affected Service"). Capitalized words used, but not defined herein, shall have the meanings given to them in the Agreement.

### I. SLA Targets for FIA Services:

Service Availability	Mean Time To Restore ("MTTR")	Latency / Frame Delay (Roundtrip)	Jitter / Frame Delay Variation	Packet Loss / Frame Loss
End to End: 99.99%	Priority 1 Outages within 4 hours	45ms	<2ms	<0.1%

### II. Priority Classification:

A "Service Disruption" is defined as an outage, disruption, or severe degradation, other than an Excluded Disruption, that interferes with the ability of a Spectrum Enterprise network hub to: (i) transmit and receive network traffic on Customer's dedicated access port at the Spectrum Enterprise network hub; or (ii) exchange network traffic with another Spectrum Enterprise network hub. The Service Disruption period begins when Customer reports a Service Disruption using Spectrum Enterprise's trouble ticketing system by contacting Customer Care, Spectrum Enterprise acknowledges receipt of such trouble ticket, Spectrum Enterprise validates that the Service is affected, and Customer releases the Service for testing. The Service Disruption ends when the affected Service has been restored.

"Service Degradation" means a degradation of the Service that is not a Service Disruption or a result of an Excluded Disruption, such as failure of the Service to achieve the SLA Targets for Latency / Frame Delay, Jitter / Frame Delay Variation, or Packet / Frame Loss.

"Excluded Disruptions" means (i) planned outages, (ii) routine or urgent maintenance, (iii) time when Spectrum Enterprise is unable to gain access to Customer's Service Location, if necessary, (iv) service issues arising from acts of omissions of Customer or Customer's representatives or agents, (v) Customer equipment failures, (vi) Customer is not prepared to release the Service for testing, and (vii) Force Majeure Events.

Spectrum Enterprise will classify Service problems as follows:

Priority	Criteria
Priority 1	Each a "Priority 1 Outage": <ul style="list-style-type: none"> <li>• Service Disruption resulting in a total loss of Service; or</li> <li>• Service Degradation to the point where Customer is unable to use the Service and is prepared to release it for immediate testing</li> </ul>
Priority 2	<ul style="list-style-type: none"> <li>• Service Degradation where Customer is able to use the Service and is not prepared to release it for immediate testing.</li> </ul>
Priority 3	<ul style="list-style-type: none"> <li>• A service problem that does not impact the Service; or</li> <li>• A single non-circuit specific quality of Service inquiry.</li> </ul>

### III. Service Availability

"Service Availability" is calculated as the total number of minutes in a calendar month less the number of minutes that the FIA Service is unavailable due to a Priority 1 Outage ("Downtime"), divided by the total number of minutes in a calendar month.

The following table contains examples of the percentage of Service Availability translated into minutes of Downtime for the 99.99% Service Availability Target:

Percentage by Days Per Month	Total Minutes / Month	Downtime Minutes
99.99% for 31 Days	44,640	4.5
99.99% for 30 Days	43,200	4.3
99.99% for 29 Days	41,760	4.2
99.99% for 28 Days	40,320	4

### IV. Mean Time to Restore ("MTTR")

The MTTR measurement for Priority 1 Outages is the average time to restore Priority 1 Outages during a calendar month calculated as the cumulative length of time it takes Spectrum Enterprise to restore an FIA Service following a Priority 1 Outage in a calendar month divided by the corresponding number of trouble tickets for Priority 1 Outages opened during the calendar month for the FIA Service.

MTTR per calendar month is calculated as follows:

Cumulative length of time to restore Priority 1 Outage(s) per FIA Service
Total number of Priority 1 Outage trouble tickets per FIA Service

### V. Latency / Frame Delay

Latency or Frame Delay is the average roundtrip network delay, measured every 5 minutes during a calendar month, unless measurement is not possible as a result of an Excluded Disruption, to adequately determine a consistent average monthly performance level for frame delay for each FIA Service. The roundtrip delay is expressed in milliseconds (ms).

Latency is calculated as follows:

$$\frac{\text{Latency/Frame Delay} = \text{Sum of the roundtrip delay measurements for an FIA Service}}{\text{Total \# of measurements for an FIA Service}}$$

**VI. Packet Loss / Frame Loss Ratio**

Packet Loss or Frame Loss Ratio is defined as the percentage of frames that are not successfully received compared to the total frames that are sent in a calendar month, except where any packet or frame loss is the result of an Excluded Disruption. The percentage calculation is based on frames that are transmitted from a network origination point and received at a network destination point.

Packet Loss / Frame Loss Ratio is calculated as follows:

$$\text{Packet Loss / Frame Loss (\%)} = 100 (\%) - \frac{\text{Frames Received (\%)}}{\text{Total \# of measurements for an FIA Service}}$$

**VII. Jitter / Frame Delay Variation**

Jitter or Frame Delay Variation is defined as the variation in delay for two consecutive frames that are transmitted (one-way) from a network origination point and received at a network destination point. Spectrum Enterprise measures a sample set of frames every 5 minutes during a calendar month, unless measurement is not possible as a result of an Excluded Disruption, and determines the average delay between consecutive frames within each sample set. The monthly Jitter / Frame Delay Variation is calculated as the average of all of the frame delay variation measurements during such calendar month and is expressed in milliseconds (ms).

Jitter / Frame Delay Variation is calculated as follows:

$$\text{Jitter / Frame Delay Variation} = \frac{\text{Sum of the Frame Delay Variation measurements for an FIA Service}}{\text{Total \# of measurements for an FIA Service}}$$

**VIII. Network Maintenance**

**Maintenance Notice:**

Customer understands that from time to time, Spectrum Enterprise will perform network maintenance for network improvements and preventive maintenance. In some cases, Spectrum Enterprise will need to perform urgent network maintenance, which will usually be conducted within the routine maintenance windows. Spectrum Enterprise will use reasonable efforts to provide advance notice of the approximate time, duration, and reason for any urgent maintenance outside of the routine maintenance windows.

**Maintenance Windows:**

Routine maintenance may be performed Monday – Friday 12 a.m. – 6 a.m. Local Time.

**IX. Remedies**

**Service Credits:**

If the actual performance of an FIA Service during any calendar month is less than the SLA Targets and Customer is in compliance with the terms of the Agreement and this SLA, then Customer may request credit equal to the corresponding percentage of monthly recurring charges for the Affected Service as set forth in the table below. Any credit to be applied will be off-set against amounts due from Customer to Spectrum Enterprise in the billing cycle following the date Spectrum Enterprise makes its credit determination. Credit requests must be submitted to Spectrum Enterprise within thirty (30) days of the calendar month in which the SLA Target was missed. Spectrum Enterprise will exercise commercially reasonable efforts to respond to such credit requests within thirty (30) days of receipt thereof.

Service Availability	Mean Time To Restore / "MTTR"	Latency / Frame Delay (Roundtrip)	Jitter / Frame Delay Variation	Packet Loss / Frame Loss
30%	> 4 hours ≤ 7:59:59 hours	4%	5%	5%
	> 8 hours	10%		

All SLA Targets are monthly measurements, and Customer may request only one credit per SLA Target per month for the Affected Service. Should one event impact more than one SLA hereunder, Customer shall receive the single highest of the qualifying credits only. Except as set forth below, the credits described in this SLA shall constitute Customer's sole and exclusive remedy, and Spectrum Enterprise's sole and exclusive liability, with respect to any missed SLA Targets. Service Credits hereunder shall not be cumulative per Service.

**Chronic Priority 1 Outages:**

If Customer experiences and reports three (3) separate Priority 1 Outages where the Downtime exceeds four (4) hours during each Priority 1 Outage within three (3) consecutive calendar months, then Customer may terminate the Affected Service without charge or liability by providing at least thirty (30) days written notice to Spectrum Enterprise; provided, however, that (i) Customer may only terminate the Affected Service; (ii) Customer must exercise its right to terminate the Affected Service by providing written notice to Spectrum Enterprise within thirty (30) days after the event giving rise to Customer's termination right; (iii) Customer shall have paid Spectrum Enterprise all amounts due at the time of such termination for all Services provided by Spectrum Enterprise pursuant to the Agreement, and (iv) the foregoing termination right provides the sole and exclusive remedy of Customer and the sole and exclusive liability of Spectrum Enterprise for chronic Priority 1 Outages and Customer shall not be eligible for any additional credits. Termination will be effective forty-five (45) days after Spectrum Enterprise's receipt of such written notice of termination.





# FY 2021 Coosa County Transportation Plan

## Coosa County

Date Approved by the Coosa County Commission: August 11, 2020

Date Amended by the Coosa County Commission: (If Applicable)



Map Index	Project No.	Road Name/Number	Begin		End		Project Details			Description of Work	Total Project Estimated Cost	Estimated Amount Planned To Be Utilized Under Competitive Bid	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.	Road Improvement Project	Bridge Improvement Project	Project Length (miles)								
1	RA-CCP 19-01-21	CR-77	32.991525	-86.034204	33.013855	-86.062764	X			Asphalt Pavement from CR-55 to SR-9	\$210,000.00			FAEF	\$495,631.99	\$400,000.00	
2	RA-CCP 19-02-21	CR-11	33.085765	-86.050601	33.105072	-86.060215	X			Surface Treatment from CR-7 to the City County Line	\$70,000.00			FAEF		\$210,000.00	
3	RA-CCP 19-03-21	CR-111	33.020047	-86.103750	33.049523	-86.082713	X			Surface Treatment from US-280 to CR-52	\$120,000.00			FAEF		\$70,000.00	
4	RA-CCP 19-04-21	CR-71	32.916935	-86.087155	32.942458	-86.065093	X			Asphalt Pavement from CR-56 north to SR-9	\$225,000.00			CRAF	\$225,000.00	\$120,000.00	
5	RA-CCP 19-05-21	CR-27	32.814014	-86.378270	32.841309	-86.397288	X			Surface Treatment from SR-221 to Winlock Point Road	\$110,000.00			CRAF	\$110,000.00		
6	RA-CCP 19-06-21	CR-56	33.021273	-86.290912	33.039732	-86.227390	X			Surface Treatment from Palmer Road to US-221	\$218,500.00			CRAF	\$160,631.99		
<b>Totals/Page Totals</b>			<b>Total Miles Addressed by CTP</b>				<b>(Total Mileage)</b>			<b>15.46</b>	<b>Total CTP Estimated Costs</b>	<b>\$953,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>Total CRAF/FAEF Remaining Estimated</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

Remarks

Project No. RA-CCP 19-06-21 will utilize \$160,631.99 CRAF and \$57,868.01 of regular gas tax revenue.

Project Length (miles) (This column is used for calculations only and should not be included in the printed document)

2.55	1.47	2.43	2.41	2.23	4.37	0	0	0	0	15.46
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DISCUSSION OF OPEN POSITION OF EMA DIRECTOR EFFECTIVE AUGUST 20, 2020 WITH DISCUSSION RELATING TO FEMA ADMINISTRATION RELATED TO APRIL 19, 2020 FEDERAL DECLARED DISASTER AND SAFETY DIRECTOR RESPONSIBILITIES.

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RANDALL DUNHAM TO TABLE THE ADVERTISEMENT FOR EMA DIRECTOR POSITION AND TO SET A SPECIAL MEETING BY PHONE ON TUESDAY, AUGUST 18, 2020 @ 8:30AM. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM TO GO INTO EXECUTIVE SESSION

**JOHN K. JOHNSON**

ATTORNEY AT LAW, P.C.

9704 U. S. HIGHWAY 231  
POST OFFICE BOX 434  
ROCKFORD, ALABAMA 35136-0434

JOHN K. JOHNSON  
jkj@jkjohnsonpc.com

August 11, 2020

TELEPHONE: 256-377-4784  
FACSIMILE: 256-377-4785

Members of the Coosa County Commission  
P. O. Box 10  
Rockford, Alabama 35136

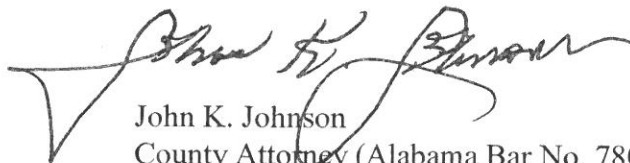
RE: Opinion on Applicability of Executive Session

Dear Coosa County Commission Members:

This is to advise the members of the Coosa County Commission that I have reviewed the matter on which the County Commission is considering convening an executive session for discussion with legal counsel regarding a legal matter and have determined that, in my legal opinion, this matter is appropriate for executive session under *Section 7(a)(3)* of Act No. 2005-40.

Pursuant to *Section 7(2)(3)* of Act No. 2005-40, a copy of this letter should be attached to the minutes of the County Commission meeting wherein the body considers a motion to convene an executive session to discuss this matter.

Sincerely,



John K. Johnson  
County Attorney (Alabama Bar No. 7804534J)

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RANDALL DUNHAM TO COME OUT OF EXECUTIVE SESSION.

DISCUSSION OF DEPARTMENT OF LABOR AUDIT FINDINGS RELATED TO THE SHERIFF'S OFFICE FOR THE PERIOD, MAY 26, 2018 THROUGH MAY 16, 2020

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM TO APPEAL FINDINGS RELATED TO LABOR DEPARTMENT AUDIT.

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY TODD ADAMS THE APPROVAL TO SEND OUT HIGHWAY DEPARTMENT FY21 BIDS FOR THE FOLLOWING ITEMS: ANNUAL PAVING, CEMENT, GASOLINE AND DIESEL, LIQUID ASPHALT, METAL PIPES, AND STONE BIDS FOR GRANITE & LIMESTONE. BID OPENINGS TO BE HELD AT THE REGULAR COMMISSION MEETING AT 11:00 AM ON TUESDAY, SEPTEMBER 8, 2020. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RONNIE JOINER THE APPROVAL TO PARTICIPATE IN ALABAMA CENSUS BOWL FOR SCHOOL PROGRAM AND NOMINATION OF CENSUS BOWL COUNTY COORDINATOR FOR ADECA TO COMMUNICATE WITH. UNANIMOUSLY APPROVED



## Alabama Census Bowl for Schools Program

### Summary of program

The Alabama Counts! Census Bowl for Schools program is designed to encourage greater self-response rates in the 2020 Census for households in the 32 lowest performing counties in Alabama. The state funds made available to the Alabama Department of Economic and Community Affairs (ADECA) will serve as the grant money through the program.

**Goal:** Increase 2020 Census self-participation rates in lowest 32 counties by organizing a grant competition where winning counties receive funds to distribute to all public-school systems within the county. The incentive for the county governments and school systems to promote and encourage competition is the ability to earn up to \$65,000 in grant money for local public schools by increasing census self-participation throughout the whole county, not just among the families of students.

A program kickoff will be held the week of Aug. 17 to review details with eligible counties.

### Grant for promotional materials

The county government will act as the fiscal agent and apply for participation in the program by completing and signing an application form stating that they understand the program rules and requirements and that they will adhere to the funding requirements.

**\$1,500 per county to help promote contest** - Each of the 32 participating county commissions will receive \$1,500 in August to help administer/promote the contest and census participation locally. While the county will be the fiscal agent, all school systems within the county are strongly encouraged to advocate for participation among students, teachers, parents/guardians and in the community as a whole.

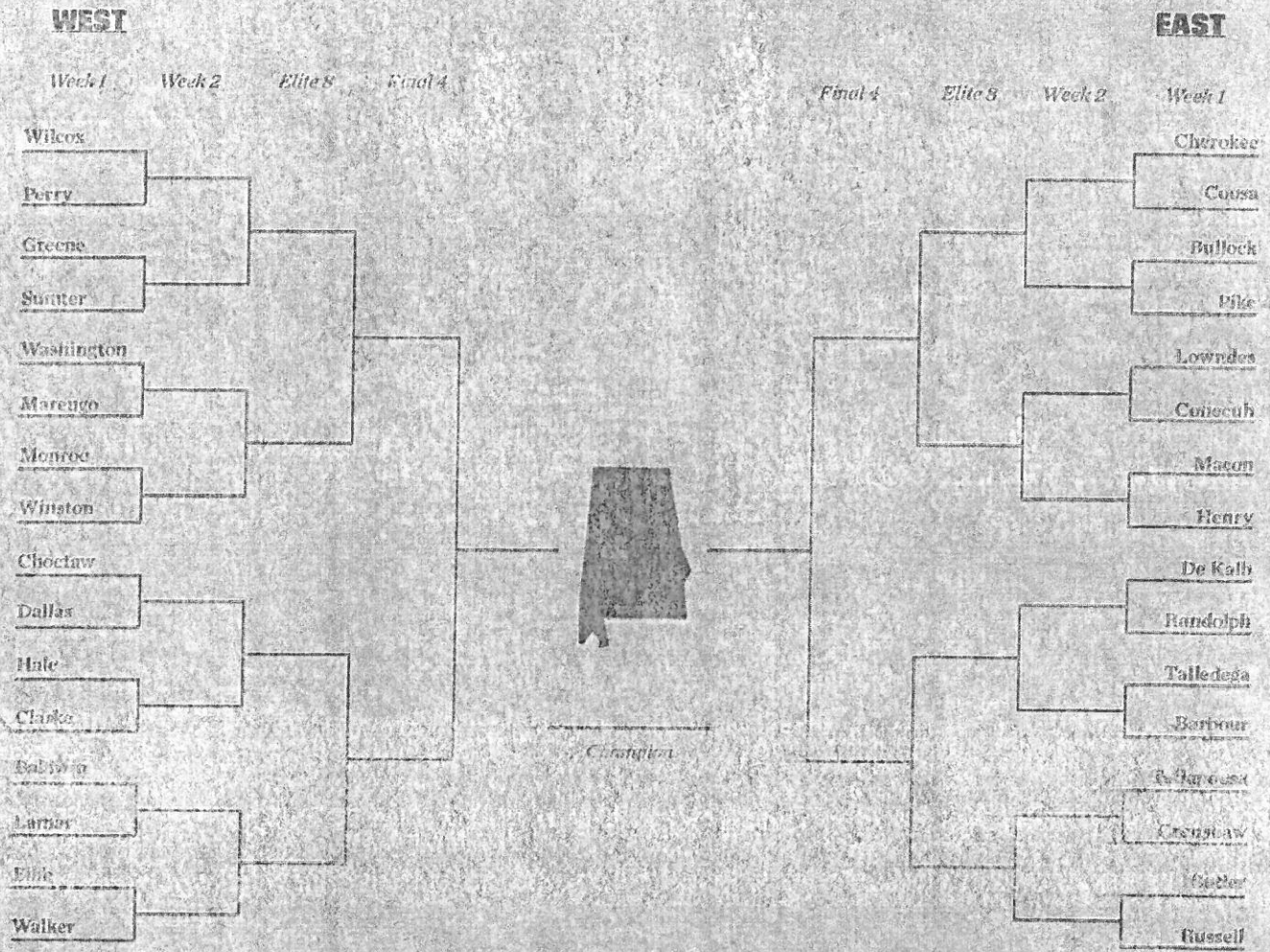
Along with the form, the eligible counties will supply the following information to ADECA/Big:

- Name, contact information and signature of County Commission Chairperson or other executive authorized to sign on behalf of the county.
- Name and contact information for person at the county who will be the primary program contact.
- Listing of all public-school systems and charter schools in the county along with total enrollment numbers for each school system.
- Letters of support from the county and public-school systems within the county.

## Competition format

- The 32 lowest-ranking counties in census self-participation rates will go head-to-head in a bracketed competition for four weeks starting on Wednesday, September 2, 2020 and ending on Wednesday, September 30, 2020.
- The state will be divided into 2 brackets: East Alabama (16 counties) and West Alabama (16 counties)
- The brackets as well as guidance and suggestions for promoting the contest locally will be posted to the website [www.alabama2020census.com](http://www.alabama2020census.com).
- Each week, counties will be paired with another county within their bracket having a similar response rate to compete head to head.
- Big Communications will prepare a graphic and post it to the Alabama Counts Facebook, Twitter and Instagram about the weekly match up.
  - o Week 1 Announcement
  - o Week 2 Announcement
  - o Elite 8
  - o Final 4
  - o Runner Up/Champion
- The county with the highest week-over-week increase in self-participation, based on Census Bureau self-participation data, will move on to the next round.
- In the event of a tie, a poll will be posted on the Alabama Counts Facebook, Twitter and Instagram Story for 24 hours. The county with the most votes will move forward to the next round.
- Results will be tabulated by the Alabama Census Bowl team on Wednesdays based on the Census Bureau's weekly Self-Response rate data report issued at 2 p.m. the prior Monday. ADECA/BIG will announce the weekly winners and set the next week's round by 10 a.m. each Wednesday during the contest at [www.alabama2020census.com](http://www.alabama2020census.com). Primary contacts for each county will also receive the results via email.
- Those counties that do not move on to the next round will be provided with the Program Closeout Documents.

See bracket below.



**Winners**

- The competition will continue for four rounds and prizes will be awarded in October. Those eligible for prizes are the counties that win the first two rounds. After the third round, the counties not moving on but finishing in 3<sup>rd</sup> and 4<sup>th</sup> place in their bracket will win \$20,000 each. (4 prizes of \$20,000 = \$80,000)
- The final four counties in competition round 4 will compete for their bracket grand prize of \$45,000! The second-place county in each bracket will win \$30,000. (two second place for \$60,000 plus two bracket Champions for \$90,000)
- The bracket-winning county with the highest self-participation increase during the four-week contest period (Sept. 2 – Sept. 30) will win the State Championship and an additional \$20,000 with statewide bragging rights for 10 years.
- This means the state champion wins \$65,000 total and the runner-up still gets \$45,000.

## Distribution of funds

ADECA will award the prize funds to the County Commission. The County Commission determines the distribution of funds among K-12 public school systems in their county based on the number of students. School systems allocate funds to support activities, equipment, programs or upgrades to benefit students at schools within that system. The school systems then report use of funds to county, and the county reports to ADECA for grant close-out purposes.

This method allows local control of the prize money to go where county and school systems deem it most needed to benefit students.

## Eligible uses of funds

School systems must use the funds for programs or projects that directly benefit students. Eligible items include classroom supplies and materials, equipment upgrades, new technology or learning software. The funds cannot be used for salaries, central office equipment or upgrades. The grant funds will be supplied to the winning counties once appropriate paperwork is completed, returned to ADECA and reviewed by the grant program manager, including a detailed breakdown of how much the county will distribute to school systems. Counties will be required to turn in a simple report of grant expenditures by school systems no later than May 1, 2021.

## Timeline

**August 6** – Eligible counties notified of participation in the program by ADECA and receive invitation to Program Kickoff via email to County Commission Chairs.

**August 17, 2 p.m.** – ADECA/BIG to host virtual kickoff meeting via Zoom to review rules, website and promotional materials developed. Anticipated deadline for grant documents to be turned in.

**August 18** – Target date for release of \$1,500 to counties who have completed application document.

**August 18 – September 1** – Counties and schools formulate promotional ideas and strategies to maximize count

**Wednesday, September 2** – Contest begins

**Wednesday, September 9** – Week 1 results announced, Week 2 begins

**Wednesday, September 16** – Week 2 results announced, Elite 8 begins

**Wednesday, September 23** – Elite 8 Runner Ups announced, Final 4 begins

**Wednesday, September 30** – Final 4 Runner Ups announced, Second Place announced, and Census Bowl Champion crowned (based on overall increase of response rate during total contest period).

**Wednesday, September 30** - Deadline for expenditures from \$1,500 grant payments, 2020 Census ends

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RONNIE JOINER THE APPROVAL TO NOMINATE BERTHA MCELRATH AS THE CENSUS BOWL COUNTY COORDINATOR FOR ADECA TO COMMUNICATE WITH. UNANIMOUSLY APPROVED

DISCUSSION OF 5-8 COUNTY LEADERS THAT CAN JOIN THE AUGUST 17<sup>TH</sup> ALABAMA CENSUS BOWL KICKOFF.

**OLD BUSINESS**

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY RANDALL DUNHAM TO TABLE THE APPROVAL OF APPOINTMENT OF INDIVIDUAL TO THE COOSA COUNTY DEPARTMENT OF HUMAN RESOURCES' BOARD FOR A SIX YEAR TERM BEGINNING SEPTEMBER 1, 2020. UNANIMOUSLY APPROVED

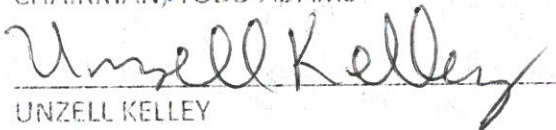
**MOTION TO ADJOURN**


MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM TO ADJOURN. UNANIMOUSLY APPROVED

MINUTES APPROVED THIS 8th DAY OF SEPTEMBER, 2020.

  
CHAIRMAN, TODD ADAMS

  
VICE CHAIRMAN, BERTHA K. MCELRATH

  
UNZELL KELLEY

  
RANDALL DUNHAM

  
RONNIE JOINER



**SPECIAL SESSION  
COOSA COUNTY COMMISSION**

**Tuesday, August 18, 2020  
8:30 AM by Phone**

**WELCOME  
INVOCATION/PLEDGE  
CALL TO ORDER  
COMMISSION ROLL CALL  
AGENDA APPROVAL**

**OLD BUSINESS**

- (1) Approval of ReBuild AL Plans for FY21 – Engineer Eason
- (2) Discussion of Open EMA position – Chairman Adams/Administrator Graham
- (3) Approval to Advertise EMA position – Chairman Adams.

**ADJOURN**



**MINUTES****COOSA COUNTY COMMISSION-SPECIAL MEETING****AUGUST 18, 2020****8:30 by Phone****CALL TO ORDER**

THE COOSA COUNTY COMMISSION MET FOR A SPECIAL CALLED MEETING BY PHONE ON AUGUST 18, 2020 WITH TODD ADAMS, CHAIRMAN, PRESIDING.

**COMMISSION ROLL CALL**

COMMISSIONER ROLL CALL CONSISTED OF CHAIRMAN TODD ADAMS, VICE CHAIR BERTHA MCELRATH, UNZELL KELLEY, RANDALL DUNHAM AND RONNIE JOINER.

**INVOCATION**

INVOCATION WAS GIVEN BY COMMISSIONER RANDALL DUNHAM.

**OLD BUSINESS**

DISCUSSION OF APPROVAL OF REBUILD AL PLANS ALREADY APPROVED AT AUGUST 11<sup>TH</sup> COMMISSION MEETING. NO OTHER ACTION TAKEN.

DISCUSSION OF OPEN EMA POSITION AND OPTIONS FOR FUTURE HIRE.

3630

MOTIONED BY CHAIRMAN TODD ADAMS AND SECONDED BY RANDALL DUNHAM TO ADVERTISE EMA DIRECTOR PART-TIME POSITION (UP TO 29 HRS PER WEEK). MOTION APPROVED. UNZELL KELLEY VOTED NO.

## COOSA COUNTY JOB DESCRIPTION

Job Title: Director, EMA  
Department: Emergency Management Agency (EMA)  
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: County Commission  
Subordinate Staff: Deputy EMA Director  
Other Internal Contacts: All County Departments  
External Contacts: General Public; Department of Homeland Security; Alabama EMA; First Responders; Hospitals; Other Medical Facilities; Alabama Department of Public Health; Alabama Department of Environmental Management; Volunteers; CDC; Alabama Association of Volunteer Fire Departments; Department of Human Resources; Department of Public Safety; Coosa Public Health Department; ALDOT; Alabama Department of Wildlife Management; ADECA; FEMA; and E-911

### Job Summary

Under the general oversight of the County Commission, the employee leads the emergency response effort for Coosa County. The employee supervises EMA employees and volunteers, providing direction and delegating responsibilities. The employee develops and implements emergency plans for a variety of emergency situations, and completes the required documentation and reports as required. The employee disseminates emergency preparedness information to the public. The

employee also coordinates the response to emergencies and activates the emergency operations center. The employee also serves as Safety Coordinator, ensuring the training and compliance of County departments and employees with insurance company guidelines and regulations.

### 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: Supervision.** The employee provides administrative oversight of EMA employees.

1. Approves and signs leave slips and time cards.
2. Ensures employee receives and attends appropriate training; keeps records of completion of training courses.
3. Makes recommendations to the County Commission for the hiring of new employees.
4. Conducts performance evaluations of employee; recommends pay adjustments as needed.

**ESSENTIAL FUNCTION: Emergency Preparation.** The employee develops and implements emergency plans for a variety of emergency situations.

1. Organizes emergency exercises three times per year.
2. Conducts tests of warning systems (i.e. Emergency Broadcast System).
3. Updates emergency plans and procedures for disasters as required.
4. Coordinates various emergency response agencies and shelters and keeps them up-to-date regarding changes in emergency plans and operations.
5. Meets with school officials to discuss and review school emergency plans and procedures; makes recommendations for changes or improvements.
6. Monitors weather and remains in contact with the National Weather Service.
7. Monitors County participation for maintaining EMA credit.

**ESSENTIAL FUNCTION: Administration.** The employee performs completes and submits administrative documentation and reports.

1. Prepares and submits quarterly plans for emergency systems.
2. Prepares activities results lists.

3. Keeps records of telephone numbers for city and county emergency response agencies.
4. Submits reports regarding emergency exercise activities.
5. Keeps accurate records of site information requirements for disaster application centers.
6. Prepares operational budget for Emergency Management Agency for submission to County Commission and AEMA.
7. Ensures maintenance of equipment inventory records and property receipts for all equipment purchased by the EMA.
8. Pursues various types of grants to purchase equipment, supplies, etc. for the purpose of improving the emergency management program.
9. Develops and maintains mutual aid agreements with private sector and other counties.
10. Coordinates training in accordance with FEMA grant programs.
11. Negotiates EMA, disaster, and specialized services.

**ESSENTIAL FUNCTION: Public Information.** The employee disseminates emergency preparedness information and keeps the public informed of emergency planning initiatives.

1. Speaks to community groups regarding emergency plans and procedures.
2. Attends training courses to obtain information.
3. Serves on various boards and committees to obtain and exchange information pertaining to emergency management.

**ESSENTIAL FUNCTION: Emergency Coordination/Operations.** The employee leads the coordination of emergency response for Coosa County.

1. Serves as the County Flood Plain Manager.
2. Coordinates support to on-scene commanders.
3. Collaborates with state EOC.
4. Assesses damage at disaster sites.
5. Completes applications for disaster relief grants and aid from various agencies.
6. Coordinates various emergency response agencies and shelters to manage emergencies.
7. Identifies points of distribution sites in Coosa County for the receipt and distribution of food, water, etc. to disaster victims; submits to AEMA.
8. Ensures proper activation of emergency notification systems to include sirens and tone alert radios.
9. Provides direction and control in EOC operations.
10. Advises public officials and department heads of appropriate actions to take during response and recovery phases of disaster.
11. Performs other duties as required.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County rules, regulations, and policies.
2. Considerable knowledge of methods, techniques, and practices of emergency management, with emphasis on planning, operations, logistics, preparedness, population protection, and communications.
3. Knowledge of computer software to include general office software.
4. Knowledge of basic bookkeeping principles.
5. Knowledge of disaster recovery and mitigation.
6. Verbal skills to effectively communicate to public groups.
7. Writing skills to complete reports and create official documents.
8. Reading skill to comprehend instructions, warnings, and other information.
9. Math skills to perform mathematical operations efficiently.
10. Problem solving skills to effectively handle crisis situations.
11. Ability to prepare clear and concise oral and written communications, including correspondence, plans, and procedures.
12. Ability to effectively communicate in person, over the telephone, and on various communication devices.
13. Ability to effectively deal with different people and environments.
14. Ability to develop and interpret charts and maps.
15. Ability to supervise the work of others for the effective operation of the department.
16. Ability to use modern office methods, techniques and equipment.
17. Ability to use multi-line telephones.
18. Ability to speak and make presentations in public.
19. Ability to handle stressful situations and use good judgment.
20. Ability to use computers and office productivity software.
21. Ability to conduct training classes.
22. Ability to work independently, without close supervision.
23. Ability to work long hours and remain alert during emergency operations.
24. Ability to organize files, plans, and important documents.
25. Ability to safely drive.

### Minimum Qualifications

1. Possession of an Associate's Degree in any related field.
2. At least five years' experience in the field of emergency management, first response, logistics, or related field; 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. Ability to complete Certified Local Emergency Manager (CLEM) certification within 1 year.
4. Possession of a current and valid driver's license.
5. Ability to obtain Flood Plain Manager Certification within 1 year.
6. Ability to be on-call 24/7 and work non-standard hours.
7. Ability to travel.

### 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 high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.



The Coosa County Commission is accepting applications and resumes for a position as Part Time EMA Director/Safety Coordinator. **Essential Functions:** Supervision; Emergency Preparedness/Coordination/Operations; Administration; Safety Coordinator; Public Communication/Information. **Minimum Qualifications:** Associate Degree in any related field; have knowledge of Coosa County roads and waterways; possess a valid driver's license; Maintain nonstandard hours as needed; Ability to travel. Preferable work experience in emergency management, first response, logistics, or related field; or any combination of education, training and experience demonstrating knowledge, skills and ability related to this position; effective public communication; prepare clear and concise oral and written communication via multiple communicational devices; develop and interpret charts and maps. A detailed job summary is available at the Coosa County Commission office for review. **Applications are at the Coosa County Commission Office, 9709 US Highway 231, Rockford, Alabama, 35136 and will be accepted until 4:00 PM (Date). The Coosa County Commission is an Equal Opportunity Employer.**

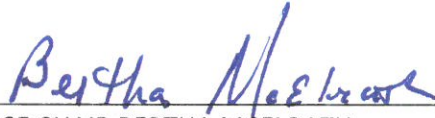
**MOTION TO ADJOURN**

MOTIONED BY VICE CHAIR, BERTHA MCELRATH AND SECONDED BY COMMISSIONER UNZELL KELLEY TO ADJOURN. UNANIMOUSLY APPROVED

MINUTES APPROVED THIS 8TH DAY OF SEPTEMBER, 2020.



CHAIRMAN TODD ADAMS



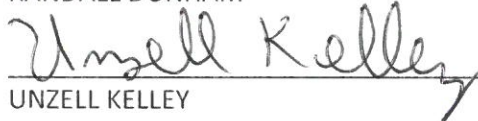
VICE CHAIR BERTHA MCELRATH



RANDALL DUNHAM



RONNIE JOINER



UNZELL KELLEY

**AGENDA**  
**COOSA COUNTY COMMISSION**  
**September 8, 2020**  
**9:30 Regular Commission Meeting**

**WELCOME****PUBLIC COMMENTS:****ELECTED OFFICIAL COMMENT:****CALL TO ORDER****COMMISSION ROLL CALL****INVOCATION, PLEDGE OF ALLEGIANCE****APPROVE AGENDA****READING OF MINUTES****AWARDS AND PRESENTATIONS Resolution Honoring Luverne Kelly-Whetstone's 100<sup>th</sup> Birthday Celebration****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).

**Opening of Highway Department Annual Bids at 11 am****NEW BUSINESS**

- (1) Discussion of Coosa County Cooperative Extension Appropriation request for FY2021 – County Extension Agent Haynes
- (2) Approval of Requests for FY21 Appropriations – Administrator Graham
- (3) Discussion of County Budget Proposals (Orig Requested and Revised)-Officials/Admin
  - a. County Commission
  - b. Revenue Commission
  - c. Reappraisal
  - d. Sheriff
  - e. Jail
  - f. Probate Office
  - g. Highway
  - h. EMA, Nutrition, Public Transportation, Maintenance
- (4) Approval of Date to Approve Final Budget – Chairman Adams
- (5) Approval to follow State of Alabama CY20 and CY21 State Holiday Schedule – Chairman Adams
- (6) Approval to designate First Bank of Rockford as the official depository for all accounts of Coosa County – Chairman Adams

- (7) Approval to set a time and day for EMA Director Interviews – Chairman Adams
- (8) Discussion of Roads to include in a CDBG grant proposal – Commissioner Kelley/Engineer Eason
- (9) Approval of Roads to include in CDBG grant proposal – Commissioner Kelley/Engineer Eason
- (10) Approval of the State-Local Disaster Assistance Agreement – Engineer Eason/Asst Eng. Neighbors
- (11) Discussion of FY21 Contracts (Final Approval at next meeting in September) – Attorney Johnson
- (12) Discussion of Census Bowl and Benefit to the Board of Education – Vice Chair McElrath
- (13) Discussion of “10 Million Annual Local Road and Bridge Program” – Commissioner Kelley/Engineer Eason
- (14) Action regarding “10 Million Annual Local Road and Bridge Program” – Commissioner Kelley/Engineer Eason
- (15) Discussion of A-Trip II Program.-Commissioner Kelley/Engineer Eason
- (16) Action regarding A-Trip II Program-Commissioner Kelley/Engineer Eason
- (17) Approval of Decision regarding FY21 rate increase in order to prepare final budgets-Administrator Graham
- (18) Approval to renew Administrator’s contract retroactive to August 18, 2020 through December 31, 2022 at annual rate of \$65000 per fiscal year.- Chairman Adams

#### OLD BUSINESS

- (1) Approval of Appointment of Mrs. Lattie Hardy to the Coosa County Department of Human Resources’ Board for a six year term beginning September 1,2020 – Chairman Adams

#### STAFF REPORTS

Administrator –

Attorney-

Courthouse Maintenance-

Engineer-

#### DISCUSSION ITEMS BY COMMISSIONERS

ADJOURN

**MINUTES****COOSA COUNTY COMMISSION****SEPTEMBER 8, 2020****9:30 AM REGULAR COMMISSION MEETING****ELECTED OFFICIAL COMMENT****CALL TO ORDER**

THE COOSA COUNTY COMMISSION MET AT THE COOSA COUNTY COURTHOUSE SEPTEMBER 8, 2020 FOR ITS REGULAR MEETING WITH CHAIRMAN TODD ADAMS, PRESIDING.

**COMMISSION ROLL CALL**

COMMISSIONER ROLL CALL CONSISTED OF CHAIRMAN-TODD ADAMS, VICE CHAIR BERTHA K. MCELRATH, UNZELL KELLEY, RANDALL DUNHAM, AND RONNIE JOINER.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

INVOCATION WAS GIVEN BY COMMISSIONER RANDALL DUNHAM. THE PLEDGE OF ALLEGIANCE WAS SAID BY ALL IN ATTENDANCE.

**APPROVE AGENDA**

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY RONNIE JOINER TO APPROVE THE AGENDA. UNANIMOUSLY APPROVED

AWARDS AND PRESENTATIONS  
RESOLUTION HONORING LUVERNE KELLY-WHETSTONE

*Resolution*

*Whereas, Luverne-Kelly Whetstone was born on September 1, 1920 to the Late Johnnie and Cora Marbury-Kelly in the Socapatoy Community of Coosa County; and*

*Whereas, she accepted Christ at an early age and has served as a Faithful Member of Kellyton Chapel United Methodist Church in Kellyton, AL; and*

*Whereas, she married the Late Coley Whetstone Sr. and to their Union six children were born Ruthie, Margie, Coley Jr., Clyde, Regina, and Jather; and*


*Whereas, during her 100 years she has contributed to the Community by working as a homemaker, caretaker, Chancel Choir Treasurer and a volunteer at the Goodwater Senior Center; and*

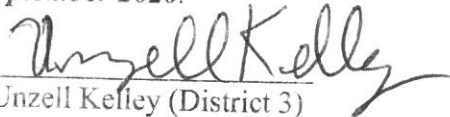
*Whereas, recognizing that our Senior Citizens have experienced and contributed to more social and technological changes in their Lifetimes than any other preceding generation; and*

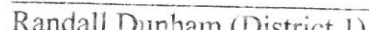
*Whereas, it is appropriate that we express our Gratitude by Honoring her as a Treasured Member of Coosa County for her lifetime of dedication, sacrifice, and accomplishments;*


*Now, Therefore, Be it resolved, by the powers of the Coosa County Commission, all members concurring; that we do hereby Honor Luverne Kelly-Whetstone on the Occasion of her 100<sup>th</sup> Birthday on September 1, 2020.*

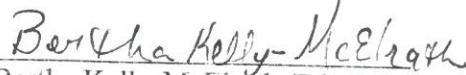
*Passed and Adopted this the 8<sup>th</sup> Day of September 2020.*

  
Todd Adams, Chairman (District 5)

  
Unzell Kelley (District 3)

  
Randall Dunham (District 1)

  
Ronnie Joiner (District 4)

  
Bertha Kelly-McElrath (District 2)

**READING OF MINUTES**

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM TO DISPENSE READING OF MINUTES. UNANIMOUSLY APPROVED

**CONSENT AGENDA**

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM TO APPROVE FOR THE CHAIRMAN, VICE CHAIRMAN AND ADMINISTRATOR TO AUTHORIZE TO ISSUE AND SIGN CHECKS FOR PAYMENT OF MONTHLY EXPENSES AND PAYROLL. UNANIMOUSLY APPROVED

MOTION TO APPROVE CHANGES IN EMPLOYEES: JOB DESCRIPTION, SALARY, WORK HOURS, STATUS (INCLUDING BUDGET APPROVED RAISES).

## 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](mailto:office@coosaso.com) \* Website: [www.coosacountyso.org](http://www.coosacountyso.org)




# MEMO

To: Coosa County Commission  
 From: Coosa County Sheriff's Office  
 Date: August 26, 2020  
 Re: Belinda Sue Hill – End of Probation

**MESSAGE:** New Hire

Effective August 10, 2020, Belinda S. Hill has completed her six (6) months' probation. Her rate of pay will remain the same and she is entitled to receive her leave hours.

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

  
 Michael Howell, Sheriff

08/26/2020  
 Date

RECEIVED  
 COOSA COMMISSION

AUG 27 2020

PO BOX 10

# 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](mailto:office@coosaso.com) \* Website: [www.coosacountyso.org](http://www.coosacountyso.org)



# MEMO

To: Coosa County Commission  
From: Michael Howell, Sheriff  
Date: August 14, 2020  
RE: William Chase Reed – Resignation

**MESSAGE:**

William Chase Reed has resigned his position as Deputy Sheriff as of today, August 14, 2020. Attached is Reed's resignation letter, request for any accrued vacation, comp time, and insurance premiums are attached to this memo. When Deputy Reed returns his property, a memo will be sent to your office.

  
Michael Howell, Sheriff

08/14/2020  
Date

RECEIVED  
COOSA COMMISSION

AUG 17 2020

PO BOX 10



# COOSA COUNTY JUDGE OF PROBATE

## JUDGE: RICHARD M. DEAN



August 14, 2020

RE: Hire of Rebecca Diane Lewis for Coosa County Licensing Office Position

To: Coosa County Commission Administrator  
Rockford, Alabama 35136

1. This letter is to notify you we have selected Mrs. Rebecca Diane Lewis to fill the Judge of Probate's Licensing Office Clerk's position effective Tuesday, August 25, 2020. As noted in the attached recommendation letter from Licensing Administrator Caldwell, Mrs. Lewis has excellent office management experience, but must learn many aspects of the Licensing Office Clerk's position to be truly effective.
2. Mrs. Lewis' hourly rate of salary effective August 25, 2020, will be \$10:00. Because of the complexity and broad scope of the job, there will be incremental increases (detailed in Paragraph 3) as Mrs. Lewis (1) becomes more proficient in the job; (2) attains the required training related to licensing and probate functions; and (3) obtains the Licensing Administrator's recommendation and Judge of Probate's written approval and verification that all the conditions for each increase listed in this paragraph have been met.
3. Six months from the effective date listed in paragraph 1, if progression and learning has been satisfactory, the hourly salary may increase by \$0.50; eighteen (18) months after initial hire and with the appropriate recommendations and approval, Mrs. Lewis' hourly salary may be increased again by \$0.75. The amounts of these incremental increases over the 18-month period are to be as stated and contingent upon satisfactorily meeting all requirements listed in paragraph 2.
4. Attached is Mrs. Lewis' resume, county job application, a copy of the Licensing Clerk's job description signed by Mrs. Lewis indicating she has read and understands the job requirements, and other documents used in the hiring process. Please take appropriate action to hire Mrs. Lewis and place this letter and accompanying documents in her personnel file.

RECEIVED  
COOSA COMMISSION  
AUG 18 2020

Respectfully,

Richard M. Dean

**NEW BUSINESS**

DISCUSSION OF COOSA COUNTY COOPERATIVE EXTENSION APPROPRIATION REQUEST FOR FY2021

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY RANDALL DUNHAM THE APPROVAL OF REQUESTS FOR FY21 APPROPRIATIONS. UNANIMOUSLY APPROVED

**Coosa County Commission****FY21 Appropriations**

	<b>Requests</b>
East Alabama RPDC	5,622
Lake Martin Economic Development Alliance	29,381
Coosa Valley RC&D	300
Coosa Soil and Water Conservation	1,500
Boys and Girls Club of America – Goodwater	500
Peace and Goodwill Center	1,500
Goodwater Senior Center	1,500
TaiteCoosa Aid to People	500
Coosa County BOE	7,125
Alabama Cooperative Extension Service	15,000
TOTAL	\$62,928

DISCUSSION OF COUNTY BUDGET PROPOSALS.

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY UNZELL KELLEY THE APPROVAL OF SEPTEMBER 28, 2020 DATE TO SET FINAL BUDGET. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY BERTHA MCELRATH  
THE APPROVAL TO FOLLOW STATE OF ALABAMA CY20 AND CY21 STATE HOLIDAY SCHEDULE.  
UNANIMOUSLY APPROVED

State of Alabama  
2020  
Official State Holidays

<u>Holiday</u>	<u>Date in 2020</u>
New Year's Day	January 1
Robert E. Lee Martin Luther King, Jr.'s Birthday	January 20
George Washington Thomas Jefferson's Birthday	February 17
Mardi Gras *	February 25
Confederate Memorial Day	April 27
National Memorial Day	May 25
Jefferson Davis' Birthday	June 1
Fourth day of July **	July 4
Labor Day	September 7
Columbus Day Fraternal Day American Indian Heritage Day	October 12
Veterans' Day	November 11
Thanksgiving ***	November 26
Mrs. Rosa L. Parks Day **** (Commemoration Only)	December 1
Christmas Day	December 25

\* Mardi Gras is observed only in Baldwin and Mobile Counties. All other State employees are granted one personal leave day each year if in employment status on January 1.

\*\* As the Fourth day of July falls on Saturday, offices will be closed on Friday, July 3, 2020.

\*\*\* Upon designation by the Governor.

\*\*\*\* December 1 of each year is designated as Mrs. Rosa L. Parks Day to commemorate her accomplishments. Each resident of Alabama is encouraged to observe the day with suitable activities.



STATE OF ALABAMA  
2021  
OFFICIAL STATE HOLIDAYS

Friday, January 1.....	New Year's Day
Monday, January 18.....	Martin Luther King, Jr & Robert E. Lee's Birthday
Monday, February 15.....	George Washington & Thomas Jefferson's Birthday
Tuesday, February 16.....	Mardi Gras*
Monday, April 26.....	Confederate Memorial Day
Monday, May 31.....	National Memorial Day
Monday, June 7.....	Jefferson Davis' Birthday
Sunday, July 4.....	Fourth day of July <i>(Observed Monday, July 5)</i>
Monday, September 6.....	Labor Day
Monday, October 11.....	Columbus Day & Fraternal Day & American Indian Heritage Day
Thursday, November 11.....	Veterans' Day
Thursday, November 25.....	Thanksgiving**
Wednesday, December 1.....	Mrs. Rosa L. Parks Day*** <i>(Commemoration Only)</i>
Saturday, December 25.....	Christmas Day <i>(Observed Friday, December 24)</i>

- \* Mardi Gras is observed only in Baldwin and Mobile Counties. All other State Employees are granted one personal leave day each year if in employment status on January 1.
- \*\* Upon designation by the Governor.
- \*\*\* December 1 of each year is designated as Mrs. Rosa L Parks Day to commemorate her accomplishments. Each resident of this state is requested to observe the day with appropriate activities.

*Holidays that fall on Sunday are observed on Monday; holidays that fall on Saturday are observed on Friday.*

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY RANDALL DUNHAM THE APPROVAL TO DESIGNATE FIRST BANK OF ROCKFORD AS THE OFFICIAL DEPOSITORY FOR ALL ACCOUNTS OF COOSA COUNTY. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY THE DATE OF SEPTEMBER 28, 2020 FOR EMA INTERVIEWS. UNANIMOUSLY APPROVED

DISCUSSION OF ROADS TO INCLUDE IN A CDBG GRANT PROPOSAL.

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH TO TABLE THE APPROVAL OF ROADS TO INCLUDE IN CDBG GRANT PROPOSAL.  
UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM THE  
 APPROVAL OF THE STATE LOCAL DISASTER ASSISTANCE AGREEMENT.  
 UNANIMOUSLY APPROVED

## STATE-LOCAL DISASTER ASSISTANCE AGREEMENT

(Alabama Emergency Management Agency)

**DISASTER:** FEMA 4554-DR-AL

**CFA #** 097.036

**APPLICANT NAME:** Coosa County Commission

**APPLICATION NO. :** PA 037-99037-00

**TYPE DISASTER:** Severe Storms, Straight-Line Winds, and Tornadoes

**INCIDENT PERIOD:** April 19, 2020-April 19, 2020

**COST SHARES:** FEDERAL 75% STATE 12.5% APPLICANT 12.5%

\*If the Federal Share changes from 75%, the Non-Federal Share will be divided equally between the State and the applicant.

This agreement between the State of Alabama and the applicant shall be effective on the date signed by the State and the Applicant. It shall apply to all assistance funds provided by or through the State to the Applicant as a result of the above referenced disaster and incident period.

The designated representative of the Applicant certifies that:

1. The representative has legal authority to apply for assistance on behalf of the Applicant.
2. The Applicant will provide all necessary financial and managerial resources to meet the terms and conditions of receiving federal and state disaster assistance.
3. The Applicant will use disaster assistance funds solely for the purpose for which these funds are provided and as approved by the Governor's Authorized Representative.
4. The Applicant will follow all the guidelines listed in the FEMA State Agreement-4554-DR-AL.
5. The Applicant will use the disaster assistance funds solely for the purposes for which these funds are provided and as approved by the Governor's Authorized Representative/State EMA Director or his or her designee. Allowable costs shall be determined in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 44 CFR §206. For small projects only, any funds not used for the purposes for which the funds were granted must be used in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 44 CFR §206.
6. The Applicant will establish and maintain a proper accounting system to record revenues and expenditures of disaster assistance funds in accordance with generally accepted accounting standards and OMB Regulation 2 CFR Part 200 as applicable.
7. The applicant will give state and federal agencies designated by the Governor's Authorized Representative, access to and the right to examine all records and documents related to use of disaster assistance funds.
8. The Applicant will return to the State, within fifteen days of such request by the Governor's Authorized Representative, any advance funds which are not supported by audit or other federal or state review of documentation maintained by the Applicant.
9. The applicant will comply with all applicable codes and standards in completion of eligible repair or replacement of damaged public facilities.
10. The Applicant will comply with all applicable provisions of federal and state law and regulation in regard to procurement of goods and services and to contract for repair or restoration of public facilities.
11. The Applicant will begin and complete all items of work within the time limits established by the Governor's Authorized Representative in agreement with all applicable Federal regulations.
12. The Applicant will comply with all federal and state statutes and regulations relating to nondiscrimination.

- 13. The Applicant will comply with provisions of the Hatch Act limiting the political activities of public employees.
- 14. The Applicant will comply with regulations implementing the Drug-Free Workplace Act of 1988, CFR Part 17, Subpart F.
- 15. The Applicant will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973 which may require purchase of flood insurance for some costs over \$5000.
- 16. The Applicant will not enter into cost-plus-percentage-of-cost contracts for completion of disaster restoration or repair work.
- 17. The Applicant will not enter into contracts for which payment is contingent upon receipt of state or federal disaster funds.
- 18. The Applicant will not enter into any contract with any party which is debarred or suspended from participation in federal assistance programs.
- 19. The Applicant will submit quarterly progress reports on all open large projects. No additional funds will be distributed if quarterly reports are not received in a timely manner.
- 20. The Applicant will obtain insurance on damaged facilities as outlined in 44 CFR § 206.253.
- 21. The Applicant shall comply with 2 CFR § 200.500-§500.521 (Subpart F), Single Audit Requirements and will provide copies of audit reports when issued, Non-Federal Audits. All audit reports should be forwarded to the Governor's Authorized Representative, Attention: Public Assistance.
- 22. The Applicant will provide copies of every audit report issued on the entity at the time of its receipt to:

State of Alabama  
 Dept. of Examiners of Public Accounts  
 PO Box 302251  
 Montgomery, AL 36130-2251  
 ATTN: Audit Report Repository

and

State of Alabama  
 Emergency Management Agency  
 PO Drawer 2160  
 Clanton, AL 35046-2160  
 ATTN: Public Assistance Officer

Signed for the Applicant:

Todd J Adams, Chairman  
 Name and Title

Todd J Adams  
 Signature

9/8/2020  
 Date

Signed for the State:

\_\_\_\_\_  
 Governor's Authorized Representative

\_\_\_\_\_  
 Date

DISCUSSION OF FY21 CONTRACTS (FINAL APPROVAL AT NEXT MEETING 9/28/2020).

DISCUSSION OF CENSUS BOWL AND BENEFIT TO THE BOARD OF EDUCATION.

DISCUSSION OF "10 MILLION ANNUAL LOCAL ROAD AND BRIDGE PROGRAM."

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RONNIE JOINER TO TABLE ACTION REGARDING "10 MILLION ANNUAL LOCAL ROAD AND BRIDGE PROGRAM. UNANIMOUSLY APPROVED

DISCUSSION OF A-TRIPPII PROGRAM

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY TODD ADAMS THE APPROVAL OF ACTION REGARDING THE A TRIPII PROGRAM. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM TO GIVE ALL EMPLOYEES INCLUDING OFFICIALS A 50 CENT PER HOUR WAGE INCREASE EFFECTIVE 10-1-2020 IN ORDER TO PREPARE FINAL BUDGET. UNANIMOUSLY APPROVED


MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RONNIE JOINER THE APPROVAL TO RENEW ADMINISTRATOR'S CONTRACT RETROACTIVE TO AUGUST 18, 2020 AND EXTENDING THROUGH DECEMBER 31, 2022. UNANIMOUSLY APPROVED

**OLD BUSINESS**

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY BERTHA MCELRATH THE APPROVAL TO APPOINT MRS. LATTIE HARDY TO THE COOSA COUNTY DEPARTMENT OF HUMAN RESOURCES BOARD FOR A SIX YEAR TERM BEGINNING SEPTEMBER 1, 2020. UNANIMOUSLY APPROVED


**RECESS UNTIL SEPTEMBER 28, 2020**

MINUTES APPROVED THIS 13th DAY OF OCTOBER, 2020.

  
\_\_\_\_\_  
CHAIRMAN, TODD ADAMS

  
\_\_\_\_\_  
VICE CHAIRMAN, BERTHA K. MCELRATH

  
\_\_\_\_\_  
UNZELL KELLEY

  
\_\_\_\_\_  
RANDALL DUNHAM

  
\_\_\_\_\_  
RONNIE JOINER



**AGENDA**  
**COOSA COUNTY COMMISSION**  
**September 28, 2020 9:30 am**  
**Continuation of September 8, 2020**  
**Regular Commission Meeting**

**WELCOME**

:

**CALL TO ORDER****COMMISSION ROLL CALL****INVOCATION, PLEDGE OF ALLEGIANCE****APPROVE AGENDA Approve Old Business/ Approve addition of New Business****NEW BUSINESS (May Officially Add to Agenda)**

- (1) Discussion of Increase in Health Insurance Rates for CY21– Chairman Adams/Administrator Graham
- (2) Approval to remove obsolete items from Commission inventory – Administrator Graham
- (3) Approval to purchase a mower to replace SCAG mower not to exceed \$5500 – MM Brown
- (4) Approval to remove SCAG mower from inventory and sell current mower on Gov.deals.com – Capt Mull/Administrator Graham
- (5) Approval to modify type of vehicles originally submitted to USDA for partial grant purchase from Durangos to Explorers due to availability issues with underspent Sheriff's budget for FY20 to apply toward increase in price – Sheriff Howell/Capt Mull
- (6) Discussion of Old Goodwater Train Depot and the Goodwater Historic District being listed on the Alabama Register of Landmarks and Heritage – Vice Chair McElrath
- (7) Discussion of Abstract of Assessments, Exemptions and Ad Valorem Taxes for Tax Year 2020 – Revenue Comm. Lamberth

**OLD BUSINESS**

- (1) Approval of FY21 Contracts – Attorney Johnson
- (2) Approval of Budget for FY2021 – Administrator Graham
- (3) Approval of Roads to include in CDBG grant proposal – Commissioner Kelley/Engineer Eason
- (4) Award of Bid for Cement – Engineer Eason
- (5) Award of Bid for Granite – Engineer Eason
- (6) Award of Bid for Limestone – Engineer Eason

**Recess to 10:45 for EMA Interviews IF meeting items**

- (7) Selection of EMA Manager – Chairman Adams

**DISCUSSION ITEMS BY COMMISSIONERS****ADJOURN**

**MINUTES**

**COOSA COUNTY COMMISSION**

**SEPTEMBER 28, 2020**

**CONTINUATION OF SEPTEMBER 8, 2020**

**9:30 A.M.**

**ELECTED OFFICIAL COMMENT**

**CALL TO ORDER**

THE COOSA COUNTY COMMISSION MET AT THE COOSA COUNTY COURTHOUSE SEPTEMBER 28, 2020 FOR ITS REGULAR MEETING WITH CHAIRMAN TODD ADAMS, PRESIDING.

**COMMISSION ROLL CALL**

COMMISSIONER ROLL CALL CONSISTED OF CHAIRMAN-TODD ADAMS, VICE CHAIR BERTHA K. MCELRATH, UNZELL KELLEY, AND RANDALL DUNHAM, RONNIE JOINER WAS NOT PRESENT FOR THE MEETING.

**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 COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH TO APPROVE THE AGENDA. UNANIMOUSLY APPROVED

**NEW BUSINESS (MAY OFFICIALLY ADD TO AGENDA)**

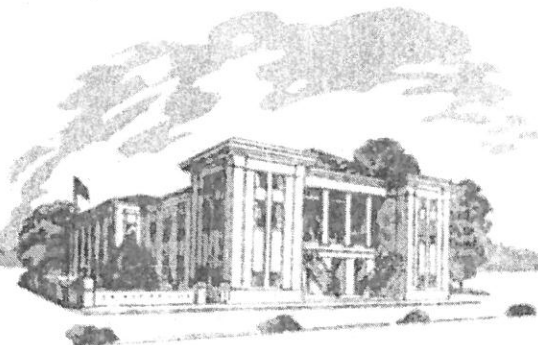
DISCUSSION OF INCREASE IN HEALTH INSURANCE RATES FOR FY21

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM THE APPROVAL TO REMOVE OBSOLETE ITEMS FORM COMMISSIONS INVENTORY. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY RANDALL DUNHAM THE APPROVAL TO PURCHASE A MOWER TO REPLACE SCAG MOWER NOT TO EXCEED \$5500. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS TODD ADAMS AND SECONDED BY RANDALL DUNHAM THE APPROVAL TO REMOVE SCAG MOWER FROM INVENTORY AND SELL CURRENT MOWER ON GOV.DEALS.COM. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH THE APPROVAL TO MODIFY TYPE OF VEHICLES ORIGINALLY SUBMITTED TO USDA FOR PARTIAL GRANT PURCHASE FROM DURANGOS TO EXPLORERES DUE TO AVAILABILITY ISSUES WITH UNDERSPENT SHERIFF'S BUDGET FOR FY20 TO APPLY TOWARD INCREASE IN PRICE.  
UNANIMOUSLY APPROVED



## Coosa County Commission

Post Office Box 10  
ROCKFORD, ALABAMA 35136-0010

BRIDGET H. GRAHAM, CPA, CGMA  
ADMINISTRATOR  
PHONE (256) 377-1350  
FAX (256) 377-2524

DISTRICT 1  
RANDALL DUNHAM

DISTRICT 2  
BERTHA KELLY  
VICE CHAIRMAN

DISTRICT 4  
RONNIE JOINER

DISTRICT 3  
UNZELL KELLEY

DISTRICT 5  
TODD J. ADAMS  
CHAIRMAN

September 28, 2020

The Coosa County Commission requests that the USDA Rural Development allow the request for the vehicle grant be modified in the area of the type of vehicle to be purchased. The original grant was to purchase 4 Dodge Durango Patrol vehicles, however with the time for the grant to be submitted and final approval there are no Durango's available. Stivers Ford has available 4 Ford Explorer Patrol Vehicles. The cost is significantly higher but the Commission is prepared to cover the difference without asking for an increase in the grant amount.

Regards,

Todd J. Adams, Chairman of the County Commission

DISCUSSION OF OLD GOODWATER TRAIN DEPOT AND THE GOODWATER HISTORIC DISTRICT BEING LISTED ON THE ALABAMA REGISTER OF LANDMARKS AND HERITAGE.

DISCUSSION OF ABSTRACT OF ASSESSMENTS, EXEMPTIONS AND AD VALOREM TAXES FOR TAX YEAR 2020.

**OLD BUSINESS**

MOTIONED BY COMMISSIONERS RONNIE JOINER AND SECONDED BY UNZELL KELLEY THE APPROVAL OF FY21 CONTRACTS. UNANIMOUSLY APPROVED

**OPERATIONS BUDGET 2020-2021**

**Fund Summary**

	Receipts	Disbursements	Difference
001 GENERAL	\$ 3,241,758	\$ 3,238,615	\$ 3,143
111 7 CENT GAS TAX	\$ 770,001	\$ 770,001	\$ -
112 ROAD AND BRIDGE	\$ 484,565	\$ 484,565	\$ -
113 PUBLIC HIGHWAY & TRAFFIC	\$ 56,700	\$ 52,000	\$ 4,700
116 CAPITAL IMPROVEMENT FUND	\$ 235,358	\$ 134,884	\$ 100,474
117 RRR 4 CENT FUND	\$ 852,625	\$ 852,625	\$ -
120 REAPPRAISAL FUND	\$ 261,624	\$ 261,624	\$ -
141 NUTRITION FUND	\$ 106,044	\$ 106,044	\$ -
148 PUBLIC TRANSPORTATION	\$ 55,640	\$ 47,191	\$ 6,449
220 CRAF FUND	\$ 495,632	\$ 495,632	\$ -
221 FEDERAL AID EXCH FUND	\$ 400,000	\$ 400,000	\$ -
309 2012 B DELTA COMM BLDG	\$ 45,721	\$ 45,721	\$ -
312 2010 A RECOVERY ZONE DEBT SERV	\$ 43,029	\$ 43,029	\$ -
<b>TOTAL</b>	<b>\$ 7,046,697</b>	<b>\$ 6,931,931</b>	<b>\$ 114,766</b>

I certify the above budget was approved on September 28, 2020.

Bridget N. Grdham CPA  
Bridget Grdham, County Administrator

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH THE APPROVAL OF BUDGET FOR FY2021 AND ALSO INCLUDING THE APPROPRIATION FOR COMMUNITY ACTION. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS UNZELL KELLEY AND SECONDED BY BERTHA MCELRATH THE APPROVAL OF COUNTY ROAD 38 PORTION OF AMERICAN LEGEND ROAD, COUNTY ROAD 71 FROM COUNTY ROAD 42 TO STATE HWY 9 TO INCLUDE IN CDBG GRANT PROPOSAL. UNANIMOUSLY APPROVED

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY TO AWARD THE BID TO CEMENT FOR CEMEX FY21.

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY UNZELL KELLEY TO AWARD THE BID TO HARD ROCK HILL FOR GRANITE FY21

MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY TODD ADAMS TO AWARD THE BID TO VULCAN FOR LIMESTONE FY21

**RECESS AT 10:45 TO BEGIN INTERVIEWS FOR EMA POSITION**


**MOTION TO ADJOURN**

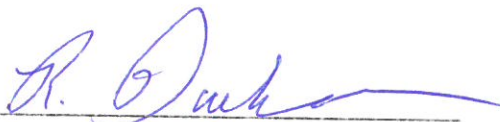
MOTIONED BY COMMISSIONERS RANDALL DUNHAM AND SECONDED BY RONNIER JOINER TO ADJOURN. UNANIMOUSLY APPROVED

MINUTES APPROVED THIS 13th DAY OF OCTOBER, 2020.

  
CHAIRMAN, TODD ADAMS

  
VICE CHAIRMAN, BERTHA K. MCELRATH

  
UNZELL KELLEY

  
RANDALL DUNHAM

