

RANDOLPH COUNTY COMMISSION
JULY 13, 2026
MEETING AGENDA

CALL TO ORDER

1. WELCOME ALL VISITORS
2. PRAYER – REV. ALAN HURST
3. PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (3 MIN)

PUBLIC COMMENT FROM OTHER ELECTED OFFICIALS

CALL ROLL TO ESTABLISH A QUORUM

AMENDMENTS TO THE AGENDA

1. *DISCUSS APPROVING RESOLUTION 2026-07B AUTHORIZING THE
TRANSFER OF SAFETY INCENTIVE DISCOUNT PROGRAM FUNDS*

APPROVE THE AGENDA (AS AMENDED)

AWARDS & PROCLAMATIONS

1. *DISCUSS APPROVING RESOLUTION 2026-07B AUTHORIZING THE
TRANSFER OF SAFETY INCENTIVE DISCOUNT PROGRAM FUNDS*

PUBLIC HEARINGS

OLD BUSINESS

CONSENT AGENDA

1. APPROVE THE JUNE 22, 2026, REGULAR MEETING MINUTES
2. REVIEW THE LIST OF APPROVED CHECK PAYMENTS
3. APPROVE THE SALARY CHANGES AS BUDGETED

NEW BUSINESS

1. DISCUSS APPROVING RESOLUTION 2026-07A AUTHORIZING THE
SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION FOR ROAD IMPROVEMENTS
2. DISCUSS APPROVING BUDGET AMENDMENT 2026-006 ACCOUNTING FOR
THE \$2,000 EXPENDITURES AND \$2,000 ADEM REIMBURSEMENTS
ASSOCIATED WITH THE COUNTY'S SCRAP TIRE PROGRAM
(APPROXIMATELY 300 TIRES)

3. DISCUSS APPROVING CATASTROPHIC SICK LEAVE ASSISTANCE FOR AN EMPLOYEE IN THE APPRAISAL OFFICE ACCORDING TO THE CATASTROPHIC SICK LEAVE POLICY
4. DISCUSS APPROVING THE MAPPING & APPRAISAL CLERK JOB DESCRIPTION

ANNOUNCEMENTS

1. JULY 23RD – 3PM WORKSHOP

REPORTS FROM STAFF

Administrator
Engineer
Attorney
Sheriff
Other

CHAIRMAN PAMELA JOHNSON

COMMISSIONER CHRIS LUNSFORD

COMMISSIONER LARRY ROBERTS

COMMISSIONER DEREK FARR

COMMISSIONER LORENZO FOSTER

MOTION TO ADJOURN

STATE OF ALABAMA
COUNTY OF RANDOLPH

This being July 13, 2026, it is a regular meeting. A quorum was duly established with the following present: Chairman Pamela Johnson and Commissioners Chris Lunsford, Larry Roberts and Lorenzo Foster. Commissioner Derek Farr was absent.

EMA director Donnie Knight and assistant EMA director Jan Prescott addressed the commission to inform them about how the mutual aid agreement had helped to find the body of a young man who drowned while fishing on Lake Wedowee.

Commissioner Foster made a motion to amend the agenda to discuss Resolution 2026-07B, authorizing the transfer of safety incentive discount program funds. Commissioner Lunsford seconded the motion. All present voting "aye," Chairman Johnson declared the motion carried.

Commissioner Foster made a motion to approve the agenda as amended. Commissioner Lunsford seconded the motion. All present voting "aye," Chairman Johnson declared the motion carried.

Commissioner Foster made a motion to approve Resolution 2026-07B, authorizing the transfer of safety incentive discount program funds. Commissioner Lunsford seconded the motion. All present voting "aye," Chairman Johnson declared the motion carried.

Commissioner Foster made a motion to approve the consent agenda. Commissioner Lunsford seconded the motion. All present voting "aye," Chairman Johnson declared the motion carried.

Commissioner Foster made a motion to approve Resolution 2026-07A, authorizing the submission of a Community Development Block Grant application for road improvements. Commissioner Lunsford seconded the motion. All present voting "aye," Chairman Johnson declared the motion carried.

Commissioner Foster made a motion to approve Budget Amendment 2026-006, accounting for the \$2,000 expenditure and \$2,000 ADEM (Alabama Department of Environmental Management) reimbursements associated with the county scrap tire program (approximately 300 tires). Commissioner Lunsford seconded the motion. All present voting "aye," Chairman Johnson declared the motion carried.

Commission Lunsford made a motion to approve catastrophic sick leave assistance for an employee in the appraisal office, according to the catastrophic sick leave policy. Commissioner Foster seconded the motion. Commissioners Lunsford and Foster and Chairman Johnson voted "aye," and Commissioner Roberts abstained. Chairman Johnson declared the motion carried.

Regular meeting, July 13, 2026

Commissioner Lunsford approved the mapping and appraisal clerk job description. Commissioner Foster seconded the motion. All present voting "aye," Chairman Johnson declared the motion carried.

Commissioner Foster made a motion to adjourn. Commissioner Lunsford seconded the motion. All present voting "aye," Chairman Johnson declared the motion carried, and the meeting was adjourned.



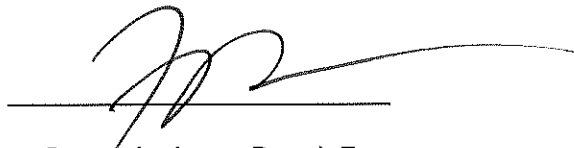
Chairman Pamela Johnson



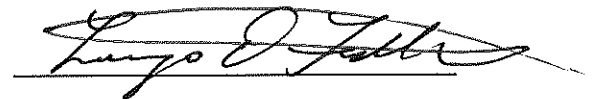
Commissioner Chris Lunsford



Commissioner Larry Roberts



Commissioner Derek Farr



Commissioner Lorenzo Foster



RESOLUTION NO. 2026-07A
AUTHORIZING THE SUBMISSION OF A
COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION FOR ROAD IMPROVEMENTS



WHEREAS, the Randolph County Commission, acting by and through its County Commission proposes to apply for 2026 Community Development Block Grant (CDBG) funds for the purpose of performing eligible community development activities that will benefit low and moderate income residents in Randolph County;

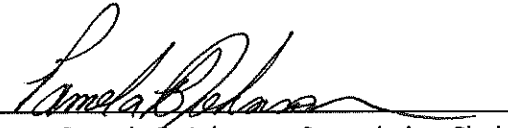
THEREFORE, be it resolved by the Randolph County Commission as follows:

THAT, Pam Johnson, Commission Chair, is hereby authorized to execute and submit an application with appropriate assurances to the State of Alabama, Department of Economic and Community Affairs, Office of Program Management, requesting 2026 Community Development Block Grant funds in the amount of \$500,000.00 to implement a Road Improvements Project; and

THAT, the Randolph County Commission hereby commits all matching funds which is estimated to be \$52,000.00 and will be through in-kind service.

READ AND ADOPTED this the 13th day of July 2026.

Signed for the Randolph County Commission:


Pamela B. Johnson, Commission Chair

Attest:


Travis B. Heard, County Administrator

PUBLIC HEARING NOTICE

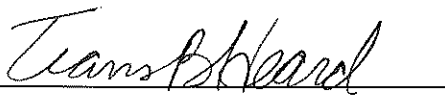
The Randolph County Commission will hold a public hearing on Friday June 26, 2026, at 12:00 noon at the Commission Office to discuss the Community Development Block Grant (CDBG) Program and the proposed applications the County plans to submit to the Alabama Department of Economic and Community Affairs for 2026 funding consideration.

All citizens are encouraged to attend this meeting. Any citizen who would like to attend the public hearing but has concerns or a disability which might require special materials, services, or assistance, should notify the Commission Office at (256) 357-4980 at least three days in advance of the public hearing.

June 18, 2026

Pam Johnson, Commission Chair

This public hearing notice was posted at the Randolph County Commission Office, the County Website, the local paper website, Randolph County Courthouse, Woodland Town Hall, and Roanoke City Hall on June 18, 2026 to June 26, 2026.

A handwritten signature in cursive script, reading "Travis Heard", is written over a horizontal line.

Travis Heard
County Administrator



RESOLUTION NO. 2026-07B
AUTHORIZING THE TRANSFER OF SAFETY INCENTIVE
DISCOUNT PROGRAM FUNDS



WHEREAS, the Randolph County Commission recognizes the importance of workplace safety, risk management, and employee training in reducing accidents and liability exposure while promoting a safer environment for county employees and the citizens they serve; and

WHEREAS, County Risk Services, Inc., the County's insurance provider, offers a Safety Incentive Discount Program (SIDP) designed to encourage compliance with established safety standards and training requirements; and

WHEREAS, Sheriff David Cofield, through his leadership and commitment to excellence, ensured that the deputies, jailers, and personnel of the Randolph County Sheriff's Office successfully completed all requirements necessary to qualify for the SIDP incentive; and

WHEREAS, the diligent efforts of Sheriff Cofield and his staff contributed to Randolph County receiving a financial incentive in the amount of Three Thousand Five Hundred Twenty-Four Dollars and Fifty-Two Cents (\$3,524.52); and

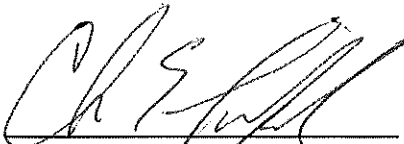
WHEREAS, the Randolph County Commission desires to express its sincere appreciation to Sheriff Cofield and his personnel for their dedication to safety, professionalism, and responsible stewardship of county resources; and

WHEREAS, the Commission further finds that it is appropriate and in the public interest to allocate the SIDP incentive funds generated through these efforts to the Sheriff's Office for use in supporting law enforcement operations and public safety services.

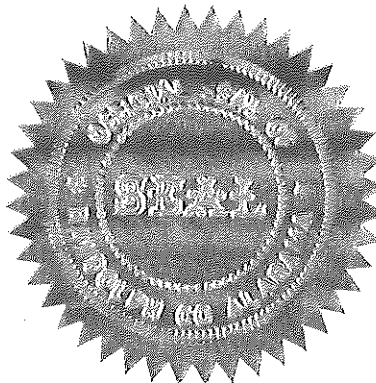
NOW, THEREFORE, BE IT RESOLVED BY THE RANDOLPH COUNTY COMMISSION AS FOLLOWS:

1. The Randolph County Commission hereby expresses its sincere appreciation and gratitude to Sheriff David Cofield, the deputies, jailers, and staff of the Randolph County Sheriff's Office for successfully completing all requirements of the County insurance provider's Safety Incentive Discount Program (SIDP).
2. The Randolph County Commission hereby authorizes the expenditure and transfer of \$3,524.52 from the SIDP incentive proceeds to the Randolph County Sheriff's Department Law Enforcement Fund.
3. Said funds shall be used by the Sheriff's Office for lawful law enforcement purposes and activities that support the mission, operations, and public safety responsibilities of the Randolph County Sheriff's Department.
4. The Chairman and all appropriate County officials are authorized to take any actions necessary to carry out the intent of this Resolution.

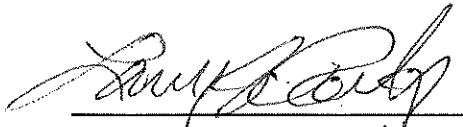
ADOPTED AND APPROVED this 13th day of July, 2026

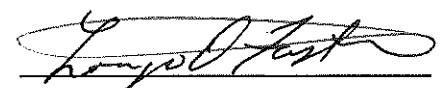

Commissioner Chris E. Lunsford


Chairman Pamela B. Johnson




Commissioner Derek B. Farr


Commissioner Larry J. Roberts


Commissioner Lorenzo D. Foster

Randolph County Commission
Fiscal Year 2026
Budget Amendment 2026-006

Budget Code		Current Amount	Adjustment	Amended Amount
126-44222-000	SCRAP TIRE FUND - REIMB PROJECTS	\$ -	\$ 2,000.00	\$ 2,000.00
126-54100-304	SCRAP TIRE - SANITATION - CONT. SVC.	\$ -	\$ 2,000.00	\$ 2,000.00

This budget amendment would account for expenditures & reimbursements to dispose of scrap tires collected under the county's STROW contract with ADEM.

This budget amendment would result in a net effect of \$0.00 in the General Fund.

RANDOLPH COUNTY

JOB DESCRIPTION

Job Title: Mapping & Appraisal Clerk

Department: Revenue Commission

FLSA:

Grade:

6

Safety Sensitive Job:

No

Security Sensitive Job:

Yes

Job Description Prepared: July 2026

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Office Manager- Revenue Commission

Subordinate Staff: None

Other Internal Contacts Revenue Commissioner; Office Manager; Appraisers; Mappers; Assessors; Probate Clerks; County Staff

External Contacts: General Public; Taxpayers; Dealerships; Mortgage Companies; Financial Institutions; Alabama Department of Revenue (DOR); Title Companies; Surveyors and Engineers

Job Summary

Under the general supervision of the Office Manager, the employee is responsible for entering, maintaining, and verifying property, ownership, mapping, and appraisal data within the Computer-Assisted Mass Appraisal (CAMA) system. This position serves as a critical link between mapping, appraisal, and assessing functions by processing ownership changes, entering mapping updates, and keying appraisal information collected during field inspections. The employee ensures property records are accurate, current, and available for appraisers and assessment staff to perform valuation and assessment duties. In addition, the position provides customer service to taxpayers, maintains property records and files, assists with current use and Board of Equalization

processes, and supports the daily administrative operations of the Appraisal Office. This is considered security-sensitive job and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Customer Service and Public Assistance

1. Assist customers daily through phone, email, and in-office visits.
2. Assist customers with basic map information and printing tax ownership maps.
3. Assist customers with questions about current use and process applications if land qualifies.
4. Assist customers with Board of Equalization questions and concerns through phone, email, and in-office visits.
5. Direct phone calls to the mapper at Flagship when necessary.
6. Schedule appointments for taxpayers who have questions that cannot be resolved by phone.
7. Assist customers with current use eligibility questions and enrollment.
8. Maintain current use application records and supporting documentation.

ESSENTIAL FUNCTION: Data Entry and Property Records Management

1. Accurately enter information from the mapper at Flagship into the CAMA system.
2. Accurately enter information from appraisers' fieldwork into the CAMA system.
3. Make changes to taxpayer information (address, email, phone number) as requested.
4. Record owner information on the PRC when ownership changes occur for historical and research purposes.
5. Create, edit, and remove flags in the CAMA system for the assessing clerk and appraisal team.

ESSENTIAL FUNCTION: Property Sketching and Mapping Support

1. Sketch buildings in APEX and transfer sketches to the CAMA system.
2. Support mapping functions by providing basic map information to customers.

ESSENTIAL FUNCTION: Quality Control and Reporting

1. Run queries and reports in the CAMA system to identify and correct appraisal and assessment errors.

2. Review records and system data for accuracy and completeness.

ESSENTIAL FUNCTION: File Management & Document Control

1. Maintain and file change forms for appraisers' fieldwork.
2. Keep files organized in the correct PPO location for appraisers.
3. File back cards in PPO after data entry is completed.
4. Create new file folders and labels for newly created parcels.
5. Remove file folders for parcels that have been combined or deleted.
6. Maintain records of current use applications for current and prior years.

ESSENTIAL FUNCTION: Board of Equalization Administration

1. Schedule Board of Equalization hearings.
2. Prepare hearing packets and supporting documents for Board members.
3. Mail and email hearing notices, decisions, and related correspondence to taxpayers.
4. Maintain informal and formal notes, market value hearing forms, pay sheets, correspondence, and other Board of Equalization records for county and state personnel.

ESSENTIAL FUNCTION: Administrative Support

1. Coordinate communication between taxpayers, appraisers, mappers, and Board of Equalization members.
2. Maintain organized records and documentation to support appraisal, assessment, and appeal processes.
3. Provide general office support for appraisal and assessment operations.

NON-ESSENTIAL FUNCTIONS:

Performs other job-related duties as required or assigned.

Knowledge, Skills, and Abilities

(* Can be acquired on the job)

1. **Knowledge of departmental software, systems, and processes related to property records and assessment administration.*
2. **Knowledge of County policies, procedures, and office practices.*
3. Knowledge of applicable laws, regulations, and guidelines related to property taxation and assessment.
4. Knowledge of property appraisal, assessment, and records management principles and practices.
5. Knowledge of real estate records, ownership documents, and property-related information.

6. Knowledge of maps, legal descriptions, and other property reference materials.
7. Knowledge of records management, filing systems, and document retention practices.
8. Skill in accurately entering, updating, maintaining, and retrieving data from computerized systems.
9. Skill in operating personal computers, office equipment, and standard office software applications.
10. Skill in providing courteous and professional customer service to internal and external customers.
11. Ability to communicate effectively, both orally and in writing.
12. Ability to read, interpret, and understand laws, regulations, maps, legal documents, records, and technical information.
13. Ability to prepare, maintain, and organize records, reports, forms, correspondence, and other documentation.
14. Ability to perform basic mathematical calculations and verify data accuracy.
15. Ability to research, compile, and analyze information from various sources.
16. Ability to maintain a high degree of accuracy and attention to detail.
17. Ability to organize work, manage multiple assignments, and meet established deadlines.
18. Ability to work independently with limited supervision and exercise sound judgment.
19. Ability to establish and maintain effective working relationships with coworkers, elected officials, government agencies, and the public.
20. Ability to handle sensitive or confidential information in an appropriate manner.
21. Ability to respond professionally and effectively to questions, complaints, and concerns from the public.
22. Ability to learn and apply new technology, procedures, regulations, and job requirements.
23. Ability to work efficiently in a fast-paced office environment while maintaining accuracy and productivity.
24. Ability to provide administrative support and assistance to departmental staff as needed.
25. Ability to operate a motor vehicle and maintain a valid driver's license.

Minimum Qualifications

1. One (1) year of clerical, administrative support, customer service, records management, data entry, or related experience.
2. Experience working in local government, taxation, appraisal, assessment, mapping, or records management, is preferred.
3. Experience in using computerized databases and office software applications is preferred.
4. Experience providing customer service to the public.
5. Experience maintaining records and files.

6. High school diploma or GED.
7. Valid driver's license.
8. Ability to successfully pass a pre-employment background check.
9. Ability to obtain training or certifications required by the County, State of Alabama, or department.
10. Any combination of education, training, and experience that provides the necessary knowledge, skills, and abilities.
11. Ability to travel, as needed for class or training.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be walking; standing; bending. The employee may occasionally lift and carry files, boxes, and office materials weighing up to 25 pounds. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc... The work area is adequately lighted, heated, and ventilated.

Randolph County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Randolph County commits to a policy of equal opportunity for applicants and employees, complying with local, state, and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, county of origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.