

STATE OF ALABAMA §

LAUDERDALE COUNTY §

The Lauderdale County Commission convened at the Lauderdale County Courthouse in the City of Florence, Alabama, at 5:00 p.m. on the 11<sup>th</sup> day of March, 2024. The meeting was called to order by Chairman, Danny Pettus. Upon roll call the following members answered present:

Danny Pettus	Chairman
Roger Garner	Commissioner, District 1
Brad Black	Commissioner, District 1
Joe Hackworth	Commissioner, District 2
Fay Parker	Commissioner, District 2

Chairman Danny Pettus, upon declaration of a quorum being present, opened the meeting for the transaction of business.

The invocation and Pledge of Allegiance were delivered by Commissioner, Fay Parker.

Award/Presentations: None

Public Comments on Agenda Items: None

Commissioner Hackworth moved, seconded by Commissioner Garner that all items listed on the regular business agenda be approved for immediate consideration. There being no discussion and upon a vote taken, motion was unanimously approved. Agenda is herein recorded, and made a part of these minutes.

Commissioner Parker moved, seconded by Commissioner Black that the minutes of the last regular meeting of the Commission be approved for recording. There being no discussion and upon vote taken, motion was unanimously approved.

Commissioner Garner moved, seconded by Commissioner Black to approve the vacation for a portion of an unnamed, not constructed street that is documented in a Petition and Declaration of Vacation signed by the abutting landowners, Brian Barton and April B. Barton. Upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Garner moved, seconded by Commissioner Hackworth to approve all Lauderdale County Employees covered by the County's health insurance be required to participate in an annual wellness screening on April 10<sup>th</sup> and April 11<sup>th</sup>. There being no discussion and upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Parker moved, seconded by Commissioner Black to approve establishing a new job description in the Lauderdale County Revenue Department. Supervisor over Collections will be replacing a current position, Revenue Land Redemption Clerk, and no one will be filling the Land Redemption Clerk position. The reclassification of this position will begin on March 18<sup>th</sup>, 2024, and Supervisor over Collections will be a grade 6 position. There being no discussion and upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Hackworth moved, seconded by Commissioner Parker to approve the repair of a Lauderdale County Road Department's bulldozer for the amount of fifty-three thousand four hundred eighty-six dollars fifty cents. The detailed list of repairs will be listed with the minutes. Commissioner Parker asked what model the bulldozer is, and how much a new one costs. Eric Hill, Lauderdale County Engineer said he didn't know the model, but a new one would cost about seven hundred thousand dollars. Commissioner Parker agreed we are coming out good with repairing the one we have. Upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Black moved, seconded by Commissioner Garner to approve out of state travel for Lauderdale County Sheriff Department employee, Gaylon Phillips to travel to Nashville, Tennessee for a Special Operations Supervisors training session on April 22<sup>nd</sup> through April 26<sup>th</sup>. There being no discussion and upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Commissioner Garner moved, seconded by Commissioner Black to update the job description of EMA/911 Director as well as appoint Brad Holmes as the new EMA/911 Director. Lauderdale County Commission, the City of Florence, and Lauderdale County Emergency Management Communications District are responsible for providing EMA/911 services, and all three organizations have signed a service agreement concerning this position. Exhibit 1, the Job Description, and Exhibit 2, the service agreement will both be included with these minutes. There being no discussion, and upon a vote taken, motion was unanimously approved. Resolution is herein recorded, and made a part of these minutes.

Bid LA 2024-1 "Various Print Jobs" were opened on Friday, March 8<sup>th</sup>, 2024. Chairman Danny Pettus referred to County Administrator Brenda Bryant for her recommendation. Brenda Bryant recommended Printer and Stationers for the County Commission Window Envelopes, Herald Printing for Probate Report of Appointment Cards, and Herald Printing for Probate Notary Public Certificates. Commissioner Parker moved, seconded by Commissioner Black to approve the bid recommendations. There being no discussion, and upon a vote taken, motion was unanimously approved. Motion is herein recorded and made a part of these minutes.

All invoiced bills were audited and ordered to be paid by a motion made by Commissioner Parker seconded by Commissioner Garner. There being no discussion and upon a vote take, motion was unanimously approved. Motion is herein recorded and made a part of these minutes.

**LAUDERDALE COUNTY CHECKS ISSUED :**  
February 26, 2024 - March 10, 2024

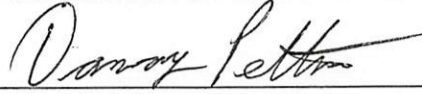
1	General-Special	61445-61493	3,664,746.12
2	Agri-Business Fund	4090	182.98
	Pistol Permit Revenue		
3	Reduction Fund	N/A	0.00
4	Opioid Settlement Fund	N/A	0.00
5	LEPA Fund	9134-9140	6,325.65



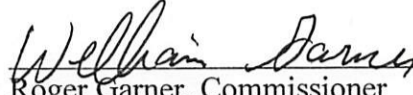
6	Gasoline Tax Fund	18875-18886	281,737.61
7	Public Bldg., R & B Special	N/A	0.00
8	Public Highway & Traffic Fund	N/A	0.00
9	Al. Trust Capital Improvement Fund	N/A	0.00
10	RRR Gasoline Tax Fund	751	46,700.00
11	Reappraisal Fund	12731-12739	53,855.49
12	Reappraisal Money Market	N/A	0.00
13	Tourism, Rec. & Convention Fund	N/A	0.00
14	RSVP Fund	18281-18288	2,624.62
15	Child Protection Fund	N/A	0.00
16	Rebuild Alabama Gas Tax Fund	N/A	0.00
17	Rebuild Alabama Diesel Tax Fund	N/A	0.00
18	Federal Aid Exchange Fund	N/A	0.00
19	Workforce Development Center Fund	1078-1079	12,219.25
20	Special Grants Fund	N/A	0.00
21	ARPA Revenue Reduction Fund	1022	214,438.01
22	Coronavirus Rescue Act Fund	N/A	0.00
23	CDBG Fund	N/A	0.00
24	Solid Waste Fund	9428-9439	217,666.61
25	Account Payable Fund	48226-48307	372,190.99
26	Fire Protection Fee Fund	N/A	0.00
27	Industrial Development Tax Fund	N/A	0.00
28	Tobacco Tax Fund	3194-3196	33,240.00
29	TVA Tax Fund	N/A	0.00
<b>TOTAL</b>			<b>\$ 4,905,927.33</b>

There being no further business to come before the Commission and upon a motion made by Commissioner Garner and seconded by Commissioner Parker, the meeting was duly adjourned.

LAUDERDALE COUNTY COMMISSION



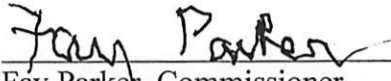
Danny Pettus, Chairman



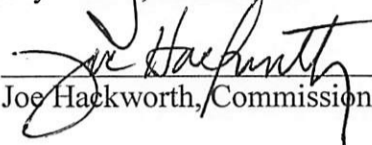
Roger Garner, Commissioner



Brad Black, Commissioner



Fay Parker, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brenda Bryant, County Administrator



**LAUDERDALE COUNTY COMMISSION**  
**REGULAR MEETING AGENDA**  
**March 11, 2024**

**A. OFFICIAL AGENDA**

1. CALL TO ORDER AND WELCOME
2. CALL OF ROLL TO ESTABLISH QUORUM
3. INVOCATION AND PLEDGE OF ALLEGIANCE- Commissioner Parker
4. AWARDS AND PRESENTATIONS
5. (a)PUBLIC COMMENTS ON AGENDA ITEMS  
Per Rules of Procedure there is a three-minute time limit
6. SCHEDULED PUBLIC HEARINGS – Barton Vacation

**REGULAR BUSINESS**

1. Review and Motion to Consider Agenda Items
2. Approve minutes of last meeting
3. Resolution—Vacation of Property
4. Resolution—Employee Wellness Check
5. Resolution—Revenue Job Description
6. Resolution—Bulldozer Repair
7. Resolution—Out of State Travel Request
8. Resolution—EMA Director
9. Print Bid LA 2024-1 “Various Print Bids”
10. Audit and Approve Invoiced Bills

**B. STAFF REPORTS**

**C. PUBLIC COMMENT PERIOD - Per Rules of Procedure, three-minute time limit**

**D. ADJOURN**

RLPY 2024 8590  
Recorded In Above Book and Page  
03/12/2024 09:14:20 AM  
Will Motlow  
Probate Judge  
Lauderdale County, AL

STATE OF ALABAMA §  
LAUDERDALE COUNTY §

Recording Fee 0.00  
TOTAL 0.00

## RESOLUTION

WHEREAS, a declaration in writing by Brian Barton and April B. Barton as follows:

A portion of an unnamed, not constructed street (50 foot right of way), same appears on the plat of Lakeside Acres Subdivision, same as appears in the Office of Judge of Probate, Plat Book 2, Page 118 and 119, said portion lying Eastward of a portion of Lot 4 and Lot 5 of said Lakeside Acres subdivision, and being more particularly described as follows: Commence at a PLS #14118 Ben Mullins pin found on the Southeast corner of Lot 3 of A Resurvey of Part of Lot 3, Lot 4 and Part of Lot 5, Lakeside Acres, Plat Book 6, Page 103; thence along the West line of an unnamed, not constructed street, North 35 degrees 51 feet 15 inches East, 42.67 feet to a PLS #14118 Ben Mullins pin found; thence leave the West right of way line South 80 degrees 1 foot 2 inches east, 72.77 feet to a point on the East line of said right of way; thence along said right of way line and along a curve to the left, said curve having a radius of 50 feet and an arc length of 87.57 feet and a chord bearing and distance of South 41 degrees 35 feet 55 inches East, 76.80 feet to a point; thence North 88 degrees 13 feet 43 inches East, 131.81 feet to the POINT OF BEGINNING of Vacation 2 hereby described; said point also lying on the point curvature of a curve to the left; said curve having a radius of 25 feet and an arc length of 36.36 feet; thence along said right of way line and along the arc of said curve North 46 degrees 33 feet 38 inches East, 33.24 feet to a point; thence continue along the West right of way line of said unnamed, not constructed street, North 4 degrees 53 feet 32 inches East, 77.32 feet to the point of curvature of a curve to the right at the cul-de-sac of said unnamed, not constructed street, said cul-de-sac having a radius of 50 feet; thence along said right of way line and the arc of said curve 261.80 feet (chord bearing and distance: South 85 degrees 1 foot 39 inches East 50 feet to a point) on the East right of way line of said unnamed, not constructed street; thence along said East line, South 4 degrees 53 feet 32 inches West, 93.66 feet to a point; thence South 88 degrees 13 feet 43 inches West, 72.59 feet to the POINT OF BEGINNING of Vacation 2 hereby described; said tract of land contains .29 acres, more or less.

has been filed with the Lauderdale County Commission of Lauderdale County, Alabama, which declares the aforesaid portion of unnamed, unconstructed street to be vacated; and

WHEREAS, a specific notice was issued and a general notice of the proposed vacation of the right-of-way was given to the public pursuant to the laws of the State of Alabama; and

WHEREAS, a public hearing was held wherein the Commission took comments from the public in an open meeting; and

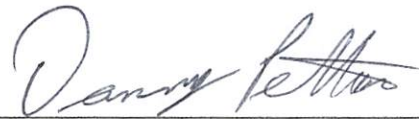
WHEREAS, the Lauderdale County Commission has considered said vacation, and it is the opinion of the Lauderdale County Commission that the proposed vacation of said property will not deprive other property owners of such right as they may have to convenient and reasonable means of access to their property;

WHEREAS, it appears that portion of an unnamed, not constructed street to be vacated is situated in Lauderdale County, Alabama, but outside any municipal corporation, and that it is to the interest of the public that the assent of the Lauderdale County Commission of Lauderdale County, Alabama be given to said declaration.

NOW THEREFORE BE IT RESOLVED by the Lauderdale County Commission of Lauderdale County, Alabama does hereby vacate and abandon the described right a way

ADOPTED this the 11<sup>th</sup> day of March, 2024.

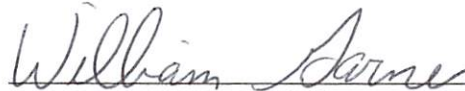
LAUDERDALE COUNTY COMMISSION



Danny Pettus, Chairman



Brad Black, Commissioner




Roger Garner, Commissioner

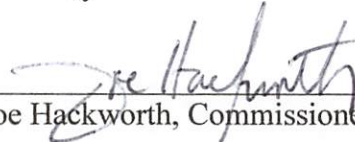


Fay Parker, Commissioner

ATTEST:



Brenda Bryant, Administrator



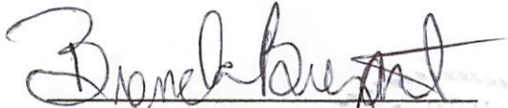
Joe Hackworth, Commissioner



CERTIFICATION

I, the undersigned Administrator of Lauderdale County, Alabama, do hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the Lauderdale County Commission sitting in regular session with a quorum present on the 11<sup>th</sup> day of March, 2024, and that such resolution is of record in the Minute Book of the County.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the County on the 11<sup>th</sup> day of March, 2024.

  
Brenda Bryant  
Lauderdale County Administrator



Seal



RLPY 2024 9827  
Recorded In Above Book and Page  
03/21/2024 01:24:28 PM  
Will Motlow  
Probate Judge  
Lauderdale County, AL

THIS INSTRUMENT PREPARED BY:

Andrew J. Spry  
Spry Law Firm  
250 South Poplar Street  
Florence, Alabama 35630  
P: (256) 764-7331  
F: (256) 764-0766

Recording Fee 0.00  
TOTAL 0.00

STATE OF ALABAMA  
COUNTY OF LAUDERDALE

### SCRIVENER'S AFFIDAVIT

Before me, the undersigned authority, personally appeared **Christopher Smith** who, being first duly sworn, on oath did depose and say the following:

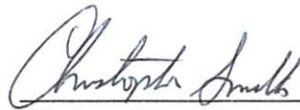
1. My name is **Christopher Smith**, and I am over the age of 19 years and a resident citizen of Alabama. I am also an attorney licensed to practice law in Alabama.
2. On or about March 11, 2024, I prepared a Resolution regarding the road vacation for Brian Barton and April Barton.
3. The Original Resolution was recorded on March 12, 2024 in the Office of the Judge of Probate of Lauderdale County, Alabama, at RLPY 2024, Page 8590.
4. It has been called to my attention that the legal description contained in the Resolution was incorrect. Accordingly, I am giving this Scrivener's Affidavit to further clarify the Property's legal description, which should read as follows:

A portion of an unnamed, not constructed street (50 foot right of way), same as appears on the plat of Lakeside Acres Subdivision, same as appears in the Office of Judge of Probate, Plat Book 2, Page 118 and 119, said portion lying Eastward of a portion of Lot 4 and Lot 5 of said Lakeside Acres subdivision, and being more particularly described as follows: Commence at a PLS #14118 Ben Mullins pin found on the Southeast corner of Lot 3 of A Resurvey of Part of Lot 3, Lot 4 and Part of Lot 5, Lakeside Acres, Plat Book 6, Page 103; thence along the West line of an unnamed, not constructed street, N 35° 51' 15" E, 42.67 feet to a PLS #14118 Ben Mullins pin found; thence leave the West right of way line S 80° 01' 02" E, 72.77 feet to a point on the East line of said right of way; thence along said right of way line and along a curve to the left, said curve having a radius of 50 feet and an arc length of 87.57 feet and a chord bearing and distance of S 41° 35' 55" E, 76.80 feet to a point; thence N 88° 13' 43" E, 131.81 feet to the POINT OF THE BEGINNING of Vacation 2 hereby described; said point also lying on the point of curvature of a curve to the left; said curve having a radius of 25.00 feet and an arc length of 36.36 feet; thence along said right of way line and along the arc of said curve N 46° 33' 38" E, 33.24 feet to a point; thence continue along the West right of way line of said



unnamed, not constructed street, N 04° 53' 32" E, 77.32 feet to the point of curvature of a curve to the right at the cul-de-sac of said unnamed, not constructed street, said cul-de-sac having a radius of 50 feet; thence along said right of way line and the arc of said curve 261.80 feet (chord bearing and distance: S 85° 01' 39" E, 50.00 feet to a point) on the East right of way line of said unnamed, not constructed street; thence along said East line, S 04° 53' 32" W, 93.66 feet to a point; thence S 88° 13' 43" W, 72.59 feet to the POINT OF BEGINNING of Vacation 2 hereby described; said tract of land contains 0.29 acres ± and is subject to any and all easements or restrictions of record or unrecorded affecting said property.

I have executed this affidavit on the 21<sup>st</sup> day of March, 2024.



Christopher Smith

State of Alabama  
County of Lauderdale

Sworn to and subscribed before me this 21 day of March, 2024.



Notary Public

My Commission Expires: 1/2/2028





STATE OF ALABAMA

LAUDERDALE COUNTY

PETITION FOR VACATION OF ROAD

WHEREAS, Brian Barton and his wife, April B. Barton, declare that they are the owners and persons having an interest in all of the land abutting the portion of a dedicated fifty foot (50') unnamed road hereinafter described; and

WHEREAS, the owners having an interest hereby petition the County Commission of Lauderdale, Alabama ("the Council") for a resolution vacating and abandoning to them the roadway hereinafter described; and

WHEREAS, Alabama Land Services, Inc. has certified in writing that Mr. and Mrs. Barton are the only persons who own property adjoining or abutting the portion of the roadway described below, a copy of which is attached to this Petition as Exhibit 1; and

WHEREAS, this vacation shall not deprive any other property owners of such right as they may have to convenient and reasonable means of access to their properties.

NOW, THEREFORE, the undersigned, Brian Barton and his wife, April B. Barton, being the sole owners and the only persons having an interest in the property adjoining the portion of easement to be vacated, respectfully request that the Commission vacate the following described road:

A portion of an unnamed, not constructed street (50 foot right of way), same as appears on the plat of Lakeside Acres Subdivision, same as appears in the Office of Judge of Probate, Plat Book 2, Page 118 and 119, said portion lying Eastward of a portion of Lot 4 and Lot 5 of said Lakeside Acres subdivision, and being more particularly described as follows: Commence at a PLS #14118 Ben Mullins pin found on the Southeast corner of Lot 3 of A Resurvey of Part of Lot 3, Lot 4 and Part of Lot 5, Lakeside Acres, Plat Book 6, Page 103; thence along the West line of an unnamed, not constructed street, N 35° 51' 15" E, 42.67 feet to a PLS #14118 Ben Mullins pin found; thence leave the West right of way line S 80° 01' 02" E, 72.77 feet to a point on the East line of said right of way; thence along said right of way line and along a curve to the left, said curve having a radius of 50 feet and an arc length of 87.57 feet and



a chord bearing and distance of S 41° 35' 55" E, 76.80 feet to a point; thence N 88° 13' 43" E, 131.81 feet to the POINT OF THE BEGINNING of Vacation 2 hereby described; said point also lying on the point of curvature of a curve to the left; said curve having a radius of 25.00 feet and an arc length of 36.36 feet; thence along said right of way line and along the arc of said curve N 46° 33' 38" E, 33.24 feet to a point; thence continue along the West right of way line of said unnamed, not constructed street, N 04° 53' 32" E, 77.32 feet to the point of curvature of a curve to the right at the cul-de-sac of said unnamed, not constructed street, said cul-de-sac having a radius of 50 feet; thence along said right of way line and the arc of said curve 261.80 feet (chord bearing and distance: S 85° 01' 39" E, 50.00 feet to a point) on the East right of way line of said unnamed, not constructed street; thence along said East line, S 04° 53' 32" W, 93.66 feet to a point; thence S 88° 13' 43" W, 72.59 feet to the POINT OF BEGINNING of Vacation 2 hereby described; said tract of land contains 0.29 acres ± and is subject to any and all easements or restrictions of record or unrecorded affecting said property.

The purpose of this Petition is to effect the vacation and abandonment of the above-described portion of roadway to the abutting property owners and to destroy the force and effect of any dedication by use, map, plat or otherwise, and to divest any and all rights of the public, including any rights which may have been acquired by prescription or otherwise, in the part of the roadway hereby vacated.

The above-described portion of roadway lies within the planning jurisdiction of Lauderdale County, Alabama.

[Signatures and notary acknowledgement appear on next page]

Executed by the Petitioners this 31st day of August, 2023.

Brian Barton  
Brian Barton

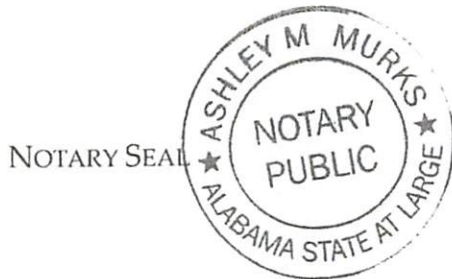
April B. Barton  
April B. Barton

STATE OF ALABAMA  
LAUDERDALE COUNTY

I, the undersigned authority, a Notary Public in and for said County and in said State, hereby certify that **Brian Barton** and his wife, **April B. Barton**, whose names are signed to the foregoing Petition for Vacation of Road and who are known to me, acknowledged before me on this day, that, being informed of the contents of the foregoing, they executed the Petition voluntarily on the day the same bears date.

Given under my hand and official seal, this 31st day of August, 2023.

Ashley M. Murks  
Notary Public  
My commission expires: 12/31/25



**THIS INSTRUMENT PREPARED BY:**

Andrew J. Spry  
Spry Law Firm, P.C.  
250 South Poplar Street  
Florence, Alabama 35630  
P: (256) 764-7331  
F: (256) 764-0766

STATE OF ALABAMA

LAUDERDALE COUNTY

**DECLARATION OF VACATION OF ROAD**

Brian Barton and his wife, April B. Barton, are the only owners having an interest in the land abutting the portion of fifty foot (50') unnamed road hereinafter described.

Brian Barton and his wife, April B. Barton, desire that the portion of the road hereinafter described be vacated and abandoned to Brian Barton and wife, April B. Barton.

NOW, THEREFORE, Brian Barton and his wife, April B. Barton, do hereby declare vacated the following described portion of roadway situated within the jurisdiction of Lauderdale County, Alabama, to-wit:

A portion of an unnamed, not constructed street (50 foot right of way), same as appears on the plat of Lakeside Acres Subdivision, same as appears in the Office of Judge of Probate, Plat Book 2, Page 118 and 119, said portion lying Eastward of a portion of Lot 4 and Lot 5 of said Lakeside Acres subdivision, and being more particularly described as follows: Commence at a PLS #14118 Ben Mullins pin found on the Southeast corner of Lot 3 of A Resurvey of Part of Lot 3, Lot 4 and Part of Lot 5, Lakeside Acres, Plat Book 6, Page 103; thence along the West line of an unnamed, not constructed street, N 35° 51' 15" E, 42.67 feet to a PLS #14118 Ben Mullins pin found; thence leave the West right of way line S 80° 01' 02" E, 72.77 feet to a point on the East line of said right of way; thence along said right of way line and along a curve to the left, said curve having a radius of 50 feet and an arc length of 87.57 feet and a chord bearing and distance of S 41° 35' 55" E, 76.80 feet to a point; thence N 88° 13' 43" E, 131.81 feet to the POINT OF THE BEGINNING of Vacation 2 hereby described; said point also lying on the point of curvature of a curve to the left; said curve having a radius of 25.00 feet and an arc length of 36.36 feet; thence along said right of way line and along the arc of said curve N 46° 33' 38" E, 33.24 feet to a point; thence continue along the West right of way line of said unnamed, not constructed street, N 04° 53' 32" E, 77.32 feet to the point of curvature of a curve to the right at the cul-de-sac of said unnamed, not constructed street, said cul-de-sac having a radius of 50 feet; thence along said right of way line and the arc of

said curve 261.80 feet (chord bearing and distance: S 85° 01' 39" E, 50.00 feet to a point) on the East right of way line of said unnamed, not constructed street; thence along said East line, S 04° 53' 32" W, 93.66 feet to a point; thence S 88° 13' 43" W, 72.59 feet to the POINT OF BEGINNING of Vacation 2 hereby described; said tract of land contains 0.29 acres ± and is subject to any and all easements or restrictions of record or unrecorded affecting said property.

The purpose of this declaration is to effect the vacation and abandonment of the above-described portion of roadway to the abutting property owners, and to destroy the force and effect of any dedication by use, map, plat or otherwise, and to divest any and all rights of the public, including any rights which may have been acquired by prescription or otherwise, in the portion of roadway hereby vacated.

The above-described portion of roadway lies within Lauderdale County, Alabama.

*{Signatures and acknowledgements on following page}*



Executed this 31st day of August, 2023.

Brian Barton  
Brian Barton

April B. Barton  
April B. Barton

STATE OF ALABAMA  
LAUDERDALE COUNTY

I, the undersigned authority, a Notary Public in and for said County and in said State, hereby certify that **Brian Barton** and his wife, **April B. Barton**, whose names are signed to the foregoing Declaration of Vacation of Road and who are known to me, acknowledged before me on this day, that, being informed of the contents of the foregoing, they executed the Declaration voluntarily on the day the same bears date.

Given under my hand and official seal this 31st day of August, 2023.



Ashley M. Murks  
Notary Public  
My commission expires: 12/3/25

**THIS INSTRUMENT PREPARED BY:**

Andrew J. Spry  
Spry Law Firm, P.C.  
250 South Poplar Street  
Florence, Alabama 35630  
P: (256) 764-7331  
F: (256) 764-0766



# Planning Commission Review

STREET VACATION    ALLEY VACATION    ROW VACATION

## I. Requested Action

Street Vacation       Alley Vacation       Easement Vacation

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### Request to Vacate/Abandon the Following Described Right-Of-Way/Easement:

See legal description attached hereto as Exhibit 1

### For the Purpose of:

Effecting the vacation and abandonment of the portion of roadway described in Exhibit 1 to the abutting property owners and to destroy the force and effect of any dedication by use, map, plat, or otherwise, and to divest any and all rights of the public, including any rights which may have been acquired by prescription or otherwise, in the part of the road being vacated.

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**It is warranted in good faith by the applicant, whose name is signed hereto, that all the facts are true and correct.**

*Andrew Johnson*  
Applicant (or representative)

10/23/2023  
Date

\_\_\_\_\_  
Owner (or representative)

\_\_\_\_\_  
Date

---

### FOR DEPARTMENTAL USE ONLY:

Date Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_ Certified List of Property Owners: \_\_\_\_\_

M. Bailey: \_\_\_\_\_ R. Muse: \_\_\_\_\_ T. Irons: \_\_\_\_\_ B. Smith: \_\_\_\_\_ L. Borden: \_\_\_\_\_

## MEMORANDUM

**TO:** TIMESDAILY  
**FROM:** Andrew J. Spry, Attorney for Petitioners  
**DATE:** Tuesday, February 13, 2024  
**SUBJECT:** Public Notice

Please place the following public notice as a Legal Ad in the Times Daily to run once each week for four consecutive weeks on Friday, February 16, 2024, Friday, February 23, 2024, Friday, March 1, 2024, and Friday, March 8, 2014.

### NOTICE OF VACATION OF ROADWAY

Notice is hereby given that a Petition for Vacation of Public Street in Lauderdale County, Alabama, has been filed with the Lauderdale County Commission pursuant to Alabama Code 23-4-2 (1975), and more particularly described as follows ("the vacated road"):

A portion of an unnamed, not constructed street (50 foot right of way), same appears on the plat of Lakeside Acres Subdivision, same as appears in the Office of Judge of Probate, Plat Book 2, Page 118 and 119, said portion lying Eastward of a portion of Lot 4 and Lot 5 of said Lakeside Acres subdivision, and being more particularly described as follows: Commence at a PLS #14118 Ben Mullins pin found on the Southeast corner of Lot 3 of A Resurvey of Part of Lot 3, Lot 4 and Part of Lot 5, Lakeside Acres, Plat Book 6, Page 103; thence along the West line of an unnamed, not constructed street, North 35° 51' 15" East, 42.67 feet to a PLS #14118 Ben Mullins pin found; thence leave the West right of way line South 80° 01' 02" East, 72.77 feet to a point on the East line of said right of way; thence along said right of way line and along a curve to the left, said curve having a radius of 50 feet and an arc length of 87.57 feet and a chord bearing and distance of South 41° 35' 55" East, 76.80 feet to a point; thence North 88° 13' 43" East, 131.81 feet to the POINT OF BEGINNING of Vacation 2 hereby described; said point also lying on the point of curvature of a curve to the left; said curve having a radius of 25.00 feet and an arc length of 36.36 feet; thence along said right of way line and along the arc of said curve North 46° 33' 38" East, 33.24 feet to a point; thence continue along the West right of way line of said unnamed, not constructed street, North 04° 53' 32" East, 77.32 feet to the point of curvature of a curve to the right at the cul-de-sac of said unnamed, not constructed street, said cul-de-sac having a radius of 50 feet; thence along said right of way line and the arc of said curve 261.80 feet (chord bearing and distance: South 85° 01' 39" East, 50.00 feet to a point) on the East right of way line of said unnamed, not constructed street; thence along said East line, South 04° 53' 32" West, 93.66 feet to a point; thence South 88° 13' 43" West, 72.59 feet to the POINT OF BEGINNING of Vacation 2 hereby described; said tract of land contains 0.29 acres, more or less.

Written comments will be received regarding proposed vacation by the Lauderdale County Commission, P.O. Box 1059, Florence, Alabama 35631 until 5:00 p.m. on Friday, March 8, 2024. Verbal comments will be heard during a public hearing as part of the County Commission meeting to be held at 11:00 a.m. on Monday, March 11, 2024.





103

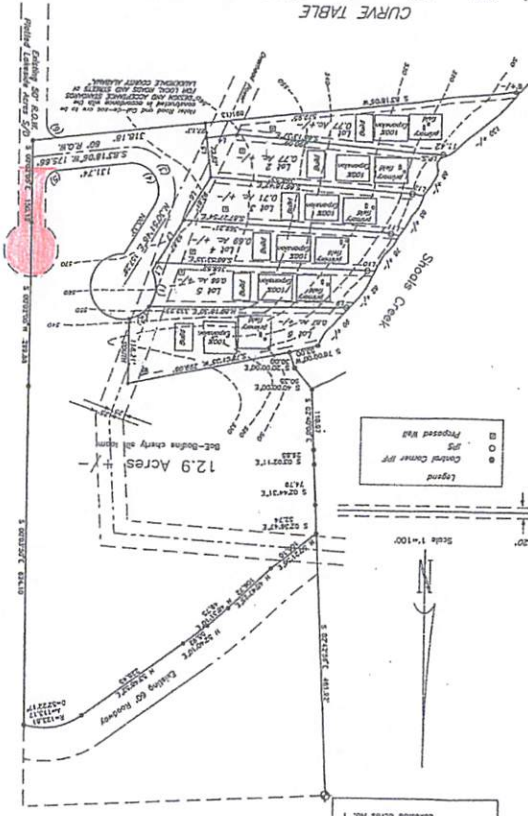
# Resurvey of Part of Lot 3, Lot 4, and Part of Lot 5 Lakeside Acres Subdivision

I, Ben Miller, a professional surveyor, do hereby certify that the above and/or attached map, field sketches and notes were conducted as required in the Rules governing Civil Surveying and Subdivisions, Chapter 42-3-1, and are true and correct as presented.

Ben Miller  
Date: 02/27/91  
Registration No. A-69-91  
M.S. 11118

CONTROLS WERE INTERPOLATED FROM THE AMM

Lot	Area (Acres)	Area (Sq. Feet)
Lot 1	2.73	187,440
Lot 2	2.56	175,808
Lot 3	2.85	197,400
Lot 4	2.60	179,100
Lot 5	2.67	185,100



### CURVE TABLE

Radius	Chord	Angle
100.00	100.00	90.00
200.00	200.00	90.00
300.00	300.00	90.00
400.00	400.00	90.00
500.00	500.00	90.00
600.00	600.00	90.00
700.00	700.00	90.00
800.00	800.00	90.00
900.00	900.00	90.00
1000.00	1000.00	90.00
1100.00	1100.00	90.00
1200.00	1200.00	90.00
1300.00	1300.00	90.00
1400.00	1400.00	90.00
1500.00	1500.00	90.00
1600.00	1600.00	90.00
1700.00	1700.00	90.00
1800.00	1800.00	90.00
1900.00	1900.00	90.00
2000.00	2000.00	90.00

### LINE TABLE

Station	Bearing	Distance
1+00	N 89° 59' 59" W	1.00
1+01	N 89° 59' 59" W	1.00
1+02	N 89° 59' 59" W	1.00
1+03	N 89° 59' 59" W	1.00
1+04	N 89° 59' 59" W	1.00
1+05	N 89° 59' 59" W	1.00
1+06	N 89° 59' 59" W	1.00
1+07	N 89° 59' 59" W	1.00
1+08	N 89° 59' 59" W	1.00
1+09	N 89° 59' 59" W	1.00
1+10	N 89° 59' 59" W	1.00
1+11	N 89° 59' 59" W	1.00
1+12	N 89° 59' 59" W	1.00
1+13	N 89° 59' 59" W	1.00
1+14	N 89° 59' 59" W	1.00
1+15	N 89° 59' 59" W	1.00
1+16	N 89° 59' 59" W	1.00
1+17	N 89° 59' 59" W	1.00
1+18	N 89° 59' 59" W	1.00
1+19	N 89° 59' 59" W	1.00
1+20	N 89° 59' 59" W	1.00

Ben Miller  
121 N. Alabama St., Suite 20  
Florence, Alabama 36601  
Ben Miller No. Reg. 11118  
Filed 02/27/91

Scale 1" = 100'  
North 11-12-90  
County of Lauderdale  
Mills Surveying & Mapping  
121 N. Alabama Street  
Florence, Alabama 36601  
Ben Miller No. Reg. 11118  
Filed 02/27/91

STATE OF ALABAMA  
COUNTY OF LAUDERDALE

Ben Miller, Surveyor, do hereby certify that I have surveyed the above and/or attached map, field sketches and notes as required in the Rules governing Civil Surveying and Subdivisions, Chapter 42-3-1, and are true and correct as presented.

Ben Miller  
Date: 02/27/91  
Registration No. A-69-91  
M.S. 11118

I, Ben Miller, a professional surveyor, do hereby certify that the above and/or attached map, field sketches and notes were conducted as required in the Rules governing Civil Surveying and Subdivisions, Chapter 42-3-1, and are true and correct as presented.

Ben Miller  
Date: 02/27/91  
Registration No. A-69-91  
M.S. 11118





STATE OF ALABAMA §

LAUDERDALE COUNTY §

RESOLUTION

WHEREAS, all Lauderdale County employees covered by the county's health insurance, in order to maintain the best coverage and discounts available for this employee benefit, are required to undergo an annual wellness screening; and

WHEREAS, screenings will occur at the following locations:

Wednesday, April 10<sup>th</sup> from 12:30 pm – 4:00 pm at the Road Department  
Thursday, April 11<sup>th</sup> from 6:30 am – 9:00 am at the Solid Waste Department  
Thursday, April 11<sup>th</sup> from 10:00 am – 2:30 pm at the County Commission Office

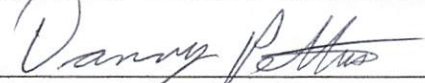
Employees may also go to any of these pharmacies listed below for wellness checks as long as the correct paperwork is turned in before April 11<sup>th</sup>.

**Lauderdale County:** Chad's Payless Pharmacy, Medical Center Pharmacy, Publix Pharmacy, Walmart NBHD Market, Walmart Supercenter, Crossroads Pharmacy  
**Lawrence County:** Steve's Discount Drugs, Walmart Supercenter, Medtown Pharmacy

NOW THEREFORE BE IT RESOLVED by the Lauderdale County Commission that all employees covered under the Lauderdale County insurance program are required to participate in annual wellness screenings.

Done this the 11<sup>th</sup> day of March, 2024.

LAUDERDALE COUNTY COMMISSION

  
\_\_\_\_\_  
Danny Pettus, Chairman

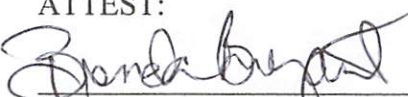
  
\_\_\_\_\_  
Roger Garner, Commissioner

  
\_\_\_\_\_  
Brad Black, Commissioner

  
\_\_\_\_\_  
Fay Parker, Commissioner

  
\_\_\_\_\_  
Joe Hackworth, Commissioner

ATTEST:

  
\_\_\_\_\_  
Brenda Bryant, County Administrator

STATE OF ALABAMA §

LAUDERDALE COUNTY §

RESOLUTION


WHEREAS, the Lauderdale County Revenue Commissioner has established a job description for a new position, Supervisor over Collections, and the detailed duties of this new position will be listed in the attached description; and

WHEREAS, this job will be replacing a current position, Revenue Land Redemption Clerk, and no one will be filling the Land Redemption position. The reclassification of the position will begin on March 18<sup>th</sup>, 2024, and Supervisor over Collections will be a grade 6; and

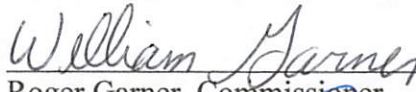
THEREFORE, BE IT RESOLVED, The Lauderdale County Commission approves establishing this new job description in the Lauderdale County Revenue department for Supervisor over Collections, and any budget amendment needed to make this change.

Done this the 11<sup>th</sup> day of March, 2024.

LAUDERDALE COUNTY COMMISSION



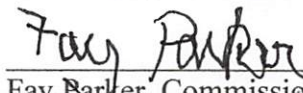
Danny Pettus, Chairman



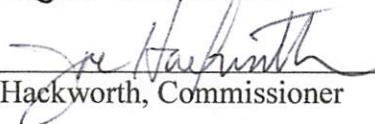
Roger Garner, Commissioner



Brad Black, Commissioner

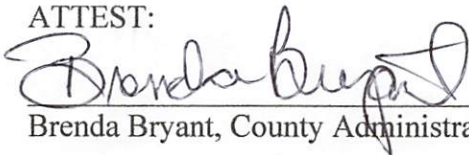


Fay Parker, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brenda Bryant, County Administrator



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**LAUDERDALE COUNTY COMMISSION**  
**JOB DESCRIPTION**

Revision Date - October 2023

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**Collection Supervisor**

Department: Revenue Commissioner

Pay Grade: 6

**Job Summary**

Collects taxes, fees and citations, issues receipts and balances receipts with collections. Performs research as required. Greets visitors, provides information or refers to appropriate department or individuals. Answers telephone, route calls, provides information and relays messages. Inputs data into computer and checks for accuracy. Research records for change in property ownership. Contact owner, help solve problems involved, calculate delinquent taxes and collect money due. Date entry for redemption. Provides information to State Office about redemptions. Teaches all new employees collection procedures. Act as supervisor when Revenue Commissioner and chief clerk are away. Also, taking care of the daily deposits, taking money to bank and going to post office for mail.

**Education and Experience**

- High school diploma or equivalent.



### **Collection (Ad Valorem)**

- Responsible for handling large sums of cash.
- Receives checks, cash, money orders or credit/debit cards; locates correct bill by account number, parcel number or name. Verify correct amount, date, and signature on checks. Stamp each "for deposit only". If person paying tax bill is not the same as on tax bill, key name of person paying on receipt.
- Gives customer correct change and receipt. Retains copy for balancing at the end of day.
- Balances cash drawers daily against total receipts issued.
- Maintains adequate change in cash boxes for next day's business.
- Secures cash boxes daily.
- Researches and sends tax notices to new owners.
- Researches and provides tax information to mortgage companies as required.
- Issues Ad-Valorem decals.
- Receives and posts mailed in tax payments.

### **Collection (Mobile Home Fees)**

- Collects fees on registration decals and issues same.
- Collects on citation and District Attorney penalties on both Ad-Valorem and registration decals.
- Researches and helps License Inspector with locating owners for Mobile Home Decals.
- Balance Mobile Home account daily, retaining adequate change for next day's business.

### **Land Redemption**

- Receives-checks, cash, money orders, or credit/debit cards; locates correct bill by receipt number, parcel number or name. Verify correct amount on check amount on check and

- Maintains delinquent property files.
- Verifies delinquent property files to state land inventory periodically.
- Provides property information to State Department of Revenue for purchase applications of land sold.
- Verifies property status when state fixes price for land sale to individuals.
- Assesses property to purchaser when state notifies their interest conveyed to individuals.
- Contacts property owners to collect delinquent taxes.
- Solves problems associated with delinquent taxes through research.
- Calculates delinquent taxes.
- Collects delinquent tax money.
- Data entry to process redemption and scans all documents to account.
- Issues redemption certificates.
- Notifies individual purchaser of refunds when property redeemed.
- Verifies certificates of purchase, receipts for taxes, etc. for refunds to individual purchaser.
- Prepare erroneous tax sale documents to file with state land agent to void sale.
- Flags assessment and mapping department with changes when property is redeemed.
- Keeps redemption records and files the forms with the state.

### **Miscellaneous**

- Replies to requests received by mail and/or refers to proper individual or department.
- Fills requests forms or information.
- Sorts mass quantities of mail before deadlines such as tax bills, delinquent bills, citations, etc.
- Locates property owners names by parcel numbers

- Locates parcel numbers by looking up property by legal description on maps.
- Proof computer printouts for errors.
- Handle messages for Revenue Commissioner.
- Assists attorneys and/or their staff in obtaining information.

### **Knowledge, Skills, and Abilities**

(Any item with an asterisk will be taught on the job.)

- Verbal skills to communicate effectively with general public.
- Math skills to perform basic mathematical operations.
- Writing skills to neatly and correctly complete receipts, forms, and letters.
- Reading skills to read and understand legal documents, deeds, tax bills, etc.
- \*Knowledge of Alabama tax laws as they pertain to assessment, land redemption, and appraisal.
- \* Operating office machines such as computer terminal and printer, typewriter, calculator and copy machine.
- Knowledge of general office procedures.
- Ability to maintain effective working relationships with both other employees and the public.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to solve problems with research and communication.

### **Physical Characteristics**

- Strength to lift heavy books.
- Mobility to bend, stand, move, or lift.
- Stamina to sit for long periods of time and to withstand stress of dealing with public.

### Other Characteristics

- Willing to travel to and attend workshops, seminars, conferences, etc., and possibly take courses to remain up-to-date in the collections or land redemption area.
- Willing to work overtime and weekends to complete work within a specified time frame.
- Any combination of education and experience which provides the necessary qualifications listed above.
- The employee is motivated, good with the public, accurate, honest, trustworthy and dependable.

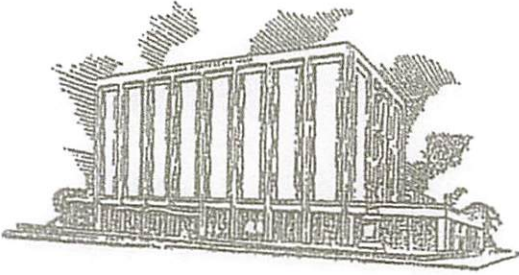
### Relationships

- Reports to: Chief Revenue Clerk
- Subordinate Staff: None
- Other internal contacts: Members of the Revenue Commissioner's Office
- External contacts: General Public, Attorneys, Accountants, Mortgage Companies, Other County Offices, State Department of Revenue, State Land Agent

**Statements included in this description are not to be interpreted as being all inclusive.**

**The employee may be assigned other duties that are not specifically included.**





LAUDERDALE COUNTY ALABAMA  
REVENUE COMMISSIONER • BILLY HAMMOCK  
P.O. BOX 794 • FLORENCE, ALABAMA 35631 • (256) 760-5785

## Revenue Budget – 2023

- **Supervisor over Collection:** This role is vital to the operation of the office. The person that is currently carrying this responsibility, isn't compensated for all that they do. Amy Hanback has been with Lauderdale County for 23 years. When Paula and myself are out of town, she steps up to make sure the office continues to run smoothly. Besides her regular responsibilities, she reconciles the daily Ad Valorem and Mobile Home monies collected, makes the bank deposits and picks up the mail from the post office. Her experience in Land Redemption and Manufactured Home collections have been invaluable over the past year. Each of these areas have proven to be complicated, but she patiently explains to the other collection employees how to do their job accurately, following the Code of Alabama as closely as possible. The employees in collection already think of her as their supervisor and look to her for guidance and her experience for any questions as they arise. I would like to request for her grade level to be changed from a 5 to a 6 and her title changed to Collection Supervisor.
- **Assessment Clerk:** I have talked about the continued growth in the county with the county commissioners. Lauderdale County is growing faster than any of us may have realized. Just over the past year, we've had approximately 1100 new homes built and since the beginning of 2023 there have been 3108 deeds recorded. (Compare how much the sanitation dept. has had to expand to keep up.) After a deed is recorded, the taxpayer then asks assessment to assess their property and claim an exemption if they are entitled to one. During this time, the taxpayer is asked several questions. How many bathrooms, if it's multi story, if there are any fireplaces, what kind of flooring etc. The new program (Ingenuity) allows us to obtain much more pertinent information that we didn't have access to before. If the taxpayer happens to be entitled to be completely exempt, the clerks have to ask the correct questions and see the necessary paperwork for that taxpayer to be exempt. All paperwork is scanned and attached to that taxpayer's account.
- **Mapping:** This department pulls the deed information from Probate and if the property happens to be from a larger tract of land, the mappers will have to do a split. This process takes longer and can be a complicated task depending on several variances.

STATE OF ALABAMA §

LAUDERDALE COUNTY §

RESOLUTION

WHEREAS, the Lauderdale County Commission, in cooperation with the Lauderdale County Road Department, desires to maintain safety while using large equipment; and

WHEREAS, maintenance needs to be performed on a Bulldozer, which includes left final drive rebuild, and replacing all steering clutches on the left and right side, while this section is disassembled; and

WHEREAS, the expense is quoted at fifty-three thousand four hundred eighty-six dollars and fifty cents.; and

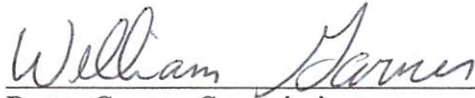
NOW THEREFORE BE IT RESOLVED by the Lauderdale County Commission that the Lauderdale County Road Department may repair the Bulldozer for the above amount, and approves any budget amendment needed for these repairs.

Done this the 11<sup>th</sup> day of March, 2024.

LAUDERDALE COUNTY COMMISSION



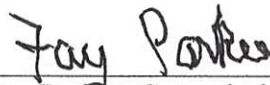
Danny Pettus, Chairman



Roger Garner, Commissioner

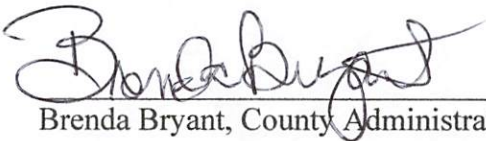
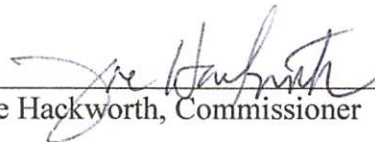


Brad Black, Commissioner



Fay Parker, Commissioner

ATTEST:

  
Brenda Bryant, County Administrator  
Joe Hackworth, Commissioner





STATE OF ALABAMA §  
LAUDERDALE COUNTY §

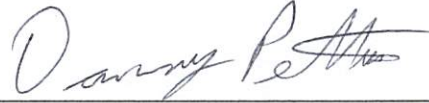
RESOLUTION

WHEREAS, the Lauderdale County Sheriff Department would like to request out of state travel approval for Gaylon Phillips to Nashville, Tennessee on April 22, 2024 through April 26, 2024 for a Special Operations Supervisors training session; and

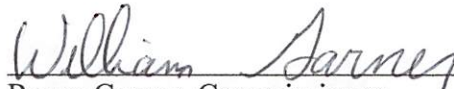
BE IT RESOLVED, the Lauderdale County Commission approves this travel request to Nashville, Tennessee beginning on April 22, 2024 through April 26, 2024.

Done this the 11<sup>th</sup> day of March, 2024.

LAUDERDALE COUNTY COMMISSION



Danny Pettus, Chairman



Roger Garner, Commissioner

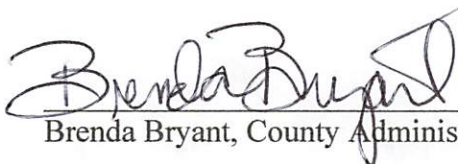


Brad Black, Commissioner

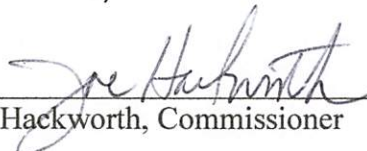


Fay Parker, Commissioner

ATTEST:



Brenda Bryant, County Administrator



Joe Hackworth, Commissioner



STATE OF ALABAMA §

LAUDERDALE COUNTY §

RESOLUTION

WHEREAS, Lauderdale County, a political subdivision of the state of Alabama ("County"), The City of Florence, Alabama, an Alabama municipal Corporation ("City"), and the Lauderdale County Emergency Management Communications District ("District") together are responsible for emergency management, ("EMA") and emergency 911 communications services in Lauderdale County and for appointing a director to manage these services for the citizens of Lauderdale County, and

WHEREAS, all three entities wish to enter into an agreement setting forth the terms of the employment of a director Emergency Management and 911 operations, and

WHEREAS, the "County", "City" and the "District" believe the agreement attached hereto and made an exhibit thereof, accurately sets out the terms of employment of said Director and that said agreement and appointment are in the best interest of the citizens of Lauderdale County, Alabama

NOW, THEREFOR BE IT RESOLVED AS FOLLOWS:

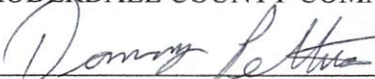
A ) The attached job description, marked as exhibit 1, for the Director of EMA is hereby approved,

B ) The attached agreement, marked as exhibit 2, for employment of the Director of EMA and 911, as agreed to by the "County", "City" and the "District" is approved and further, The Chairman of the Lauderdale County Commission is authorized to sign said agreement of behave of the County Commission,

C ) Brad Holmes is appointed by the "County" by and through it's County Commission as Director of EMA and 911

Done this the 11<sup>th</sup> day of March, 2024.

LAUDERDALE COUNTY COMMISSION

  
\_\_\_\_\_  
Danny Pettus, Chairman

  
\_\_\_\_\_  
Roger Garner, Commissioner

  
\_\_\_\_\_  
Brad Black, Commissioner

  
\_\_\_\_\_  
Fay Parker, Commissioner

  
\_\_\_\_\_  
Joe Hackworth, Commissioner

ATTEST:

  
\_\_\_\_\_  
Brenda Bryant, County Administrator

**EXHIBIT 1**

**CITY OF FLORENCE  
Job Description**

<b>Job Title:</b> Director of Emergency Management and Emergency 911 Operations	<b>Department:</b> Emergency Management and Emergency 911 Operations
<b>Immediate Supervisor:</b> Mayor	
<b>Classification Level:</b> SAM XI, Step 6	\$130,066.93 annually

**Job Summary:** Department head position that manages emergency management and emergency 911 operations throughout Lauderdale County for the Lauderdale County Commission, City of Florence, and the Lauderdale County Emergency Management Communication District 911 as directed, including but not limited to planning and administering county emergency preparedness program, coordinating countywide activities of emergency response personnel, administering the Lauderdale County Emergency Communication System, and preparing annual budgets for such operations.

**Essential Duties and Responsibilities:**

**Emergency Management**

1. Represent Lauderdale County and the City of Florence on all matters pertaining to emergency management.
2. Advise and recommend possible solutions to the County Commission and City Council for issues that arise during times of emergencies and disasters.
3. Coordinate various emergency preparedness programs and emergency operation response plans according to federal and state guidelines.
4. Consider and recommend to the County Commission and City Council for approval, all mutual aid, continuity of government, and resource management plans.
5. Coordinate on behalf of the County Commission and City Council 911 emergency, emergency medical services, hazardous materials responses, emergency fuel allocation and other duties to be determined by the County Commission and City Council at such time as the need may arise.
6. Assume the role as authorized agent for Presidentially declared emergencies and/or major declarations.
7. Assume the role of coordinating officer for Lauderdale County and the City of Florence and advise on matters relating to emergency financing and submission of project applications.
8. Prepare annual budgets for emergency management operations.
9. Research and administer grant applications for emergency response agencies within Lauderdale County subject to approval of the County Commission.
10. Conduct, research, develop, review, and update a hazard analysis of the county in accordance with state and federal guidelines.



11. Aid local industry by administering plans for transporting and disposing of hazardous chemical products.
12. Coordinate training programs for volunteers, emergency responders, and the general public.
13. Administer Title III "right to know" information program.
14. Maintain local communications capabilities and assist other agencies in planning and supporting communications and interoperability.
15. Ensure that all relevant employees are trained in equipment operations.
16. Serves as the Point of Contact for Alabama Department of Homeland Security.
17. Serve as the Regional Point of Contact for Alabama Department of Homeland Security as required.
18. Assist Alabama Emergency Management Agency Regional Coordinator as required.
19. Administer emergency medical services contract.
20. Uphold and fulfill all responsibilities given by law during local, state and federal declared emergencies.
21. Organize and coordinate activities of staff and other groups with emergency responsibilities pursuant to the Code of Alabama 1975.
22. Oversee, review and approve reports and grant applications prepared by staff subject to approval of the County Commission.
23. Educate the public regarding the function of the Emergency Management Agency.
24. Speak to civic groups, students, and responders on importance of emergency preparedness.
25. Ensure that weather watches and warnings are issued to the general public.
26. Disseminate information to the public regarding emergencies.

### **Emergency 911**

1. Develop and maintain various emergency protocols for response agencies.
2. Assist response agencies in developing emergency response protocols for their specific needs.
3. Prepare annual operational and capital budgets for emergency 911 operations.
4. Plan and implement training procedures for emergency response personnel and the general public.
5. Maintain local communications capabilities; test all equipment at regular intervals and coordinates prompt repairs as needed.
6. Ensure that all personnel are trained in equipment operations.
7. Supervise and coordinate activities of staff and other groups with emergency responsibilities.
8. Disseminate information to the public regarding emergencies.
9. Oversee all day to day operations of the 911 Communications Center.
10. Formulate policies and procedures for 911 personnel.
11. Initiate disciplinary action for 911 personnel when necessary.
12. Administer contracts for services as required.
13. Prepare equipment specifications for bid proposals.

14. Use all available means to inform public of function of County Emergency Management Communication District 911.
15. Distribute booklets and pamphlets offering information to the public.
16. Speak to civic groups, students, and emergency responders on importance of emergency preparedness.
17. Issue emergency public information.
18. Investigate and respond to inquiries from the public and other agencies.
19. Establish and implement emergency preparedness training within the county.
20. Participate in professional development courses offered by state and federal EMA.
21. Read and keep abreast of news and information which pertains to Emergency Communication.
22. Attend regional NENA seminars offered to gain additional knowledge of new technology.
23. Offer training to groups who handle emergencies on a daily basis and to volunteer groups.
24. Work with hospitals, nursing homes, and mental facilities in development of emergency calling plans.
25. Assist others in preparing plans and exercises.

**Minimum Qualifications, Experience, Training, and Licenses:**

1. Bachelor's degree from four year accredited college or university required.
2. Minimum of five years of work experience in emergency response, emergency management, public safety, or qualified military service.
3. Minimum of five years of management/supervisory experience.
4. Must be or become resident of Lauderdale County, Alabama, within three months of accepting position.
5. Valid driver's license.
6. Must be at least 19 years of age.

**Required Knowledge, Skills, and Abilities:**

1. Excellent verbal and written communication and negotiation skills, using both technical and non-technical language and ability to use both in emergency situations.
2. Ability to coordinate with the public and other officials.
3. Ability to understand legal statutes, regulations, ordinances, and procedures concerning emergency management, emergency communications, and related issues.
4. Ability to effectively analyze reports, graphs, and statistical data to synthesize and produce executive summaries, and provide critical evaluation in a logical manner.
5. Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment.
6. Ability to maintain confidentiality.
7. Ability to solve problems, working with integrity, ingenuity, and inventiveness in the performance of assigned tasks and in emergency situations.



8. Knowledge of principles and practices of emergency management and communication operations, public administration, and project management techniques.
9. Ability to manage multiple projects simultaneously, set goals, and develop an action plan to achieve them.
10. Knowledge of contract administration methods, techniques, theory, principles, and practices.
11. Ability to comprehend technical plans, designs, specifications and estimates.
12. Knowledge of supervisory and managerial techniques and principles.
13. Ability to establish and maintain effective working relationships with elected officials, appointed officials, department heads, employees, business partners, and intergovernmental representatives.
14. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
15. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines and emergencies.
16. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
17. Ability and willingness to work non-standard hours and travel as needed and be available 24 hours daily.
18. Ability to work independently and solve problems.
19. Ability to develop and maintain emergency plans and procedures and compose news releases.
20. Ability to comprehend state and federal guidelines and to read charts and maps.
21. Knowledge of potential effects of various disasters.
22. Knowledge of budget preparations and ability to prepare multiple annual budgets.
23. Knowledge of city streets, county roads, bridges, streams and terrain, etc.
24. Knowledge of all resources and assistance available within county and area (people, vehicles, buildings, materials, etc.).
25. Ability to use and operate all types of emergency communication equipment, etc.
26. General knowledge of communications systems.
27. Knowledge of emergency operation procedures.
28. Cannot have been convicted of a felony or a misdemeanor involving force, violence, or moral turpitude.
29. Possess good judgment and be able to handle delicate situations with discretion.
30. Ability to handle public relations problems courteously and tactfully.
31. Ability to read maps.

#### **Knowledge, Skills, Abilities, and Training to be Acquired on the Job**

1. Knowledge of procedures necessary for 911 to recoup damages from natural disasters.
2. Knowledge of radiological monitoring procedures.
3. Knowledge of hazardous material procedures.
4. Knowledge of city, county, and state policies regarding emergency management and communications.
5. Obtain a Federal Communication Commission General Radiotelephone License.

6. Become certified in CPR: Adult, Child and Infant.
7. Complete APCO 33 Standards Course and obtain certification.
8. Become certified in APCO Basic Tele-Communications.
9. Become certified in Alabama Criminal Justice Information Center Computer

Terminal Operations.

10. Obtain 200 hours of specified course work in emergency management as established by the Alabama Emergency Management Agency Director.

**Physical Demands (with or without reasonable accommodation):**

1. May require some physical exertion with lifting up to 25 lbs. on occasion.
2. Ability to sit or stand for extended periods of time.
3. Occasional bending and/or stooping.
4. Requires outside work in all weather conditions.
5. High level of mental pressure and stress.

**Equipment/Tools Used:** Personal computer, telephone, vehicle, digital camera, copier, fax, calculator, and other related office equipment.

## EXHIBIT 2

### EMA/E-911 DIRECTOR SERVICES AGREEMENT

THIS AGREEMENT is made and entered into as of this 11<sup>th</sup> day of March, 2024, by and among the City of Florence, Alabama, an Alabama municipal corporation (“City”), Lauderdale County, Alabama, a political subdivision of the State of Alabama (“County”), and the Lauderdale County Emergency Management Communication District, a political subdivision of the State of Alabama (“District”), for the purposes and on the terms hereinafter set forth. The overarching purpose of this Agreement is to provide for the welfare and protection of the citizens and general public within Lauderdale County and the City of Florence.

- I. Creation of Florence/Lauderdale Emergency Management Agency. Pursuant to Ala.Code 1975 § 31-9-10, the County and City established the Florence/Lauderdale Emergency Management Agency (“EMA”) in 1984. Both the City and the County recognize a legal duty upon each of them respectively to provide suitable and adequate facilities and personnel, including a director, for operation and maintenance of EMA to be jointly managed, operated, and funded by said County and City.
- II. Creation of Lauderdale County Emergency Management Communication District. Pursuant to Ala.Code 1975 § 11-98-2, the County created the District in 1984 to establish and operate the E-911 system for all of Lauderdale County (“E-911”). The Board of Commissioners of the District, pursuant to Ala.Code 1975 § 11-98-4, has the authority to employ and compensate such employees, including a director, as it deems necessary to assist them in the discharge of their responsibilities.
- III. EMA/E-911 Director- The City will provide a full-time department head level City employee selected by the Mayor of the City and mutually agreeable to the City, County, and District to manage and oversee EMA and E-911 operations (“Director”). The Director will report to the Mayor regarding issues pertaining to her/his status as a City employee. The City Council and County Commission, by resolution, will appoint the Director to serve as the EMA Director, and she/he will report to and be accountable to the City Council and County Commission on all EMA related matters. The Board of Commissioners of the District, by resolution, will appoint the Director to serve as the E-911 Director, and she/he will report to and be accountable to the Board of Commissioners of the District on all E-911 related matters. The Director will perform the following duties and any other duties necessary to manage such operations:

#### EMA

1. Represent the County and the City on all matters pertaining to emergency management.
2. Advise and recommend possible solutions to the County Commission and City Council for issues that arise during times of emergencies and disasters.
3. Coordinate various emergency preparedness programs and emergency operation response plans according to federal and state guidelines.



4. Consider and recommend to the County Commission and City Council for approval, all mutual aid, continuity of government, and resource management plans.

5. Coordinate on behalf of the County Commission and City Council 911 emergency, emergency medical services, hazardous materials responses, emergency fuel allocation and other duties to be determined by the County Commission and City Council at such time as the need may arise.

6. Assume the role as authorized agent for Presidentially declared emergencies and/or major declarations.

7. Assume the role of coordinating officer for the County and the City and advise on matters relating to emergency financing and submission of project applications.

8. Prepare annual budgets for emergency management operations.

9. Research and administer grant applications for emergency response agencies within Lauderdale County subject to approval of the County Commission.

10. Conduct, research, develop, review, and update a hazard analysis of the county in accordance with state and federal guidelines.

11. Aid local industry by administering plans for transporting and disposing of hazardous chemical products.

12. Coordinate training programs for volunteers, emergency responders, and the general public.

13. Administer Title III "right to know" information program.

14. Maintain local communications capabilities and assist other agencies in planning and supporting communications and interoperability.

15. Ensure that all relevant employees are trained in equipment operations.

16. Serve as the Point of Contact for Alabama Department of Homeland Security.

17. Serve as the Regional Point of Contact for Alabama Department of Homeland Security as required.

18. Assist Alabama Emergency Management Agency Regional Coordinator as required.

19. Administer emergency medical services contract.

20. Uphold and fulfill all responsibilities given by law during local, state and federal declared emergencies.

21. Organize and coordinate activities of staff and other groups with emergency responsibilities pursuant to the Code of Alabama 1975.

22. Oversee, review and approve reports and grant applications prepared by staff subject to approval of the County Commission.

23. Educate the public regarding the function of EMA.

24. Speak to civic groups, students, and responders on importance of emergency preparedness.

25. Ensure that weather watches and warnings are issued to the general public.

26. Disseminate information to the public regarding emergencies.

### E-911

1. Develop and maintain various emergency protocols for response agencies.

2. Assist response agencies in developing emergency response protocols for their specific needs.

3. Prepare annual operational and capital budgets for E-911 operations.



4. Plan and implement training procedures for emergency response personnel and the general public.

5. Maintain local communications capabilities; test all equipment at regular intervals and coordinates prompt repairs as needed.

6. Ensure that all personnel are trained in equipment operations.

7. Supervise and coordinate activities of staff and other groups with emergency responsibilities.

8. Disseminate information to the public regarding emergencies.

9. Oversee all day to day operations of the E-911 communications center.

10. Formulate policies and procedures for E-911 personnel.

11. Initiate disciplinary action for E-911 personnel when necessary.

12. Administer contracts for services as required.

13. Prepare equipment specifications for bid proposals.

14. Use all available means to inform public of function of the District.

15. Distribute booklets and pamphlets offering information to the public.

16. Speak to civic groups, students, and emergency responders on importance of emergency preparedness.

17. Issue emergency public information.

18. Investigate and respond to inquiries from the public and other agencies.

19. Establish and implement emergency preparedness training within the county.

20. Participate in professional development courses offered by state and federal EMA.

21. Read and keep abreast of news and information which pertains to emergency communication.

22. Attend regional NENA seminars offered to gain additional knowledge of new technology.

23. Offer training to groups who handle emergencies on a daily basis and to volunteer groups.

24. Work with hospitals, nursing homes, and mental facilities in development of emergency calling plans.

25. Assist others in preparing plans and exercises.

The Director will be paid by and receive benefits (health insurance, retirement, etc...) from the City at a salary approved by the City, County, and District during the term of this Agreement. Upon expiration of this Agreement, the Director will become a County employee at the same salary and be paid by and receive benefits (health insurance, retirement, etc...) from the County. During the term of this agreement and thereafter, the City will be responsible for an amount equal to 33.33% of the total cost of the Director's salary and benefits, the County will be responsible for an amount equal to 33.33% of the total cost of the Director's salary and benefits, and the District will be responsible for an amount equal to 33.33% of the total cost of the Director's salary and benefits.

IV. Term of Agreement. The term of this Agreement will begin on the date that the City, County, or District approves the Agreement, whichever is last. The term of this Agreement ends on December 31, 2025 (“Term”).

V. Early Termination. This agreement may be terminated at any time by unanimous consent of the parties hereto evidenced by resolutions of the City, County, and District. This agreement may be terminated prior to the expiration of the Term by any single party to the agreement upon ninety days prior written notice to the other two parties.

VI. Governing Law. This Agreement and the rights of the parties hereunder shall be interpreted and governed in accordance with the laws of the State of Alabama.

VII. Notice Provision. Any written notice to a party to this Agreement may be delivered by hand delivery, U.S. Mail, FedEx, UPS, or email at the following addresses:  
**(INSERT PARTIES’ ADDRESSES)**

VIII. Amendments. This Agreement may be modified or amended only by written amendment upon approval by resolutions of the City, County, and District.

IX. Counterparts. Any number of counterparts of this Agreement may be executed, and each such counterpart shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

X. Severability. If any provisions of this Agreement, or the application thereof to any party or circumstance, shall be determined by any court of competent jurisdiction to be invalid and unenforceable to any extent, the remainder of this Agreement, or the application of such provisions to any person or circumstance other than that which is determined to be invalid or unenforceable, shall not be affected thereby. Each provision hereof shall be valid and enforced to the fullest extent permitted by law.

XI. Binding Effect. This Agreement shall be binding upon the parties and their successors.

XII. Complete Agreement. This Agreement and all other documents expressly contemplated herein constitute the entire agreement and understanding of the parties, as a complete and final integration thereof. All understandings and agreements heretofore had between the parties with respect to the subject matter of this Agreement are merged into this Agreement, which alone fully and completely expresses the parties’ understandings.

XIII. Authority. Each person executing this Agreement on behalf of a party represents and warrants that she/he is authorized to do so, that such execution and the performance of this Agreement does not violate any agreement or restriction to which such party is subject, and that this Agreement constitutes a legally binding obligation of such party.

XIV. Captions. Titles or captions contained in this Agreement are inserted only as a matter of convenience and for reference, and shall in no way define, limit, extend or describe the scope or intent of this Agreement or of any provision hereof.

XV. Legal and Equitable Relief. Each party shall have the right to seek any legal remedy available and shall have the right to seek a restraining order, injunction, or other equitable relief in connection with any dispute that arises under this agreement in a court of competent jurisdiction in Florence, Alabama.

XVI. Mediation of Disputes. The parties agree to make a good faith effort to resolve any dispute arising out of this Agreement through the process of mediation before resorting to legal or equitable relief as described in Section XV herein. The parties further agree that, when mediation is necessary, they will cooperate in choosing a mediator satisfactory to all parties.



COUNTERPART SIGNATURE PAGE  
TO  
EMA/E-911 DIRECTOR SERVICES AGREEMENT

The undersigned has executed this Counterpart Signature Page on this \_\_\_ day of \_\_\_\_\_, 2024, in the capacity indicated below, and has authorized the attachment thereof to that certain EMA/E-911 Director Services Agreement regarding Lauderdale County, Alabama.

CITY OF FLORENCE, ALABAMA,  
a municipal corporation

By:   
Title: Mayor

ATTEST:

By:   
Title: City Clerk-Treasurer



COUNTERPART SIGNATURE PAGE  
TO  
EMA/E-911 DIRECTOR SERVICES AGREEMENT

The undersigned has executed this Counterpart Signature Page on this 11 day of March, 2024, in the capacity indicated below, and has authorized the attachment thereof to that certain EMA/E-911 Director Services Agreement regarding Lauderdale County, Alabama.

LAUDERDALE COUNTY, ALABAMA,  
a political subdivision of the State of Alabama

By: Danny Lettner  
Title: Chairman of the Lauderdale  
County Commission

ATTEST:


By: Bonda Dupont

Its: County Administrator

COUNTERPART SIGNATURE PAGE  
TO  
EMA/E-911 DIRECTOR SERVICES AGREEMENT

The undersigned has executed this Counterpart Signature Page on this 12 day of MARCH 2024, in the capacity indicated below, and has authorized the attachment thereof to that certain EMA/E-911 Director Services Agreement regarding Lauderdale County, Alabama.

LAUDERDALE COUNTY EMERGENCY  
MANAGEMENT COMMUNICATION DISTRICT,  
a political subdivision of the State of Alabama

By:   
Title: Chairman of the Board of Commissioners of the  
Lauderdale County Emergency Management  
Communication District

ATTEST:

By:   
\_\_\_\_\_

Its: Admin Assistant

**LA-2024-1**

BID ITEM: "Various Printing Jobs"  
 OPENING: Friday, March 8, 2024  
 DATE MAILED: Tuesday, February 27, 2024

COUNTY COMMISSION - WINDOW ENVELOPES	PROBATE - REPORT OF APPOINTMENT CARDS	PROBATE - NOTARY PUBLIC CERTIFICATES	NO RESPONSE	LOW BID	NO BID
Data Pro Attn: Joe Smith 2106-A West Ferry Way Huntsville, AL 35801					
Herald Printing 328 N. Pine Street Florence, AL 35630	(2500)- 192.75 (5000)- 345.00	(250)- 128.50 (500)- 157.00	(500)- 128.00 (1000)- 158.00		
Printer & Stationers 113 N Court Street Florence, AL 35630	(2500)- 179.00 (5000)- 320.00	(250)- 87.00 (500)- 161.00	(500)- 129.00 (1000)- 169.00		
Diversified Companies Attn: John Dawson 3721 Powers Court Chattanooga, TN 37416	NO PRICE BREAK per BB	TAKE PRICE BREAKS per Michelle			
IMS Enterprises 3115 Northington Ct Florence, AL 35630					