

STATE OF ALABAMA §

LAUDERDALE COUNTY §

The Lauderdale County Commission convened at the Lauderdale County Government Building in the City of Florence, Alabama, at 5:00 p.m. on the 11th day of May, 2026.

The meeting was called to order by Chairman, Danny Pettus. Upon roll call the following members answered present:

Danny Pettus	Chairman
William Garner	Commissioner, District 1
Joe Hackworth	Commissioner, District 2
Todd Nix	Commissioner, District 2

Brad Black, Commissioner, District 1 was absent.

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, Todd Nix

Commissioner Nix 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 was herein recorded, and made a part of these minutes.

Commissioner Hackworth moved, seconded by Commissioner Garner 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 Nix moved, seconded by Commissioner Garner to approve placing signage in Rogersville notifying drivers of a no truck route in a designated area of Lee Street and Rose Street. Commissioner Garner stated that this will be better for truckers in making left hand turns. There being no further discussion, and upon a vote taken, motion was unanimously approved. The Resolution was herein recorded, and made a part of these minutes.

Commissioner Hackworth moved, seconded by Commissioner Garner to approve a change order in the amount of fifteen thousand one hundred seventy-three dollars with PATH Company for changes in the Judge of Probate office. There being no further discussion, and upon a vote taken, motion was unanimously approved. The Resolution was herein recorded, and made a part of these minutes.

Commissioner Nix moved, seconded by Commissioner Garner approving the Florence Lauderdale Tourism Board applying for and managing an American 250 Grant on behalf of the Lauderdale County Commission not to exceed two thousand five hundred dollars. There being no further discussion, and upon a vote taken, motion was unanimously approved. The Resolution was herein recorded, and made a part of these minutes.

Commissioner Garner moved, seconded by Commissioner Nix to approve cancelling the May 25th meeting due to it falling on Memorial Day. There being no further discussion, and upon a vote taken, motion was unanimously approved. The Resolution was herein recorded, and made a part of these minutes.

Commissioner Garner asked if we forgot the EMA Resolution. Brad Holmes, EMA Director stated the amount would be under the one-hundred-thousand-dollar threshold, so it was removed from the agenda.

Commissioner Hackworth moved, seconded by Commissioner Garner to approve re-bidding the Truck Cab and Chassis for the Road Department due to not receiving bids to open the first time this was bid out. There being no further discussion, and upon a vote taken, motion was unanimously approved. The Resolution was herein recorded, and made a part of these minutes.

Commissioner Garner moved, seconded by Commissioner Nix to approve changing various jobs descriptions within the Revenue Department. Grades and steps will not be adjusted. Commissioner Hackworth stated, so there will be no change in salaries? Brooke Slatton, County Administrator said, we will be fixing a mistake.

Commissioner Nix moved, seconded by Commissioner Hackworth approving the invoiced bills for May 1, 2026 thru May 11, 2026. There being no further discussion, and upon a vote taken, motion was unanimously approved. This is herein recorded, and made a part of these minutes.

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
04/28/2026	51547	21100 ADO014	ALABAMA DEPT. OF TRANSPORTATION	Outstanding	\$2,057.19
Check Number 51547 Total :					\$2,057.19
04/28/2026	51548	21100 COF001	CITY OF FLORENCE GENERAL FUND	Outstanding	\$30,485.82
Check Number 51548 Total :					\$30,485.82
04/28/2026	51549	21100 COM002	COMCAST	Outstanding	\$510.00
Check Number 51549 Total :					\$510.00
04/28/2026	51550	21100 FCB001	FLORENCE CITY BOARD OF EDUCATION	Outstanding	\$13,364.98
Check Number 51550 Total :					\$13,364.98
04/28/2026	51551	21100 LCA007	LAUD. CO. AGRICULTURE CENTER AUTHORITY	Outstanding	\$308,673.24
Check Number 51551 Total :					\$308,673.24
04/28/2026	51552	21100 LCB001	LAUDERDALE COUNTY BOARD OF EDUCATION	Outstanding	\$22,126.46
Check Number 51552 Total :					\$22,126.46
04/28/2026	51553	21100 SLA002	SECURITY LOCK AND KEY	Outstanding	\$207.24
Check Number 51553 Total :					\$207.24

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
04/28/2026	51554	21100 TOA001 TOWN OF ANDERSON	TOWN OF ANDERSON	Outstanding	\$192.70
Check Number 51555 Total :					\$192.70
04/28/2026	51555	21100 TOK001 TOWN OF KILLEN	TOWN OF KILLEN	Outstanding	\$784.45
Check Number 51555 Total :					\$784.45
04/28/2026	51556	21100 TOL001 TOWN OF LEXINGTON	TOWN OF LEXINGTON	Outstanding	\$551.54
Check Number 51556 Total :					\$551.54
04/28/2026	51557	21100 TOR001 TOWN OF ROGERSVILLE	TOWN OF ROGERSVILLE	Outstanding	\$975.63
Check Number 51557 Total :					\$975.63
04/28/2026	51558	21100 TOS001 TOWN OF ST FLORIAN	TOWN OF ST FLORIAN	Outstanding	\$443.05
Check Number 51558 Total :					\$443.05
04/28/2026	51559	21100 TOW001 TOWN OF WATERLOO	TOWN OF WATERLOO	Outstanding	\$135.04
Check Number 51559 Total :					\$135.04
04/29/2026	51560	21100 COF001 CITY OF FLORENCE GENERAL FUND	CITY OF FLORENCE GENERAL FUND	Outstanding	\$30,478.53
Check Number 51560 Total :					\$30,478.53
04/29/2026	51561	21100 FCB001 FLORENCE CITY BOARD OF EDUCATION	FLORENCE CITY BOARD OF EDUCATION	Outstanding	\$13,361.78
Check Number 51561 Total :					\$13,361.78

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
04/29/2026	51562	21100 LCA007	LAUD. CO. AGRICULTURE CENTER AUTHORITY	Outstanding	\$308,673.24
Check Number 51562 Total :					\$308,673.24
04/29/2026	51563	21100 LCB001	LAUDERDALE COUNTY BOARD OF EDUCATION	Outstanding	\$22,121.16
Check Number 51563 Total :					\$22,121.16
04/29/2026	51564	21100 TOA001	TOWN OF ANDERSON	Outstanding	\$192.65
Check Number 51564 Total :					\$192.65
04/29/2026	51565	21100 TOK001	TOWN OF KILLEN	Outstanding	\$784.26
Check Number 51565 Total :					\$784.26
04/29/2026	51566	21100 TOL001	TOWN OF LEXINGTON	Outstanding	\$551.41
Check Number 51566 Total :					\$551.41
04/29/2026	51567	21100 TOR001	TOWN OF ROGERSVILLE	Outstanding	\$975.40
Check Number 51567 Total :					\$975.40
04/29/2026	51568	21100 TOS001	TOWN OF ST FLORIAN	Outstanding	\$442.95
Check Number 51568 Total :					\$442.95
04/29/2026	51569	21100 TOW001	TOWN OF WATERLOO	Outstanding	\$135.01
Check Number 51569 Total :					\$135.01

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
04/29/2026	51570	21100 ATA002 AT&T	AT&T	Outstanding	\$2,037.93
Check Number 51570 Total :					\$2,037.93
04/29/2026	51571	21100 COM002 COMCAST	COMCAST	Outstanding	\$331.80
Check Number 51571 Total :					\$331.80
04/29/2026	51572	21100 EH1001 ERIC HILL	ERIC HILL	Outstanding	\$3,776.09
Check Number 51572 Total :					\$3,776.09
04/29/2026	51573	21100 GSC002 GULF SERVICES CONTRACTING, INC.	GULF SERVICES CONTRACTING, INC.	Outstanding	\$55,100.00
Check Number 51573 Total :					\$55,100.00
04/29/2026	51574	21100 JR1001 JOHN ROCHESTER	JOHN ROCHESTER	Outstanding	\$75.00
Check Number 51574 Total :					\$75.00
04/29/2026	51575	21100 KEJ001 KIM EDGIL JONES	KIM EDGIL JONES	Outstanding	\$1,489.24
Check Number 51575 Total :					\$1,489.24
04/29/2026	51576	21100 KY1001 KELLY YOUNG	KELLY YOUNG	Outstanding	\$755.20
Check Number 51576 Total :					\$755.20
04/30/2026	51577	21100 ATA002 AT&T	AT&T	Outstanding	\$526.00
Check Number 51577 Total :					\$526.00

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
04/30/2026	51578	21100 COF001 CITY OF FLORENCE GENERAL FUND	CITY OF FLORENCE GENERAL FUND	Outstanding	\$15,811.68
Check Number 51578 Total :					\$15,811.68
04/30/2026	51579	21100 COF004 CITY OF FLORENCE UTILITIES	CITY OF FLORENCE UTILITIES	Outstanding	\$4,214.37
Check Number 51579 Total :					\$4,214.37
04/30/2026	51580	21100 COM002 COMCAST	COMCAST	Outstanding	\$419.49
Check Number 51580 Total :					\$419.49
04/30/2026	51581	21100 GSO001 GOODMAN SPORTS	GOODMAN SPORTS	Outstanding	\$970.25
Check Number 51581 Total :					\$970.25
04/30/2026	51582	21100 VWE001 VERIZON WIRELESS	VERIZON WIRELESS	Outstanding	\$2,076.65
Check Number 51582 Total :					\$2,076.65
04/30/2026	51583	21100 WLC001 WEST LAUDERDALE COUNTY WATER & FIRE	WEST LAUDERDALE COUNTY WATER & FIRE	Outstanding	\$91.02
Check Number 51583 Total :					\$91.02
05/01/2026	51584	21100 A1E001 A-1 ENTERPRISES, INC	A-1 ENTERPRISES, INC	Outstanding	\$234.35
Check Number 51584 Total :					\$234.35

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/01/2026	51585	21100 AAP002	ADVANCED ASPHALT PRODUCTS, LLC	Outstanding	\$5,760.00
Check Number 51586 Total :					\$5,760.00
05/01/2026	51586	21100 ACH001	ALABAMA CUSTOM HOSE & FABRICATION, LLC	Outstanding	\$2,487.10
Check Number 51586 Total :					\$2,487.10
05/01/2026	51587	21100 ACJ001	ALABAMA CRIMINAL JUSTICE INFORMATION CTR	Outstanding	\$5,919.98
Check Number 51587 Total :					\$5,919.98
05/01/2026	51588	21100 ACS007	AMAZON CAPITAL SERVICES	Outstanding	\$1,893.72
Check Number 51588 Total :					\$1,893.72
05/01/2026	51589	21100 AOC002	ASSOCIATION OF COUNTY COMMISSIONS OF ALA	Outstanding	\$940.77
Check Number 51589 Total :					\$940.77
05/01/2026	51590	21100 APA002	ADCO PIPE & SUPPLY, LLC	Outstanding	\$8,586.40
Check Number 51590 Total :					\$8,586.40
05/01/2026	51591	21100 ATS002	AECOM TECHNICAL SERVICES, INC.	Outstanding	\$56,399.39
Check Number 51591 Total :					\$56,399.39

LAUDERDALE COUNTY COMMISSION
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ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/01/2026	51592	21100 BAB001	B & B TROPHIES	Outstanding	\$35.00
Check Number 51593 Total :					\$35.00
05/01/2026	51593	21100 BFC002	BRINK'S FENCE COMPANY	Outstanding	\$500.00
Check Number 51593 Total :					\$500.00
05/01/2026	51594	21100 BPL001	BARNETT PLUMBING LLC.	Outstanding	\$220.00
Check Number 51594 Total :					\$220.00
05/01/2026	51595	21100 BTG001	BLUE TO GOLD, LLC.	Outstanding	\$225.00
Check Number 51595 Total :					\$225.00
05/01/2026	51596	21100 CAM002	CLEMMONS & MASON HOLDINGS, LLC	Outstanding	\$22,000.00
Check Number 51596 Total :					\$22,000.00
05/01/2026	51597	21100 CCI004	CINTAS CORPORATION	Outstanding	\$2,182.91
Check Number 51597 Total :					\$2,182.91
05/01/2026	51598	21100 CDI001	COOK'S DIRECT, INC	Outstanding	\$93.98
Check Number 51598 Total :					\$93.98
05/01/2026	51599	21100 CJB001	COX JAMES B	Outstanding	\$751.20
Check Number 51599 Total :					\$751.20

LAUDERDALE COUNTY COMMISSION
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ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/01/2026	51600	21100 CPL001	CLEARWATER PACKAGING	Outstanding	\$385.00
Check Number 51600 Total :					\$385.00
05/01/2026	51601	21100 DCL002	DIVERSIFIED COMPANIES, LLC	Outstanding	\$1,788.17
Check Number 51601 Total :					\$1,788.17
05/01/2026	51602	21100 E I001	ENNIS-FLINT, INC	Outstanding	\$25,000.00
Check Number 51602 Total :					\$25,000.00
05/01/2026	51603	21100 EAA001	ERGON ASPHALT & EMULSIONS INC	Outstanding	\$65,893.29
Check Number 51603 Total :					\$65,893.29
05/01/2026	51604	21100 FAA001	FRANKIE'S AUTO AND TOWING	Outstanding	\$1,473.00
Check Number 51604 Total :					\$1,473.00
05/01/2026	51605	21100 FUL002	FILTERPRO USA, LLC	Outstanding	\$196.35
Check Number 51605 Total :					\$196.35
05/01/2026	51606	21100 GAC001	G & C SUPPLY COMPANY INC.	Outstanding	\$744.65
Check Number 51606 Total :					\$744.65
05/01/2026	51607	21100 GFS001	GLOBAL FIRE SPRINKLERS, LLC	Outstanding	\$150.00
Check Number 51607 Total :					\$150.00

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ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/01/2026	51608	21100 GIS001	GLOBAL IMAGING SYSTEMS	Outstanding	\$158.21
Check Number 51608 Total :					\$158.21
05/01/2026	51609	21100 HMC002	HILL MFG CO INC	Outstanding	\$1,202.48
Check Number 51609 Total :					\$1,202.48
05/01/2026	51610	21100 HSI004	HEARN SERVICES INC.	Outstanding	\$503.90
Check Number 51610 Total :					\$503.90
05/01/2026	51611	21100 HTP001	HARD TIME PRODUCTS	Outstanding	\$23,147.37
Check Number 51611 Total :					\$23,147.37
05/01/2026	51612	21100 ICS002	INTEGRATED CORPORATE SOLUTIONS, INC.	Outstanding	\$1,800.00
Check Number 51612 Total :					\$1,800.00
05/01/2026	51613	21100 IEC002	INGRAM EQUIPMENT CO. LLC	Outstanding	\$8,785.23
Check Number 51613 Total :					\$8,785.23
05/01/2026	51614	21100 ISL001	IVM SOLUTIONS LLC	Outstanding	\$1,635.00
Check Number 51614 Total :					\$1,635.00
05/01/2026	51615	21100 KOH001	KENWORTH OF HUNTSVILLE, INC.	Outstanding	\$936.60
Check Number 51615 Total :					\$936.60

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/01/2026	51616	21100 KSE001 KEVIN SCOTT	KEVIN SCOTT	Outstanding	\$8,600.00
Check Number 51616 Total :					\$8,600.00
05/01/2026	51617	21100 LEONEL LEONEL LOAEZA PATRICIO	LEONEL LOAEZA PATRICIO	Outstanding	\$21,250.00
Check Number 51617 Total :					\$21,250.00
05/01/2026	51618	21100 LSA001 LEWIS SIGNS AND DECALS	LEWIS SIGNS AND DECALS	Outstanding	\$980.00
Check Number 51618 Total :					\$980.00
05/01/2026	51619	21100 LTR001 LIBERTY TIRE RECYCLING, LLC.	LIBERTY TIRE RECYCLING, LLC.	Outstanding	\$6,166.20
Check Number 51619 Total :					\$6,166.20
05/01/2026	51620	21100 MMS001 MIDWEST MOTOR SUPPLY CO.	MIDWEST MOTOR SUPPLY CO.	Outstanding	\$888.75
Check Number 51620 Total :					\$888.75
05/01/2026	51621	21100 MPD001 MNM PROPERTY DEVELOPMENT, LLC	MNM PROPERTY DEVELOPMENT, LLC	Outstanding	\$9,435.65
Check Number 51621 Total :					\$9,435.65
05/01/2026	51622	21100 PBI001 PITNEY BOWES INC	PITNEY BOWES INC	Outstanding	\$1,529.64
Check Number 51622 Total :					\$1,529.64
05/01/2026	51623	21100 PSI002 PEREGRINE SERVICES INC	PEREGRINE SERVICES INC	Outstanding	\$35,337.60
Check Number 51623 Total :					\$35,337.60

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/01/2026	51624	21100 RGI001	ROGERS GROUP INC.	Outstanding	\$2,716.66
Check Number 51624 Total :					\$2,716.66
05/01/2026	51625	21100 SES003	SBS ELECTRIC SUPPLY CO INC	Outstanding	\$36.96
Check Number 51625 Total :					\$36.96
05/01/2026	51626	21100 SHP002	SOUTHERN HEALTH PARTNERS	Outstanding	\$7,640.57
Check Number 51626 Total :					\$7,640.57
05/01/2026	51627	21100 SLA002	SECURITY LOCK AND KEY	Outstanding	\$141.00
Check Number 51627 Total :					\$141.00
05/01/2026	51628	21100 SPP003	SPENCER PACE	Outstanding	\$800.00
Check Number 51628 Total :					\$800.00
05/01/2026	51629	21100 SW 001	STEVE WINDOM, LLC	Outstanding	\$8,000.00
Check Number 51629 Total :					\$8,000.00
05/01/2026	51630	21100 SWB001	SHANE W. BLALOCK	Outstanding	\$250.00
Check Number 51630 Total :					\$250.00
05/01/2026	51631	21100 TAS001	TECHNICAL & SCIENTIFIC APPLICATIONS, INC	Outstanding	\$2,057.48
Check Number 51631 Total :					\$2,057.48

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/01/2026	51632	21100 TOI001 TATUM OIL INC.	TATUM OIL INC.	Outstanding	\$55,665.27
Check Number 51632 Total :					\$55,665.27
05/01/2026	51633	21100 TOT001 TOTER	TOTER	Outstanding	\$2,962.76
Check Number 51633 Total :					\$2,962.76
05/01/2026	51634	21100 TPI001 TRIPLE POINT INDUSTRIES, LLC	TRIPLE POINT INDUSTRIES, LLC	Outstanding	\$627.27
Check Number 51634 Total :					\$627.27
05/01/2026	51635	21100 TSC003 TENNESSEE STREET CHEVRON, INC.	TENNESSEE STREET CHEVRON, INC.	Outstanding	\$539.18
Check Number 51635 Total :					\$539.18
05/01/2026	51636	21100 TSI004 TRACKING SOLUTIONS, INC.	TRACKING SOLUTIONS, INC.	Outstanding	\$186.00
Check Number 51636 Total :					\$186.00
05/01/2026	51637	21100 TTA002 TEN-8 TIRE & SAFETY, LLC.	TEN-8 TIRE & SAFETY, LLC.	Outstanding	\$920.13
Check Number 51637 Total :					\$920.13
05/01/2026	51638	21100 TTC001 THOMPSON TRACTOR CO INC	THOMPSON TRACTOR CO INC	Outstanding	\$7,019.24
Check Number 51638 Total :					\$7,019.24
05/01/2026	51639	21100 URI001 UNITED RENTALS INCORPORATED	UNITED RENTALS INCORPORATED	Outstanding	\$861.00
Check Number 51639 Total :					\$861.00

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/01/2026	51640	21100 VIC003	VERIZON COMMUNICATIONS INC. VERIZON COMMUNICATIONS INC.	Outstanding	\$468.79
Check Number 51640 Total :					\$468.79
05/01/2026	51641	21100 VIC001	VC3, INC. VC3, INC.	Outstanding	\$1,475.00
Check Number 51641 Total :					\$1,475.00
05/01/2026	51642	21100 VSU001	VULCAN SIGNS VULCAN SIGNS	Outstanding	\$3,949.10
Check Number 51642 Total :					\$3,949.10
05/01/2026	51643	21100 WDC001	WEATHERTECH DISTRIBUTING CO. INC WEATHERTECH DISTRIBUTING CO. INC	Outstanding	\$228.22
Check Number 51643 Total :					\$228.22
05/01/2026	51644	21100 WHT001	W H THOMAS OIL CO, INC W H THOMAS OIL CO, INC	Outstanding	\$4,215.39
Check Number 51644 Total :					\$4,215.39
05/01/2026	51645	21100 WIE001	WEIGH-TEC INC. WEIGH-TEC INC.	Outstanding	\$351.25
Check Number 51645 Total :					\$351.25
05/01/2026	51646	21100 YWS001	YOUNG WELDING SUPPLY INC YOUNG WELDING SUPPLY INC	Outstanding	\$48.05
Check Number 51646 Total :					\$48.05
05/01/2026	51647	21100 ZAO001	ZT AUTOMOTIVE OF FLORENCE THREE, LLC ZT AUTOMOTIVE OF FLORENCE THREE, LLC	Outstanding	\$2,260.00
Check Number 51647 Total :					\$2,260.00

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/04/2026	51655	21100 ATA002 AT&T	AT&T	Outstanding	\$143.74
Check Number 51655 Total :					\$143.74
05/04/2026	51656	21100 COF001 CITY OF FLORENCE GENERAL FUND	CITY OF FLORENCE GENERAL FUND	Outstanding	\$1,048.44
Check Number 51656 Total :					\$1,048.44
05/04/2026	51657	21100 FTC001 FIRST TEAM CONSTRUCTION CO., INC.	FIRST TEAM CONSTRUCTION CO., INC.	Outstanding	\$6,800.00
Check Number 51657 Total :					\$6,800.00
05/04/2026	51658	21100 GPK001 GEORGE KALAS	GEORGE KALAS	Outstanding	\$187.05
Check Number 51658 Total :					\$187.05
05/04/2026	51659	21100 LC9001 LAUDERDALE COUNTY 911	LAUDERDALE COUNTY 911	Outstanding	\$22,747.07
Check Number 51659 Total :					\$22,747.07
05/04/2026	51660	21100 SSD002 SHOALS SCHOLAR DOLLARS	SHOALS SCHOLAR DOLLARS	Outstanding	\$1,000.00
Check Number 51660 Total :					\$1,000.00
05/05/2026	51661	21100 AVF001 ANDERSON VOLUNTEER FIRE DEPARTMENT	ANDERSON VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51661 Total :					\$8,433.00

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/05/2026	51662	21100 CAF003	CENTRAL AREA FIRE DISTRICT	Outstanding	\$8,433.00
Check Number 51663 Total :					\$8,433.00
05/05/2026	51663	21100 CSF001	CENTER STAR FIRE DISTRICT	Outstanding	\$8,433.00
Check Number 51663 Total :					\$8,433.00
05/05/2026	51664	21100 CVF001	CLOVERDALE VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51664 Total :					\$8,433.00
05/05/2026	51665	21100 EFP001	ELGIN FIRE PROTECTION DISTRICT	Outstanding	\$8,433.00
Check Number 51665 Total :					\$8,433.00
05/05/2026	51666	21100 GVF001	GREENHILL VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51666 Total :					\$8,433.00
05/05/2026	51667	21100 KVF001	KILLEN VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51667 Total :					\$8,433.00
05/05/2026	51668	21100 LVF002	LEXINGTON VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51668 Total :					\$8,433.00

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/05/2026	51669	21100 MLF001	MIDDLE LAUD. FIRE PROTECTION AUTHORITY	Outstanding	\$8,433.00
Check Number 51670 Total :					\$8,433.00
05/05/2026	51670	21100 OVF001	OAKLAND VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51670 Total :					\$8,433.00
05/05/2026	51671	21100 RVF001	ROGERSVILLE VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51671 Total :					\$8,433.00
05/05/2026	51672	21100 UVF001	UNDERWOOD-PETERSVILLE VOL. FIRE DEPT.	Outstanding	\$8,433.00
Check Number 51672 Total :					\$8,433.00
05/05/2026	51673	21100 WVF001	WATERLOO VOLUNTEER FIRE DISTRICT	Outstanding	\$8,433.00
Check Number 51673 Total :					\$8,433.00
05/05/2026	51674	21100 ZCV001	ZIP CITY VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51674 Total :					\$8,433.00
05/06/2026	51675	21100 ATA002	AT&T	Outstanding	\$3,014.41
Check Number 51675 Total :					\$3,014.41

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/08/2026	51676	21100 COM002 COMCAST	COMCAST	Outstanding	\$497.25
Check Number 51676 Total :					\$497.25
05/06/2026	51677	21100 AVF001 ANDERSON VOLUNTEER FIRE DEPARTMENT	ANDERSON VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51677 Total :					\$8,433.00
05/08/2026	51678	21100 CAF003 CENTRAL AREA FIRE DISTRICT	CENTRAL AREA FIRE DISTRICT	Outstanding	\$8,433.00
Check Number 51678 Total :					\$8,433.00
05/06/2026	51679	21100 CSF001 CENTER STAR FIRE DISTRICT	CENTER STAR FIRE DISTRICT	Outstanding	\$8,433.00
Check Number 51679 Total :					\$8,433.00
05/08/2026	51680	21100 CVF001 CLOVERDALE VOLUNTEER FIRE DEPARTMENT	CLOVERDALE VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51680 Total :					\$8,433.00
05/08/2026	51681	21100 EFP001 ELGIN FIRE PROTECTION DISTRICT	ELGIN FIRE PROTECTION DISTRICT	Outstanding	\$8,433.00
Check Number 51681 Total :					\$8,433.00
05/08/2026	51682	21100 GVF001 GREENHILL VOLUNTEER FIRE DEPARTMENT	GREENHILL VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51682 Total :					\$8,433.00

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/08/2026	51683	21100 KVF001	KILLEN VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51684 Total :					\$8,433.00
05/08/2026	51684	21100 LVF002	LEXINGTON VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51684 Total :					\$8,433.00
05/08/2026	51685	21100 MLF001	MIDDLE LAUD. FIRE PROTECTION AUTHORITY	Outstanding	\$8,433.00
Check Number 51685 Total :					\$8,433.00
05/08/2026	51686	21100 OVF001	OAKLAND VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51686 Total :					\$8,433.00
05/08/2026	51687	21100 RVF001	ROGERSVILLE VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51687 Total :					\$8,433.00
05/08/2026	51688	21100 UVF001	UNDERWOOD-PETERSVILLE VOL. FIRE DEPT.	Outstanding	\$8,433.00
Check Number 51688 Total :					\$8,433.00
05/08/2026	51689	21100 WVF001	WATERLOO VOLUNTEER FIRE DISTRICT	Outstanding	\$8,433.00
Check Number 51689 Total :					\$8,433.00

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/06/2026	51690	21100 ZCV001	ZIP CITY VOLUNTEER FIRE DEPARTMENT	Outstanding	\$8,433.00
Check Number 51690 Total :					\$8,433.00
05/07/2026	51691	21100 ACS007	AMAZON CAPITAL SERVICES	Outstanding	\$781.79
Check Number 51691 Total :					\$781.79
05/07/2026	51692	21100 ALS002	ACCA LIABILITY SELF-INSURANCE FUND	Outstanding	\$1,242.85
Check Number 51692 Total :					\$1,242.85
05/07/2026	51693	21100 CCL002	CLEARFLY COMMUNICATIONS	Outstanding	\$361.35
Check Number 51693 Total :					\$361.35
05/07/2026	51694	21100 COF004	CITY OF FLORENCE UTILITIES	Outstanding	\$7,598.73
Check Number 51694 Total :					\$7,598.73
05/07/2026	51695	21100 DCA001	DANMARK COMMUNICATIONS	Outstanding	\$77.00
Check Number 51695 Total :					\$77.00
05/07/2026	51696	21100 DE1001	DYLAN ELROD	Outstanding	\$1,012.70
Check Number 51696 Total :					\$1,012.70
05/07/2026	51697	21100 JER001	JOHN E REID & ASSOCIATES, INC.	Outstanding	\$1,650.00
Check Number 51697 Total :					\$1,650.00

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/07/2026	51698	21100 JHO002	JOE HAMILTON	Outstanding	\$976.70
Check Number 51698 Total :					\$976.70
05/07/2026	51699	21100 KV1001	KIMBERLY VICKERY	Outstanding	\$1,006.40
Check Number 51699 Total :					\$1,006.40
05/07/2026	51700	21100 LC9001	LAUDERDALE COUNTY 911	Outstanding	\$7,500.00
Check Number 51700 Total :					\$7,500.00
05/07/2026	51701	21100 LCS011	LAUDERDALE COUNTY SHERIFF'S OFFICE	Outstanding	\$995.40
Check Number 51701 Total :					\$995.40
05/07/2026	51702	21100 SED001	SHOALS ECONOMIC DEVELOPMENT FUND	Outstanding	\$560,843.47
Check Number 51702 Total :					\$560,843.47
05/07/2026	51703	21100 SLO001	SOUTHERN LINC	Outstanding	\$193.00
Check Number 51703 Total :					\$193.00
05/08/2026	51704	21100 AMT001	AT&T MOBILITY	Outstanding	\$584.00
Check Number 51704 Total :					\$584.00

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/08/2026	51705	21100 AOC002	ASSOCIATION OF COUNTY COMMISSIONS OF ALA	Outstanding	\$150.00
Check Number 51706 Total :					\$150.00
05/08/2026	51706	21100 COM002	COMCAST	Outstanding	\$341.85
Check Number 51706 Total :					\$341.85
05/08/2026	51707	21100 JC1001	JORDAN CRAIG	Outstanding	\$375.00
Check Number 51707 Total :					\$375.00
05/08/2026	51708	21100 TW1001	TREY WHITE	Outstanding	\$1,271.94
Check Number 51708 Total :					\$1,271.94
05/11/2026	51709	21100 DCA001	DANMARK COMMUNICATIONS	Outstanding	\$3,038.95
Check Number 51709 Total :					\$3,038.95
05/11/2026	51710	21100 COM002	COMCAST	Outstanding	\$696.75
Check Number 51710 Total :					\$696.75
05/11/2026	51711	21100 DCA001	DANMARK COMMUNICATIONS	Outstanding	\$2,257.49
Check Number 51711 Total :					\$2,257.49
05/11/2026	51712	21100 BS1001	BROOKE SLATTON	Outstanding	\$1,639.43
Check Number 51712 Total :					\$1,639.43

LAUDERDALE COUNTY COMMISSION
Check Register
ACCOUNTS PAYABLE FUND
4/27/2026 - 5/11/2026

Check Date	Number	Account	Description	Status	Amount
05/11/2026	51713	21100 COF004	CITY OF FLORENCE UTILITIES	Outstanding	\$1,450.00
Check Number 51713 Total :					\$1,450.00
05/11/2026	51714	21100 MEW001	MELTON, ESPY, & WILLIAMS, P.C.	Outstanding	\$13,716.05
Check Number 51714 Total :					\$13,716.05
Grand Total:					\$2,156,857.4

Chris Smith, Lauderdale County Attorney stated that he was doing his due diligence on the possible Workforce Development transfer.

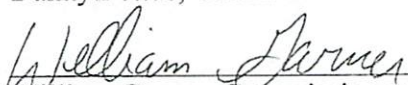
The County Commission and Eric Hill, County Engineer discussed the urgency of bidding out road milling machine picks during the work session. The Commission instructed Mr. Hill, County Engineer to bid out the road milling machine picks due to urgency. Motion and second will be added to the next commission meeting.

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

LAUDERDALE COUNTY COMMISSION



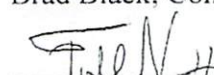
Danny Pettus, Chairman



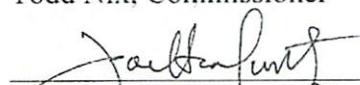
William Garner, Commissioner



Brad Black, Commissioner

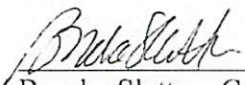


Todd Nix, Commissioner



Joe Hackworth, Commissioner

ATTEST:



Brooke Slatton, County Administrator

LAUDERDALE COUNTY COMMISSION
REGULAR MEETING AGENDA
May 11, 2026

A. OFFICIAL AGENDA

1. CALL TO ORDER AND WELCOME
2. CALL OF ROLL TO ESTABLISH QUORUM
3. INVOCATION AND PLEDGE OF ALLEGIANCE- Commissioner, Todd Nix
4. AWARDS AND PRESENTATIONS- none
5. PUBLIC COMMENTS ON AGENDA ITEMS

Per Rules of Procedure there is a three-minute time limit

6. SCHEDULED PUBLIC HEARING- none

B. REGULAR BUSINESS

1. **Review and Motion to Consider Agenda Items**

2. **Approve minutes of last meeting**

3. **Resolution—No Truck Route**

The Commission will decide on placing signage in Rogersville notifying drivers of a no truck route.

4. **Resolution—Change Order**

The Commission will vote on a change order with PATH for the Lauderdale County Probate office.

5. **Resolution—American 250 Grant**

The Commission will decide on approving the Florence Lauderdale Tourism Board applying for and managing an American 250 Grant.

6. **Resolution—Meeting Change**

The Commission will vote on moving the May 25th meeting due to Memorial Day being on the Meeting date.

7. **Resolution—EMA Building Bid**

The Commission will vote on bidding out access controls, GSA approved safety film, and safety file for the EMA building.

8. **Resolution—Road Department Re-Bid**

The Commission will vote on re-bidding for a truck cab and chassis.

9. **Resolution—Job Descriptions**

The Commission will vote on changing various job descriptions within the Revenue Department.

10. **Audit and Approve Bills**

C. STAFF REPORT

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

E. ADJOURN

STATE OF ALABAMA §

LAUDERDALE COUNTY §

RESOLUTION

WHEREAS the Lauderdale County Commission has the utmost concern for the safety of citizens and visitors as they travel on the roadways of Lauderdale County.

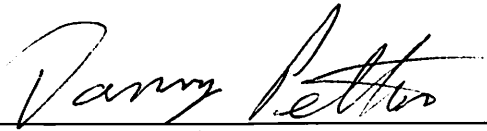
NOW THEREFORE BE IT RESOLVED that the Lauderdale County Commission in an effort to prevent oversized commercial vehicles from endangering motorists on county roads, hereby designates the following area as a "No Truck Route":

Lee Street and Rose Street between US Highway 72 and Highway 207
in Rogersville.

BE IT FURTHER RESOLVED by the Lauderdale County Commission that signage be installed in order to notify drivers of the "No Truck Route" designation.

Done this the 11th day of May 2026.

LAUDERDALE COUNTY COMMISSION



Danny Pettus, Chairman



William Garner, Commissioner

Absent

Brad Black, Commissioner

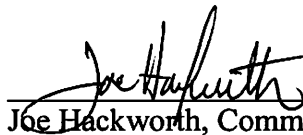


Todd Nix, Commissioner

ATTEST:



Brooke Slatton, County Administrator



Joe Hackworth, Commissioner

STATE OF ALABAMA §

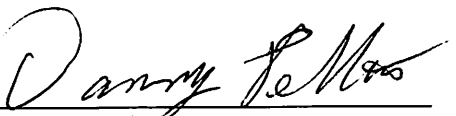
LAUDERDALE COUNTY §

RESOLUTION

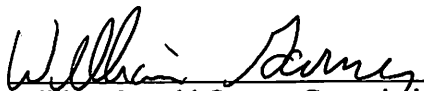
NOW THEREFORE BE IT RESOLVED that the Lauderdale County Commission does hereby approve the attached change order in the amount of \$15,173.00 to contract 102013-001 with Path Company for changes in the Judge of Probate Office.

Done this the 11th day of May, 2026.

LAUDERDALE COUNTY COMMISSION



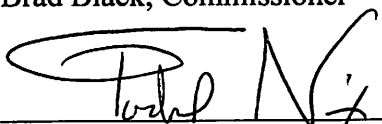
Danny Pettus, Chairman



William Ronald Garner, Commissioner

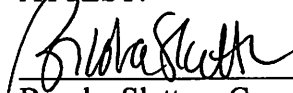


Brad Black, Commissioner

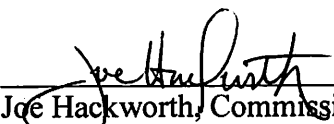


Todd Nix, Commissioner

ATTEST:



Brooke Slatton, County Administrator



Joe Hackworth, Commissioner

CHANGE ORDER

Performance Contract dated 29. July.2025 between Path Company and Lauderdale County commission	Change Order No. 01	Date(mo/day/yr) 04.22.2026
Customer: Lauderdale County Commission	Contract: 102013-001	

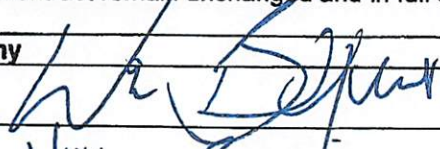
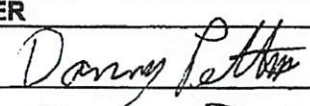
The above referenced Performance Contract is hereby modified to the extent described below in accordance with the Terms and Conditions of the Equitable Adjustment section thereof.

Scope of Work changed as follows:

Lauderdale County Installation Contract

In order to rectify the contract, Path Company is submitting the following scope modifications to the contract "Exhibit A - Scope of Work" as described below:

- Provide all labor material and equipment to install one (1) additional indoor unit (4-way cassette).
- Provide all labor material and equipment to fully integrate new indoor unit into the VRF system. Including but not limited to power, controls, insulated fresh air duct work and condensate drain piping.
- Unit location to be in the center of the 2nd Floor JPO office
 - prior to wall construction, owner to layout pending wall to ensure placement of the unit is correct and centered within the office.

Total amount of this Change Order	\$15,173.00			
Total Performance Contract amount as revised by this Change Order	\$4,354,555.00			
The time for completion is: EXTENDED The new completion date resulting from this Change Order is:	(mo, day, yr) N/A			
(check if applicable) Performance Guarantee changed as follows:				
Building/Description	Energy	Non-Measured Energy Savings	Operational	Total
Total Annual Savings Impact:				
There is no impact to the Guaranteed Energy Savings.				
Unless specifically modified by this Change Order, all terms, conditions, and provisions of the above referenced Performance Contract remain unchanged and in full effect.				
Path Company			CUSTOMER	
Signature: 			Signature: 	
Printed Name: William Sargeis			Printed Name: Danny Pettus	
Title: SVP Operations			Title: Chairman	

STATE OF ALABAMA §

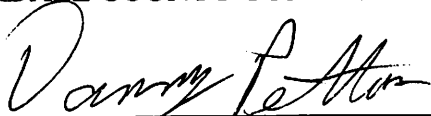
LAUDERDALE COUNTY §

RESOLUTION

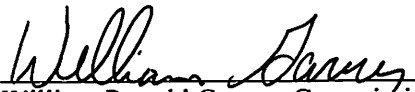
NOW THEREFORE BE IT RESOLVED that the Lauderdale County Commission does hereby approve the Florence Lauderdale Tourism Board to apply for and manage an American 250 Grant on behalf of the Lauderdale County Commission not to exceed \$2,500.

Done this the 11th day of May, 2026.

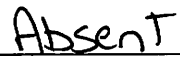
LAUDERDALE COUNTY COMMISSION



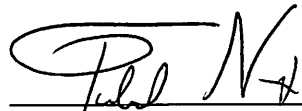
Danny Pettus, Chairman



William Ronald Garner, Commissioner



Brad Black, Commissioner



Todd Nix, Commissioner

ATTEST:



Brooke Slatton, County Administrator



Joe Hackworth, Commissioner

STATE OF ALABAMA §

LAUDERDALE COUNTY §

RESOLUTION

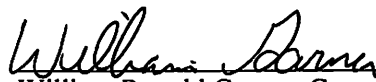
NOW THEREFORE BE IT RESOLVED that the Lauderdale County Commission does hereby cancel the May 25th Lauderdale County Commission and authorizes payment of bills after review and approval by County Commission Chairman and County Administrator.

Done this the 11th day of May, 2026.

LAUDERDALE COUNTY COMMISSION



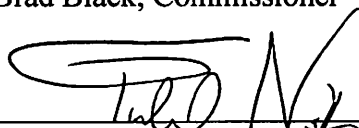
Danny Pettus, Chairman



William Ronald Garner, Commissioner

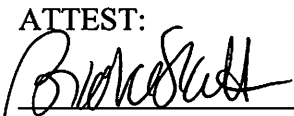
Absent

Brad Black, Commissioner

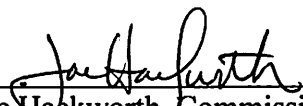


Todd Nix, Commissioner

ATTEST:



Brooke Slatton, County Administrator



Joe Hackworth, Commissioner

STATE OF ALABAMA §

LAUDERDALE COUNTY §

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Lauderdale County Commission does hereby re-bid the Truck Cab and Chassis to be paid for out of the Road Department Fund.

Done this the 11th day of May, 2026.

LAUDERDALE COUNTY COMMISSION



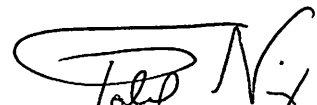
Danny Pettus, Chairman



William Garner, Commissioner

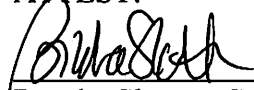


Brad Black, Commissioner

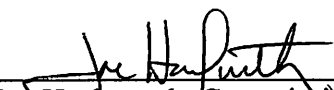


Todd Nix, Commissioner

ATTEST:



Brooke Slatton, County Administrator



Joe Hackworth, Commissioner

STATE OF ALABAMA §

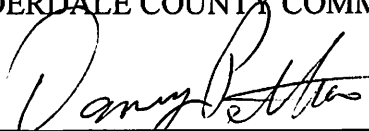
LAUDERDALE COUNTY §

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Lauderdale County Commission does hereby approve the updating of various attached job descriptions within the Lauderdale County Revenue Commissioner's office. (Grades and Steps will not be adjusted)

Done this the 11th day of May, 2026.

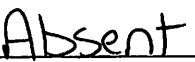
LAUDERDALE COUNTY COMMISSION



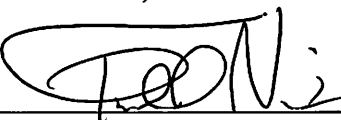
Danny Pettus, Chairman



William Ronald Garner, Commissioner

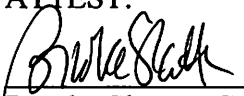


Brad Black, Commissioner

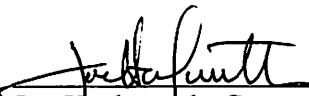


Todd Nix, Commissioner

ATTEST:



Brooke Slatton, County Administrator



Joe Hackworth, Commissioner



LAUDERDALE COUNTY COMMISSION

JOB DESCRIPTION

Revision Date – March 2025

Collection/Assessment Associate

Grade: 5

Department: Revenue Commissioner

Job Summary

Collects taxes, fees and citations, issues receipts and balances receipts with collections. Issues Ad-Valorem and registration of manufactured home decals. Performs research as required. Greets taxpayers, 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 property owners, help solve problems, calculate delinquent taxes and collect money due. Assess real property and prepares new assessments as needed, inputs the data into the computer and checks for accuracy.

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 cards and 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 right receipt. Retains white copy for balancing at the end of day. Maintains adequate change in cash boxes for next day's business.
- Secures cash boxes and store key in vault.
- 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.

Cash Collection (for delinquent taxes)

- Receives checks, cash, money orders, or credit and debit cards; locates correct bill by receipt number, parcel number or name. Verify correct amount on check amount on check and signature. Gives customer correct change and redemption certificate.

• 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.

Property Assessment

- Lists names as shown on deed, sales contract or will; obtains correct address and correct parcel number by legal description on deed; asks about changes, additional, or removal of improvements on or to property; checks date on deed.
- Determines best exemption for people such as disabled, over 65, blind, deaf, etc.
- Examines tax returns and doctor's statements to verify disability.
- Determines if property is owner occupied; have owner sign for homestead exemption, if required.
- Assesses value from change forms supplied by mappers or appraisers; makes copies of

deeds, wills, sales contracts; if splits assessment, files sheet in proper order, returns book to proper place and ask about improvements that go with split.

- Explains "current use" to property owners and checks that forms are filed properly.

Filing and Records Managements

- Removes previous assessments and places updated assessments in their place.
- Files receipts in numeric order and transfer information to assessment record.

Miscellaneous

- Replies to requests received by mail and/or refers to proper individual or department.
- Fills requests forms or information.
- Locates property owner's names by parcel numbers.
- Locates parcel numbers by looking up property by legal description on maps.
- Collect information from visible card files as requested.
- Proof computer printouts for errors.
- Takes messages for Revenue Commissioner.
- Assists attorneys and their secretaries 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 stand 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.
- 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.

Relationships

- Reports to: Chief 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 Agents

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.