



Dale County Commission

Commission Meeting Minutes – May 13, 2025

The Dale County Commission convened in a regular session Tuesday, May 13, 2025, the following members were present: Chairman Steve McKinnon; District One Commissioner Chris Carroll; District Two Commissioner Donald O. Grantham; District Three Commissioner Adam Enfinger District; and District Four Commissioner Frankie Wilson.

Chairman McKinnon called the meeting to order at 10:00am. Commissioner Carroll opened with prayer. Commissioner Grantham followed with the Pledge of Allegiance.

APPROVED – AGENDA, MINUTES & MEMORANDUM OF WARRANTS

Commissioner Grantham made a motion to approve the agenda with the addition of Circuit Clerk expenses.

Memorandum of Warrants:

- Accounts Payable Check Numbers: 102268 – 102420.
- Payroll Check Numbers: 155030 – 155032.
- Direct Deposit Check Numbers: 432402 - 432553.

Minutes: Commission Meeting of April 22, 2025.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – PERSONNEL

Commissioner Grantham made a motion to approve the following:

- Heather Hutto – Solid Waste & Collection Clerk– Solid Waste – Transfer.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – TRAVEL

Commissioner Wilson made a motion to approve the following:

- Sheila Waller – Revenue – AATA Conference – June 8-12, 2025.
- Amended request originally approved 02/25/25 – Sheila Waller, Mark Ashcroft, Brittany Hudson, Brandy Lavender – 2025 District Mtg AAAO – Clanton, AL.

Commissioner Enfinger seconded the motion, all voted aye. Motion carried.

APPROVED – CLASSIFICATION & PAY PLAN

Commissioner Enfinger made a motion to approve, after a 10-day review, a revised Maintenance Supervisor job description addition to the Dale County's Classification and Pay Plan. See Exhibit 1.

Commissioner Grantham seconded the motion, all voted aye. Motion carried.

APPROVED – POSTING JOB OPENING

Commissioner Enfinger made a motion to approve the posting of a position for Maintenance Supervisor, Hire-In Range of \$60,000-\$85,000. Committee: Matt Murphy, Steve Baxley, Chris Carroll, Steve McKinnon, and Cheryl Ganey.

Commissioner Grantham seconded the motion, all voted aye. Motion carried.

APPROVED – DALE MEDICAL CENTER BOARD APPT.

Commissioner Carroll made a motion to approve the appointment of Mr. Miach McNab and Mr. Jeff Johnston for a 6-year term from 05/31/25 to 05/31/31.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – REVENUE DEPARTMENT

Commissioner Enfinger made a motion to approve an additional position of tag clerk.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – CAPITAL ASSET LIST - REVENUE

Commissioner Carroll made a motion to approve the following asset from the Revenue office to be destroyed: Asset #1534 - 13M CPU Box

Commissioner Grantham seconded the motion, all voted aye. Motion carried.

APPROVED – VIVIAN B ADAMS BOARD APPOINTMENT

Commissioner Wilson made a motion to appoint Dr. Peter Bruggink and Mr. Charles Gary for the term of 6 years from 04/30/25 to 04/30/31.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

APPROVED – JAIL AD VALOREM FUND 151

Commissioner Enfinger made a motion to approve a total of \$13,444.95 from the Jail Ad Valorem Fund 151. See Exhibit 2.

Commissioner Grantham seconded the motion, all voted aye. Motion carried.

APPROVED – GENERATOR MAINTENANCE AGREEMENT

Commissioner Carroll made a motion to approve a generator maintenance agreement with Taylor Sudden Service. See Exhibit 3.

Commissioner Grantham seconded the motion, all voted aye. Motion carried.

APPROVED – LETTER OF SUPPORT

Commissioner Enfinger made a motion to approve a letter of support, no monetary value, for Brightspeed's BEAD Grant Application (ADECA).

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

APPROVED – MEMORANDUM OF UNDERSTANDING

Commissioner Grantham made a motion to approve a memorandum of understanding, no monetary value, for Mary Hill Family Service Center's Renew Hope 231 Human Trafficking and Digital Safety Awareness Program.

Commissioner Carroll seconded the motion, all voted aye. Motion carried.

TABLED – SE AL REGIONAL PLANNING BOARD APPOINTMENT

Commissioner Enfinger made a motion to table the appointment for an alternate member.

Commissioner Grantham seconded the motion, all voted aye. Motion carried.

TABLED – CIRCUIT CLERK EXPENSE

Commissioner Enfinger made a motion to approve additional expense for the Circuit Clerk's office due to air conditioning issues in the Courthouse. Approval of: 1) Bill from Sunbelt Rentals in the amount of \$7,804.91, invoice #164887836-0001 2) any expenses from the rental of facilities.

Commissioner Wilson seconded the motion, all voted aye. Motion carried.

ANNOUNCEMENT – NEXT REGULAR MEETING

Chairman McKinnon announced that the next regular meeting of the Dale County Commission will be Tuesday, May 27, 2025, at 10:00am.

ADJOURNMENT: CONFIRMATORY STATEMENT

Commissioner Enfinger made a motion to adjourn the meeting. Commissioner Wilson seconded the motion. All voted aye. Motion carried.

It is hereby ordered the foregoing documents, resolutions, etc., be duly confirmed and entered into the minutes of the Dale County Commission as its official actions.



Steve McKinnon, Chairman

Maintenance Supervisor

Division	Department	Location
Maintenance	County Commission	Dale County Commission
Reports To		
County Chairman		

Job Summary

Performs technical, administrative and management work overseeing the daily operations of the Maintenance Department; this includes directing and prioritizing new building projects as well as maintenance on all County owned buildings and properties. Duties include overseeing all activity of building maintenance, develop short and long range plans, performs administrative duties, manages special projects and events, supervises employees, and assisting with the facilities operating budget. Responds to complaints to determine action required by Maintenance Department personnel and works to seek resolution. Oversees Maintenance staff, assigning tasks and projects, provides information and direction on how to complete assignments and inspects work for quality and timeliness. Keeps records on repairs and maintenance performed on buildings and equipment. Responds to after-hours emergency calls. Required to make purchasing decisions set forth in County policies & State law. Annual reporting to State Ethics Commission.

Duties and Responsibilities

- Conducts monthly inspections of all buildings and performs electrical, plumbing, and structural repairs as needed.
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the County Chairman, Maintenance staff, other County employees, and the general public.
- Supports and communicates all County implemented safety policies/guidelines and training techniques to employees and develop an ongoing safety-first work environment.
- Monitors County facilities to identify any repair needs and makes minor repairs as necessary.
- Monitors the need for work of outside contractors and vendors in the performance of all maintenance related functions.
- Prepares and administers bids and contracts, applying AL bid laws, with outside vendors to implement department functions to include facility construction/repair/maintenance, major fleet purchases, etc.
- Maintains records of repairs and maintenance performed.
- Adheres to all safety and fire prevention rules and reports unsafe conditions to County Chairman immediately.
- Ensures unsafe conditions are immediately communicated and implements corrective procedures and practices for unsafe conditions.
- Light carpentry skills.
- Provides for building and grounds maintenance.

Duties and Responsibilities Cont.

- Maintains voting machines, prepares machines for elections, and troubleshoots elections.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Knowledge of general building maintenance and facilities operations including plumbing, heating, cooling, and electrical systems as needed to maintain the buildings' structure and plant operations in proper condition. Preferred certified in HVAC and Plumbing.
- Knowledge of materials, methods and means of commercial construction and commercial cleaning.
- Ability to accurately read and interpret blueprints and wiring diagrams.
- Ability to efficiently perform minor HVAC, electrical, and plumbing repairs.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Maintenance Supervisor

Supervisory Responsibilities

Physical Demands

Standing**Walking****Sitting****Stooping, Kneeling, Crouching, Climbing or Balancing****Use Hands to Finger, Handle, Reaching with Hands and Arms****Tasting or Talking or Hearing****Lifting Up to 10lbs Up to 25lbs Up to 50lbs Up to 100lbs More than****Vision Close Vision Distance Vision Depth Perception Ability to Adjust****Color Vision Peripheral Vision No Special Vision Requirements**

Specific physical duties

See well enough to read regular print and numbers. Hear well enough to converse with and understand others. Speak well enough to be understood by others. Body movement or mobility to bend, lift, twist, and stretch. Strength to lift heavy packages, move office furniture, and perform plumbing duties.

Noise Very Quiet Quiet Moderate Loud Noise Very Loud Noise

Specific Noise Duties

Comments

Willing to work overtime when needed. Willing to wear appropriate safety attire.

Maintenance Supervisor

Education/Work Experience

- High School Diploma or GED; and
- Considerable experience in the maintenance and minor repair of buildings and grounds; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Licenses

- Valid Alabama driver's license.

Preferences

- Certified in HVAC and Plumbing.

Date: April 22, 2025

Jail Repairs- Parts and labor

Proposal for approval for jail- ad valorem funds 151

Security Tint Solutions

Two-Phase Job

First Phase: Total \$3,697.35 - see "Description of Work"

**Second Phase: Parts \$6736.45 + \$ 2208.50 (see attached)
Estimated 3 days labor @\$1500/day = \$4500.00
Total \$13,444.95**

Maintenance

Assistant Supervisor

Ina Johnson &

Jail Captain Baxley



SECURITY
TEXT
SOLUTIONS

1507 Oak Lea Rd SW
Decatur, AL 35603

Invoice# AL032725
PO# Verbal I. Johnson

Bill To:
Dale County Jail
PO BOX 279
113 West Reynolds Street
Ozark, AL 36361

Invoice Date: 4-11-25
Terms: NET30

Description of Work:

- A) Trustee Pod: Installed new diaphragm and actuator kit on right side toilet.
- B) Replaced diaphragm, actuator and hose connection joint (furnished by STS).
- C) Right Side Sink: Replaced metering valve, 2 diaphragm kits (furnished by STS).
- D) Female Left Side Shower: Needs quote on a new Single Metering Valve Assembly.
- E) Cell Block 1, Cell 1: Replaced diaphragm and actuator on toilet.
- F) Cell 3: Replaced connector for sink water supply which fixed leak.
- G) Cell 6: Replaced diaphragm and actuator on toilet.
- H) Cell 11: Needs quote on new flush valve assembly.
- I) Cell 16: Replaced diaphragm on sink (STS), removed flow meter, adjusted pressure.
- J) Cell Block 4, Cell 1: Fixed sink and toilet. Adjusted water pressure on sink.
- K) Cell 2: Fixed sink and adjusted water pressure.
- L) Cell 3: Fixed sink and adjusted water pressure.
- M) Cell 4: Fixed sink and adjusted water pressure. Needs new combi unit quoted.
- N) Cell Block 2, Cell 6: Replaced toilet diaphragm.
- O) Cell 12: Replaced toilet diaphragm.
- P) Cell Block 4: Fixed Water fountain.
- Q) Cell Block 3, Cell 4: Needs quote on new flush valve assembly.
- R) Cell 2: Adjusted pressure on sink.
- S) Cell 10: Needs new light fixture to be quoted by ADS.
- T) Cell Block 3: Uptairs Shower: Left Side needs new metering valve assy.
- U) Cell Block 1: Upstairs Shower: Right Side needs new metering valve assy.
and shower plate cover.

OK TO pay 4-22-25 Q.T. *[Signature]*
Plumbing Issues @ Jail
Set up By Ing.

Invoice Total: \$3697.35



Phone: (866) 587-5264
Fax: (256) 584-8171

Light Fixture
for inside cell

Quote

Date	Quote #
4/4/2025	AL040425

Name / Address
Dale County Jail Attn: Accounts Payable P.O. Box 279 Ozark, AL 36360

Ship To
Dale County Jail Attn: Captain Baxley 124 Adams Street Ozark, AL 36360

			Terms	FOB
			Net 30	PP&A
Description	Qty	U/M	Cost	Total
Corner Mount Light Fixture LED	2	ea	966.75	1,933.50
Shipping & Handling	1		275.00	275.00
We appreciate the opportunity to quote!			Total	\$2,208.50

parts on things still needed to be fixed.

Exhibit 2



1507 Oak Lea Rd SW
Decatur, AL 35603

Estimate# AL042425
Date: 4-24-25

ESTIMATE

Terms: NET30

Quote To:

Attn: Captain Baxley
Dale County Jail
124 Adams Street
Ozark, AL 36360

We Propose to Furnish Only the Following:

Furnish Only Qty (1) Combination Unit Fixture Only \$3276.25 each
Qty (3) Single Temp Shower Valve Assemblies with Push Buttons
and Tubing \$318.30 each
Qty (3) Complete Flush Valve Assemblies \$500.60 each
Qty (1) Wall Mount Shower to Match what you currently have \$1003.50 each
(You will need a stainless plate slightly bigger than this shower to
mount to the wall and mount the shower panel to that.)

Estimate Total: \$6,736.45



Taylor Sudden Service
5640 Commerce Blvd. East
Mobile, AL 36619
(251) 666-2924

**TAYLOR SUDDEN SERVICE, INC. STANDBY GENERATOR
INDUSTRIAL MAINTENANCE SERVICE AGREEMENT**

5/2/2025

Service Info:

Ina Johnson
Dale County Commission
Multiple Locations
Ozark, AL 36360
Email: Ina.Johnson@DaleCountyAL.gov

Billing Address:

Dale County Commission
202 South Hwy 123 Ste. C
Ozark, AL 36360
Customer #: 16508000
Phone#: 334-733-0012

I. **Agreement Period: July 1, 2025, to June 30, 2026**

II. **Services:** One Year Annual Agreement (Two visits per year)

- One **Full** Annual Service – see attached equipment list.
- One 41-Point Inspection --see attached equipment list.

III. **Equipment:**

1. **TG100** Serial Number: **TP 30712** (124 Adam Street, Ozark, AL, Sheriff's Office)
 - One Basic Annual Service at **\$1,300.00**—perform in **July 2025**
 - One 41-Point Inspection at **\$270.00**—perform in **January 2026**
2. **Generac 65521 (22kw *NG)**, Serial Number: **3000699057** (124 Adam Street, Ozark AL)
 - One Basic Annual Service at **\$950.00**—perform in **July 2025**
 - One 41-Point Inspection at **\$270.00**—perform in **January 2026**
3. **TG150**, Serial Number: **TP 32245** (202 S Hwy 123, Ozark, AL Jail)
 - One Basic Annual Service at **\$1,740.00**—perform in **July 2025**
 - One 41-Point Inspection at **\$270.00**—perform in **January 2026**
4. **MEP-1070A(60KW *D)**, Serial Number: **H190623596** (583 Bivens Drive, Ozark AL)
 - One Basic Annual Service at **\$1,200.00**—perform in **July 2025**
 - One 41-Point Inspection at **\$270.00**—perform in **January 2026**

I. **Payment Terms:**

You will be invoiced as each service is performed. Payment is Net30 following receipt of invoice. No sales or use taxes are included in the pricing and will be added as applicable.

Please do not send payment; you will be invoiced. If Tax Exempt, please include documentation. If a PO is needed, please send the PO with the Agreement

Taking Care of **Our Customers** is **PRIORITY ONE!**



GENERATOR
PARTS, SERVICE, REPAIR & RENTAL

Exhibit 3

Taylor Sudden Service
5640 Commerce Blvd. East
Mobile, AL 36619
(251) 666-2924

II. Activation of Agreement:

Your Signature activates this service and must be received by the agreement start date. Pricing is good for 30 days. No service will be scheduled until a signed agreement is received. You may mail to 5640 Commerce Blvd. East, Mobile, AL 36619, or email to tterry@taylorbigred.com

III. Taylor Sudden Service Disclaimer:

Taylor Sudden Service may or may not be the manufacturer of the equipment to which this Service/Preventative Maintenance Agreement applies. This Agreement does not modify or extend any manufacturer's originally issued warranty. Regularly scheduled service or preventative maintenance is necessary to extend the life of the equipment to which this agreement applies and make it more likely that the standby/prime power unit will provide power when needed; however, Taylor Sudden Service is neither an insurer nor guarantor of the equipment or the customer's product for which power is to be provided. INCIDENTAL AND CONSEQUENTIAL DAMAGES OCCURRING AS A RESULT OF THE FAILURE OF THE EQUIPMENT IS EXPRESSLY DISCLAIMED AND THE SOLE LIABILITY OF TAYLOR SUDDEN SERVICE FOR ANY WORK PERFORMED UNDER THIS AGREEMENT IS LIMITED TO THE INVOICE AMOUNT OF THE AGREEMENT.

IV. Taylor Agreement Price: \$6,270.00 + applicable taxes

Please do not send payment; you will be invoiced. If Tax Exempt, please Include documentation. If a PO is needed, please send the PO with the Agreement

For questions on when your services will be performed or questions about service work that was done, contact the Service Sales Supervisor that handles your agreement:

➤ Thomas Terry 251-666-2924

Accepted By: Steve McInnis

Date: 05-13-25

Printed Name: Steve McInnis

Prepared For: **Dale County Commission**

Taking Care of **Our Customers** is **PRIORITY ONE!**



Exhibit 3

Taylor Sudden Service
5640 Commerce Blvd. East
Mobile, AL 36619
(251) 666-2924

Prepared By:

Thomas Terry

Inside PM Sales

Taylor Sudden Service - Generators

5640 Commerce Blvd. East, Mobile, AL 36619 · Phone: 251-443-8402 · Fax: 251-443-9569

Taking Care of **Our Customers** is **PRIORITY ONE!**



GENERATOR

PARTS, SERVICE, REPAIR & RENTAL

BUSINESS PM (PREVENTIVE MAINTENANCE) SERVICE AGREEMENT OVERVIEW

SERVICE AGREEMENT BENEFITS: (Benefits applied only within the Agreement timeframe)

- Lower, Locked in Labor rates for all services, within the Agreement timeframe.
- Priority response over non-agreement customers.
- Two(2) or more predetermined services, generally 6 months apart.
- Detailed reports from our technicians.

PREVENTATIVE MAINTENANCE AGREEMENT INCLUDES TWO(2) OR MORE SERVICES A YEAR.

-Typical Services include one PM (Basic or Full, Listed on Agreement Quote) and one Inspection.

PM Services Options and Details: (Refer to your Agreement Quote)

Basic PM Includes: (*Recommended Once a Year*)

- Filter and Oil change.
- 40+ Point Inspection.
- System testing of air, lubricating, fuel, electrical, controls, & transfer switch.
- Coolant testing and treatment if radiator cooled.
- Fuel filter change (only for diesel applications).

Full PM Includes: (*Recommended Once Every 3 to 5 Years*)

- All Basic PM Service items listed above, plus:
- Replacement of belts and hoses.
- Replacement of battery.
- Replacement of coolant.
- Replacement of air filter.

Full PMs are more expensive and requires more lead time, due to additional parts and increased labor time

Inspection Service – Includes our 40+ point Inspection.

Optional Services:

- Quarterly or Monthly Inspections.
- Two(2) or Four(4) Hour Load Bank Testing
- Medical Fuel Analysis
- Fuel Tank Cleaning & Fuel Polishing.
- Megger Testing.
- InfraRed Camera Testing.
- Vibration Testing.
- Pre-Scheduled Generator Rental. (For planned outages)
- 3-Year Agreements available upon request.

Taking Care of **Our Customers** is **PRIORITY ONE!**



Preventive Maintenance Report

Exhibit 3

947 Industrial Park Drive
Clinton, Mississippi 39606
Phone (601) 922-4444
Fax (601) 922-0800

☐ Mobile, AL
Phone (251) 443-8402
Fax (251) 443-9569

☐ Baton Rouge, LA
Phone (225) 744-0030
Fax (225) 744-0031

☐ Birmingham, AL
Phone (205) 428-1130
Fax (205) 428-1125

☐ Shreveport, LA
Phone (318) 742-4442
Fax (318) 742-4447

Date: _____
Customer: _____
Location: _____

Make/Model: _____
Serial Number: _____
Hour Reading: _____
Exercise Time: _____

Yes N/A Description of Service Comments

Air System:

Cleaned / Replaced Air Cleaner Element
Checked Complete Air System for Deficiencies
Cleaned and Changed Oil in Bath Filter
Checked Turbocharger Shaft End Play
Checked and Tightened Turbocharger Mounting Bolts

Lubricating System:

Changed Engine Oil
Changed Engine Oil Filter
Change Hydraulic Governor Oil
Cleaned / Replaced Crankcase Breather
Checked Complete Engine For Oil Leaks
Checked PVC Valve

Cooling System:

Inspected / Replaced All Belts
Inspected / Replaced All Hoses
Checked Coolant Level; Added Anti-Freeze
Tested Specific Gravity of Anti-Freeze
Changed Corrosion Resistor Element (Full PM Only)
Checked Complete System For Coolant Leaks
Checked Block Heater and Thermostat
Lube Fan Hub

Fuel System: Diesel Gasoline Natural Gas LP Color: _____

Inspected Fuel In Tank
Inspected Day Tank

Replaced Fuel Filter(s)
Checked Operation of Governor
Cleaned Fuel Pump Screen
Checked Fuel Lines For Leaks

Electrical System:

Checked Cleaned And Tightened All Electrical Connections
Checked Electrolyte Level of Batteries
Hydrometer Readings: _____

Checked Operation of All Sending Units

Inspected / Replaced Points, Condenser, And Plugs (Full PM Only)
Inspected Ignition System (Magneto, Distributor, Wiring, etc.)
Set Timing (Full PM Only)

Checked Operation of Battery Charger, Replaced Blown Fuses

Controls / Test / Transfer Switch:

Checked Oil, Start, Warm-Up; Oil Pressure _____ PSI

Amps Per Leg _____

Volts Per Leg _____

Frequency _____

Adjusted Frequency and Voltage As Required _____

Checked Exhaust System For Leaks

Checked Timing Sequence On Cranking Cycles; Cranking Time _____

Checked Operation of Transfer Switch

Time Delays: _____

Exerciser: _____

Checked Engine / Generator Controls For Proper Settings

Started Engine From Test Position

Started Engine From Automatic Position

Checked All Alarm Systems

Inspected / Replaced Pilot Lights

Additional Comments and Recommendations: _____

Generator Tech.: _____

Customer Rep.: _____

	Lt	Md	Hv
Water			
Micro Growth			
Sediment			

BRIGHT-HAZY

Clarity: _____

1 2 3 4 5

Other _____

Tank Critical ☐

Tank Level _____

Tank Size _____ Gallons