

AGENDA  
GENEVA COUNTY COMMISSION  
February 11, 2019

9:30 a.m. Welcome-Commission Chairman Toby Seay  
Prayer-Commissioner Spivey  
Pledge of Allegiance-Commission Chairman Toby Seay

Public Comment from Citizens on Agenda or approved to speak by unanimous vote of the Commission.

Public Comment from Elected Officials

Roll Call-Call to Order

New Business:

1. Approve Minutes of January 28, 2019
2. Proclamation:
3. Bids:

Old Business:

1. Jail Construction:
2. Courthouse:
3. Board Appointments:
4. Bids:

Reports from Staff:

Sheriff  
Chief Administrative Officer  
County Engineer  
County Attorney  
Commission Chairman

Commissioner Spivey  
Commissioner Wilks  
Commissioner Hammer  
Commissioner Brannon  
Adjourn

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TOBY L. SEAY, PROBATE JUDGE, GENEVA COUNTY, ALABAMA

The Geneva County Commission met in regular session on Monday, February 11, 2019 at 9:30 a.m. at the Geneva County Courthouse in Geneva, Alabama.

Commission Chairman Toby Seay called the meeting to order and welcome guests and media present. Commissioner Spivey opened the meeting with prayer. Chairman Seay led the group in the Pledge of Allegiance.

There were no citizens requesting to make public comment.

There were no elected officials requesting to make public comment.

Chairman Seay called the roll and the following members were present: Commissioners Weston Spivey, Todd Brannon, Bart Wilks and Sandy Hammer. The County Attorney, Phil Eldridge; County Engineer, Justin Barfield; Assistant Administrator, Cindy Williams, Sheriff Tony Helms, EMA Director Misty Wise were also present. The following business was transacted:

### MINUTES OF THE MEETING

#### NEW BUSINESS:

1. Approve Minutes of January 28, 2019. Commissioner Hammer made a motion to approve the minutes January 28, 2019. Commissioner Spivey seconded the motion. Vote was 4-0.
2. Proclamations:
3. Bids:

#### OLD BUSINESS:

1. Jail Construction: Mr. Mike Rutland and several others were in attendance to give an update on the progression of the jail site and change orders. He said Attorney Eldridge had advised them of the requirements on change orders set out by the AG opinions. There have been several modifications made to site work which include all utilities coming in to one box and not two. The city of Geneva assisted in the water vault and the county will only pay for the materials with no charge from the city for labor. A 6" water line is needed to service the jail. Two boxes that were going to be located at the corner of Borland street have been consolidated in to one box. Due to the service charge of moving a power pole, arrangements have been made with Alabama Power for an easement. Attorney Phil Eldridge has the change order paperwork which will require a vote from the commission. Mr. Rutland stated that this phase is now at 7% completion. Mr. Rutland also praised Mr. Dixon with the City of Geneva Water Works Authority for his assistance. Commissioner Hammer made a motion to accept the change orders. Commissioner Brannon seconded the motion. Vote was 4-0.
2. Courthouse: A policy has been written for procedures for authorization to close the Courthouse in certain situation, i.e. emergency or weather. When such need

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arises, the Chairman will have the authority to close the courthouse but will attempt to notify and communicate with the Commissioners prior to making a determination.

Commissioner Hammer made the motion to adopt the policy. Commissioner Spivey seconded the motion. Vote was 4-0.

A proposal from Robert McDuffie to install LED lighting around the outside of the Courthouse and some inside location was presented and discussed. There are thirteen areas will be replaced or added for better lighting. The outside lights will have a photocell for dusk to dawn operation with the exception of the front porch and the canopy at the north jail door.

Commissioner Wilks made a motion to accept the proposal. Commission Spivey seconded the motion. Vote was 4-0.

3. Board Appointments: Chairman Seay brought up that the board appointment to the HRDC board was previously held by former chairman Hamic and he would need to be replaced. Chairman Seay stated the he personally did not want that appointment at this time. Chairman Seay also stated that Rufus Lee has approached him about his willingness to serve. Commissioner Spivey stated that if no other commissioner was looking to be appointed he would be willing to serve on the HRDC board.

Commissioner Hammer made a motion to accept Commissioner Spivey as the board appointment for the HRDC board. Commissioner Brannon seconded the motion. Vote was 4-0.

Commissioner Brannon made a motion to reappoint Cindy Campbell to the hospital board. Commissioner Wilks seconded the motion. Vote was 4-0.

4. Bids: N/A

#### **REPORTS OF STAFF:**

**Sheriff:** Sheriff Helms discussed employee retention, noting he is still down one deputy and one corrections officer. He stated more pay would be the best offering for retention but he knew that was a matter of funding. He presented a vacation buy-back program which would allow employees to buy back up to one week (40 hours) of unused vacation. Commissioner Brannon made a motion to table this proposal. Commissioner Wilks seconded. Vote was 4-0.

Sheriff Helms stated that he had found a replacement vehicle for the one that was totaled. Sheriff Norris from Clark County has a vehicle already equipped that he will sell for \$10,000.00

Commissioner Hammer made a motion to purchase the vehicle from Clark County. Commissioner Brannon seconded the motion. Vote was 4-0.

#### **County Administrator:**

**County Engineer** Mr. Barfield presented information from several counties regarding a sick leave donation policy. After discussion Mr. Barfield will review the plans and

submit a plan he feels could benefit Geneva County at the next meeting. Attorney Phil Eldridge stated if they feel the need for such a plan, the commission would need to approve the plan and recommend to the Personnel Board the plan be adopted..

Mr. Barfield stated he has sold an old dump truck at Deanco Auction for \$12,500.00. He is expecting three new dump trucks in to his department. More old equipment will also be sold at auction. He has listed the old computer and telephone equipment for sale on Gov Deals.

Herbicide spraying will begin in the next few weeks.

Mr. Barfield presented information from the State of Alabama regarding roads and bridges in our county. Currently we have 134 miles of resurfacing per year that should take place but we only have 20 miles scheduled over the next five years.

The ACCA has drafted a resolution asking counties to get on board and present to the legislators to increase the Alabama Gas Tax. Mr. Barfield asks that the county adopt this resolution.

Commissioner Brannon made a motion to adopt the resolution. Commission Spivey seconded the motion. Vote was 4-0.

**EMA Director:** Mrs. Wise stated that the county received a \$1000.00 grant and she would like to use this to purchase two small generators.

Commissioner Hammer made a motion to purchase the generators. Commissioner Spivey seconded the motion. Vote was 4-0.

**County Attorney:** Attorney Eldridge was asked to look at local fees in the Probate office at the request of Commissioner Hammer. He has researched Coffee, Henry and Houston counties for comparison. In Geneva county the current charge for recording is \$3.00, Coffee county is \$20.00 (\$26.00 total - \$20.00 fee, \$3.00 state fee and another \$3.00 page fee), and Houston county is \$5.00.

He has drafted two local bills to change the fees one adding \$2.00 and the other adding \$4.00 with the discretion to adjust up to \$10.00. This must be published four times.

Commissioner Hammer made a motion to approve the \$4.00 increase. Commissioner Brannon seconded the motion. Vote was 4-0. The Chairman will submit to Senator Chesteen and legislative reference for their review first before publishing.

Attorney Eldridge submitted an easement from Alabama Power on the jail site for approval. Commissioner Brannon made a motion to accept the easement. Commissioner Wilks seconded the motion. Vote was 4-0.

**Chairman Seay:** Stated that chair dollies for the Farm Center have been purchased. It is being determined how many chairs will need to be purchased.

Judge Seay presented information regarding updating the county website. The current website is offered through Wiregrass Electric and they will share all the information with Foxhill should the proposal be accepted. Judge Seay has spoken with Todd Medley from Foxhill Information Systems since he currently handles most of the IT issues for the county. Mr. Medley submitted a proposal which includes \$4,500.00 to rebuild and rebrand the current website, and an annual hosting fee of \$400.00 per year. The content management will be through the primary Web Developer – Dale Whittle at \$300 per month or annually for \$3000.00. The site is deemed necessary to increase our web

presence with our citizens. It would include a tab for each department allowing them to post necessary and pertinent information for citizens.  
Commissioner Hammer made a motion to accept the move forward with a new website. Commissioner Wilks seconded the motion. Vote was 4-0.

Chairman Seay presented a quote from Enterprise Office Supply for 10 conference room captain's chairs for the Probate Office at a cost of \$1290.50  
Commissioner Spivey made a motion to approve the proposal for the chairs. Commissioner Hammer seconded the motion. Vote was 4-0

Amendments to personnel were presented by Chairman Seay regarding current and proposed changes in the appointing authority and supervisor for five county positions. Maintenance currently has the Commission Chair as appointing chair and supervisor. Proposed change would be the Commission would be the appointing authority and the Commission Chair continues as the supervisor.

Commissioner Wilks made a motion the accept the proposed change. Commissioner Spivey seconded the motion. Vote was 4-0.

The Chief Administrator currently has the county commission as the appointing authority and no supervisor is specified. The proposed change would be the commission remain as the appointing authority and the chairman would be the supervisor.

Commissioner Brannon made a motion to accept the proposed change. Commissioner Spivey seconded the motion. Vote was 4-0.

Voting Machine Technician currently is under the appointing authority and supervision of the Probate Judge. Proposed change would be to eliminate this position and contract the election services as needed which would result in a savings to the county.

Commissioner Hammer made a motion to eliminate the Voting Machine Technician position. Commissioner Spivey seconded the motion. Vote was 4-0.

Courthouse Custodian/Maintenance is currently under the appointing authority and supervision of the Commission Chair. Propose no change to this position.

Commissioner Hammer made a motion to leave this position as is. Commissioner Brannon seconded the motion. Vote was 4-0

EMA Director is currently appointed by the commission and per the job description reports to the County Administrator. Proposed change is the commission would be the appointing authority and the commission chair would act as the supervisor.

Commissioner Brannon made a motion to accept the proposed change. Commissioner Hammer seconded the motion. Vote was 4-0.

**Commissioner Spivey:** Thanked Engineer Barfield for riding with him in his district and felt the ride along was very helpful and productive. Commissioner Spivey stated he felt the personnel book and personnel law should be reviewed to make certain they are both up to date with today's times and labor markets. Proposed that the commissioners each speak with department heads to find out the needs and issues for their respective departments. Suggested they speak with Senator Chesteen and Representative Sorrells at the meeting on February 25 regarding what steps would need to be taken to address updating the Personnel law.

**Commissioner Wilks:** Addressed departments need to use a credit card for certain purchases. Currently the county has a credit card but all departments do not have access. Was noted that purchases could not be made for anything above state bid law. Asked that the auditors be questioned if there are issues with the department heads having access to the county credit card for making necessary purchases.

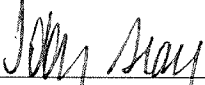
Commissioner Wilks made a motion to accept the use of a credit card by department heads barring any legalities noted from the auditors. Commissioner Spivey seconded the motion. Vote was 4-0.

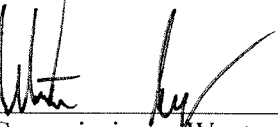
**Commissioner Hammer:**

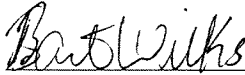
**Commissioner Brannon:** Mr. Vaugh from NRCS would like to add another position to his department. NRCS would pay the county \$50,000 to add this position. The position would be added and paid through the county the same as the current position. More information will be gathered and presented at a later time.

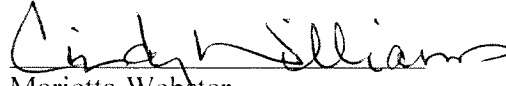
Commissioner Brannon made the motion to adjourn. Commissioner Wilks seconded the motion. Vote was 4-0.

The above constitutes the minutes of the meeting of the Geneva County Commission held on Monday, February 11, 2019.

  
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Chairman, Toby Seay

  
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Commissioner Weston Spivey

  
\_\_\_\_\_  
Commissioner Bart Wilks

  
\_\_\_\_\_  
Marietta Webster  
Chief Administrative Clerk  
Asst.

  
\_\_\_\_\_  
Commissioner Todd Brannon

  
\_\_\_\_\_  
Commissioner Hammer

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*Geneva County Probate Office  
P. O. Box 430  
Geneva, Alabama 36340  
334-684-5640 FAX-334-684-5723*

*Toby L. Seay/ Judge of Probate  
County Commission Chaitman*

February 12, 2019

Willie G. Bauman  
404 W Edgewood Drive  
Geneva, Alabama 36340

RE: Voting Equipment Technician

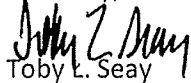
Dear Mr. Bauman:

This letter is inform you that on Monday, February 11, 2019, the Geneva County Commission voted to eliminate the Voting Machine Technician Position in an effort to reduce costs. As you are aware the position paid a monthly salary even during non election years. In the future, tasks associated with the former position will be handled by contract for only the days needed during the election cycle.

The action by the Commission will take effect on March 1, 2019.

The Commission and I would like to thank you for your many years of dedicated service in this position to our County.

Sincerely,

  
Toby L. Seay

Probate Judge