



Agenda

REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MADISON, ALABAMA

6:00 PM
Council Chambers
April 28, 2025

AGENDA NO. 2025-08-RG

City Council meetings are broadcast live on local Wow! Channel 42 and online streaming (visit <https://www.madisonal.gov/709/view-city-council-meeting>) for access. Members of the public who would like to weigh in on a Council matter but do not want to attend, may contact the City Clerk's Office or the Mayor's Office (contact information on City website www.madisonal.gov) or text the word "comment" to 938-200-8560

1. CALL TO ORDER

2. INVOCATION

A. Pastor Lewis Martin of Madison Church of the Nazarene

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL OF ELECTED GOVERNING OFFICIALS

5. AMENDMENTS TO AGENDA

6. APPROVAL OF MINUTES

A. Minutes No. 2025-07-RG, dated April 14, 2025

7. PRESENTATIONS AND AWARDS

A. Presentation of Certificate to HDS Bomb Shop for assembling sensory eggs for special needs children to participate in the City's Egg-Stravaganza event.

B. The Madison Friends of the Library - update on contributions and recent projects

C. Presentation of survey results from the Madison Police Citizens Advisory Committee: Community Feedback on the Madison Police Department

8. PUBLIC COMMENTS

Public comments are limited to 3 minutes per speaker. Anyone who would like to sign up prior to the Council meeting may contact the City Clerk at cityclerk@madisonal.gov. Anyone who would like to submit a presentation to the City Council must email it to the City Clerk by noon on the Friday prior to the meeting. Anyone who cannot attend the meeting in person and would like to email written comments must do so by noon of the Council meeting date, and address comments to citycouncil@madisonal.gov

For Public review and reference, see [Resolution No. 2021-268-R](#) Policy For Public Participation During City Council Meetings.

9. CONSENT AGENDA AND FINANCE COMMITTEE REPORT

A. Regular and periodic bills to be paid

B. Resolution No. 2025-133-R: Authorizing an agreement with Tyler Technologies to pull employee data directly from NEOGOV into NWS at an initial cost of \$4,020, followed by an annual maintenance fee of \$436 (to be paid from HR Department budget)

C. Resolution No. 2025-140-R: Authorizing an amendment to an existing agreement with The Lioce Group for six-month rental of two document production scanners (\$800 a month for 6 months to be paid from City Clerk Department budget)

10. PRESENTATIONS OF REPORTS

MAYOR PAUL FINLEY

COUNCIL DISTRICT NO. 1 MAURA WROBLEWSKI

COUNCIL DISTRICT NO. 2 CONNIE SPEARS

COUNCIL DISTRICT NO. 3 TEDDY POWELL

COUNCIL DISTRICT NO. 4 GREG SHAW

COUNCIL DISTRICT NO. 5 RANAE BARTLETT

COUNCIL DISTRICT NO. 6 KAREN DENZINE

COUNCIL DISTRICT NO. 7 JOHN SEIFERT

11. BOARD/COMMITTEE APPOINTMENTS

12. PUBLIC HEARINGS

Public comments during public hearings are limited to 5 minutes per speaker. Anyone who would like to sign up prior to the Council meeting may contact the City Clerk at cityclerk@madisonal.gov. Anyone who would like to submit a presentation to the City Council must email it to the City Clerk no later than noon on the Friday prior to the meeting. Anyone would cannot attend the meeting in person and would like to email written comments must do so by noon of the Council meeting date and address comments to citycouncil@madisonal.gov.

13. DEPARTMENT REPORTS

CITY CLERK

A. Proposed Ordinance No. 2025-125: Setting the qualification fees for candidates running for Municipal Office in the 2025 General Municipal Election to be held on Tuesday, August 26, 2025 (First Reading)

ENGINEERING

A. Resolution No 2025-130-R: Acceptance of Greenbrier Hills Phase 5 into the City of Madison Maintenance Program

HUMAN RESOURCES

A. Resolution No. 2025-111-R: Approving a Revised City of Madison Employee Safety Manual

B. Resolution No. 2025-132-R: Creating an HR Generalist and HR Specialist Classification

PLANNING

A. Proposed Ordinance No. 2025-100: Vacation of a utility and drainage easement located within 129 Carrie Drive, Lot 15 of Windermere Subdivision Phase 2 (First Reading 04/14/2025)

B. Resolution No. 2025-128-R: Setting a Public Hearing on Proposed Ordinance No. 2025-129; rezoning certain property owned by Lily Landholdings, Inc. consisting of 89.27 acres located south of Huntsville-Browns Ferry Road and west of Bowers Road from AG (Agriculture) to RC-2 (Residential Cluster District No. 2) (First Publication 5/7/2025, Synopsis 5/14/2025, Public Hearing 6/9/2025)

POLICE

A. Resolution No. 2025-139-R: Award of Bid No. 2025-010-ITB, Towing Services, to Import Wrecker Services for the services and at the amounts set forth on the attached Bidder Pricing Sheet (to be paid from Police Department Vehicle Maintenance, or paid by vehicle owner)

14. MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS

15. ADJOURNMENT

Agenda Note: It should be noted that there are times when circumstances arise that require items be added to or deleted from the agenda at time of the Council meeting. Also all attached documents are to be considered a draft until approved by Council.

All attendees are advised that Council meetings are televised and that their statements and actions are therefore viewed by more than just those attending the meetings.



**MINUTES NO. 2025-07-RG
REGULAR CITY COUNCIL MEETING
OF MADISON, ALABAMA
April 14, 2025**

The Madison City Council met in regular session on Monday April 14, 2025, at 6:00 p.m. in the Council Chambers of the Madison Municipal Complex, Madison, Alabama. Noting that a quorum was present, the meeting was called to order at 6:00 p.m. by Council President John Seifert.

Pastor John Dees of CrossPointe Church provided the invocation followed by the Pledge of Allegiance led by Council President John Seifert.

ELECTED GOVERNING OFFICIALS IN ATTENDANCE

Mayor Paul Finley	Present
Council District No. 1 Maura Wroblewski	Absent
Council District No. 2 Connie Spears	Present
Council District No. 3 Teddy Powell	Present
Council District No. 4 Greg Shaw	Arrived at 6:11
Council District No. 5 Ranae Bartlett	Present
Council District No. 6 Karen Denzine	Present
Council District No. 7 John Seifert	Present

City Officials in attendance were: City Clerk-Treasurer Lisa D. Thomas, Deputy City Clerk-Treasurer Kerri Sulyma, Attorney Megan Zingarelli, Information Technology Director Chris White, GITS Technical Coordinator Garrett Gillott, Police Chief Johnny Gandy, Acting Fire Chief Brandy Williams, City Engineer Michael Johnson, Parks & Recreation Director Kory Alfred, Director of Development Services Mary Beth Broeren, Deputy Revenue Officer Ivon Williams.

Public Attendance registered: Keith Bux, Margi Daly, Travis Cummings, Joy Barnes, Natalie Readus, Miyah Prenpeh, Kenneth Jackson, John Cole, Tim Holtcamp, Maggie Minsk, Garrett Fahrman, Dr. Harry Hobbs, Billie Goodson, Elaine Oakes, Alice Lessmann, Michael McFalls, Sharon McFalls.

AMENDMENTS TO AGENDA

RESOLUTION NO. 2025-131-R: AUTHORIZING FUNDING FROM THE CITY COUNCIL SPECIAL PROJECTS BUDGET FOR THE MADISON COUNTY SPECIAL OLYMPICS

Donation of \$2,500 to the Special Olympics in partnership with Madison County Commission. To be funded out of Council's Special Projects

APPROVAL OF MINUTES

MINUTES NO. 2025-06-RG DATED MARCH 24, 2025

Council Member Powell moved to approve Minutes No. 2025-06-RG. Council Member Spears seconded. The roll call vote taken was recorded as follows:

Council Member Teddy Powell	Aye
Council Member Connie Spears	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Greg Shaw	Absent at time of vote
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

MINUTES NO. 2025-03-WS DATED APRIL 9, 2025

Council Member Powell moved to approve Minutes No. 2025-03-WS. Council Member Spears seconded. The roll call vote taken was recorded as follows:

Council Member Teddy Powell	Aye
Council Member Connie Spears	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Greg Shaw	Absent at time of vote
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

PRESENTATIONS AND AWARDS

PRESENTATION OF LAND TRUST OF NORTH ALABAMA CAPITAL PROJECT REPORT FOR THE NATURE DISCOVERY CENTER BY EXECUTIVE DIRECTOR MARIE BOSTICK AND CAPITAL CAMPAIGN AND MAJOR GIFTS DIRECTOR CAROLINE KENNEDY

Executive Director Marie Bostick & Capital Campaign & Major Gifts Director Caroline Kennedy of the Land Trust of North Alabama presented the Capital Project Report for the Nature Discovery Center. The Nature Center will be built at the Hickory Cove Nature Preserve. They would like to partner with us in securing the Nature Preserve.

PRESENTATION OF MADISON FIRE DEPARTMENT LIFE SAVING AWARDS BY CHIEF WILLIAMS

Acting Fire Chief Williams, Deputy Chief Spires, & Mayor Finley presented Star of Life & Unit Citation awards to the following individuals:

Star of Life

- Driver Jonathan Martin
- Driver Bryant Smith
- Firefighter Chris Barnes
- HEMSI Paramedic Kade Mayer

Unit Citation

- Captain Ryan Gentry
- HEMSI EMT Chris Hamilton

A round of applause was given. Acting Fire Chief Williams expressed her thanks for the amazing job done daily by these individuals.

PUBLIC COMMENTS

*Public Comments were limited to three minutes per speaker. Anyone who wanted to sign up prior to the Council meeting were able to contact the City Clerk at cityclerk@madisonal.gov or text the word "**Comment**" to 938-200-8560. Anyone who wanted to submit a presentation to the City Council were able to email it to the City Clerk by noon last Friday. Those who could not attend the meeting in person and wanted to email their written comments were advised to do so no later than noon this date via email to citycouncil@madisonal.gov.*

LEE LINGREN (DISTRICT 3)

Mr. Lee appeared before Council and Mayor Finley to voice his concerns on the following items:

- Paving concerns in Kaiser Subdivision
- Speeding concerns in Kaiser Subdivision
- Expressed interest in a Walking path
- Concerns for safety at the Bus stop

Mayor Finley addressed the walking path. The subdivision behind Kaiser Subdivision is supposed to put in a walking path once a certain number of units has been attained.

MAGGIE MINSK (DISTRICT 5)

Ms. Minsk appeared before Council and Mayor Finley to voice her concerns on the following items:

- Concerns over House of Bills 4, 67, 244
- Concerns over Senate Bill 79

MARGI DALY (DISTRICT 6)

Ms. Daly appeared before Council and Mayor Finley to voice her concerns on the following items:

- Resolution No. 2025-126-R
- Resolution No. 2025-101-R
- Proposed Ordinance No. 2025-089
- City Web site searchability
- Resolution No. 2025-108-R

CONSENT AGENDA AND FINANCE COMMITTEE REPORT

Council Member Spears moved to approve the Consent Agenda and Finance Committee report as follows:

General Operating Account	\$2,495,110.11
Special General Operating Account	\$6,872.09
ADEM Storm Drainage	\$22,863.97
½ Cent Capital Replacement	\$114,822.32
Gasoline Tax & Petroleum Inspection fees	\$93,793.81
TVA Tax	\$11,068.84
Street Repair & Maintenance	\$2,337.39
CIP Bond Accounts	\$70,160.33
Library Building Fund	\$92,834.81
Venue Maintenance	\$58,750.00
Fire CPR	\$75.00

Regular and periodic bills to be paid

Resolution No. 2025-118-R: Authorizing Renewal of a Joint Purchasing Agreement with the Madison County Commission for the purchase of gravel and aggregate stone from Vulcan Construction Materials (to be paid from Public Works Department budget)

Resolution No. 2025-126-R: Authorizing the Mayor to accept a quotation from Unico Technology, LLC, for software and support services (\$73,854.12 to be paid from Information Technology Department budget)

Acceptance of donation from J. McCormick for the Madison Senior Center Stained Glass Program (\$40.00 to be deposited into Senior Center Donation account)

Council Member Powell seconded. The roll call vote to approve the Consent Agenda was taken and recorded as follows:

Council Member Connie Spears	Aye
Council Member Teddy Powell	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Greg Shaw	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

PRESENTATION OF REPORTS

MAYOR PAUL FINLEY:

Mayor Finley reported on the following activities, events, and newsworthy items:

- Congratulated the Trash Pandas on the start of their season
- Finance Director, Roger Bellomy, has formerly turned in his retirement papers. His last day will be October 31, 2025
- Roger Bellomy's replacement will work alongside him for four months before his retirement
- Requested a full-time contract for Acting Fire Chief Brandy Williams to become Permanent Fire Chief

COUNCIL DISTRICT NO. 1 MAURA WROBLEWSKI

Council Member Wroblewski reported on the following activities, events, and newsworthy items:

Absent

COUNCIL DISTRICT NO. 2 CONNIE SPEARS

Council Member Spears reported on the following activities, events, and newsworthy items:

- Bragged on the Heritage Gifted Class. The Heritage Gifted Class presented bridges they designed and created before the Council meeting. Each bridge can hold 4.4lbs. We are blessed to have such a wonderful school system.

COUNCIL DISTRICT NO. 3 TEDDY POWELL

Council Member Powell reported on the following activities, events, and newsworthy items:

No new business

COUNCIL DISTRICT NO. 4 GREG SHAW

Council Member Shaw reported on the following activities, events, and newsworthy items:

- Council Member Shaw nominated Cara Welsh for appointment to the Board of Education Place 2. There being no further nominations, Cara Welsh was appointed by acclamation.

COUNCIL DISTRICT NO. 5 RANAE BARTLETT

Council Member Bartlett reported on the following activities, events, and newsworthy items:

- Congratulated Cara Welsh on being appointed to Board of Education Place 2
- Commended Tim Holtcamp for his service during his two terms on the Board of Education
- Thanked everyone who serves on the Board of Education

COUNCIL DISTRICT NO. 6 KAREN DENZINE

Council Member Denzine reported on the following activities, events, and newsworthy items:

- Congratulated Cara Welsh on being appointed to Board of Education Place 2
- Grateful for those who serve on the Board of Education and for those who wish to serve
- Happy Easter to all

COUNCIL DISTRICT NO. 7 JOHN SEIFERT

Council Member Seifert reported on the following activities, events, and newsworthy items:

- Amazing job to the Heritage Gifted Class. Very impressive!
- Thanked Cara Welsh for her willingness to serve on the Board of Education
- Thanked Tim Holtcamp for his time and effort given on the School Board
- Thanked all the Interviewees for the Board of Education

RESOLUTION NO. 2025-122-R: DESIGNATION OF VOTING DELEGATE FOR THE ALABAMA LEAGUE OF MUNICIPALITIES ANNUAL CONVENTION TO BE HELD MAY 13-16, 2025 IN HUNTSVILLE, ALABAMA

Council Members Seifert moved to approve Proposed Resolution No. 2025-122-R. Council Member Shaw seconded. The vote was taken and recorded as follows:

Council Member John Seifert	Aye
Council Member Greg Shaw	Aye
Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Teddy Powell	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RESOLUTION NO. 2025-131-R: AUTHORIZING FUNDING FROM THE CITY COUNCIL SPECIAL PROJECTS BUDGET FOR THE MADISON COUNTY SPECIAL OLYMPICS

This is a donation of \$2,500 to the Madison County Special Olympics in partnership with Madison County Commission. This will be funded out of Council’s Special Projects. The Special Olympics will be hosted Tuesday April 15, 2025, at Milton Frank Stadium in Huntsville.

Council Members Denzine moved to approve Proposed Resolution No. 2025-131-R. Council Member Spears seconded. The vote was taken and recorded as follows:

Council Member Karen Denzine	Aye
Council Member Connie Spears	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Teddy Powell	Aye
Council Member Greg Shaw	Aye
Council Member Ranae Bartlett	Aye

Motion carried.

BOARD/COMMITTEE APPOINTMENTS

APPOINTMENT OF CYNTHIA MCCOLLUM TO THE NORTH ALABAMA GAS BOARD EFFECTIVE JULY 2, 2025

Council Member Powell nominated Cynthia McCollum for appointment to the North Alabama Gas Board. There being no further nominations, Cynthia McCollum was appointed by acclamation.

APPOINTMENT TO MADISON CITY POLICE CITIZENS ADVISORY COMMITTEE EFFECTIVE APRIL 27, 2025

- Police Chief Gandy, Deepa Anantharaman
- For Council District 1, Council Member Wroblewski, Pat Friel
- For Council District 3, Council Member Powell, Billy Goodson
- For Council District 4, Council Member Shaw, Greg Williams
- For Council District 5, Council Member Barlett, Dr. Yeqing Bao

There being no further nominations, all were appointed by acclamation.

PUBLIC HEARINGS

Speakers and public hearing applicants who wanted to address agenda items listed under this section of the agenda were instructed to reserve their comments for the public hearing. Before or during the Council Meeting they were asked to sign up for the public hearing at which they wanted to address Council by texting the word “COMMENT” to the City’s automated SMS system at 938-200-8560 or by filling out a card available in the vestibule or from the City Clerk. The project initiator, applicant, owner or agent of the business or property that is the subject of the hearing was allowed to speak for 15 minutes. Residents within the noticed area of the subject

property, as well as all other members of the public, were allowed to speak for 5 minutes.

RESOLUTION NO. 2025-115-R: REQUEST FOR A RESTAURANT RETAIL LIQUOR LICENSE FROM DBMC RESTAURANTS OF HUNTSVILLE-TM, AL, LLC., DOING BUSINESS AS WALK-ON'S SPORTS BISTREAUX, FOR ITS LOCATION AT 121 OUTFIELD DRIVE, MADISON, AL 35758

Council Members Shaw moved to approve Proposed Resolution No. 2025-115-R. Council Member Powell seconded. The vote was taken and recorded as follows:

Council Member Greg Shaw	Aye
Council Member Teddy Powell	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RESOLUTION NO. 2025-116-R: REQUEST FOR A LOUNGE RETAIL LIQUOR CLASS I LICENSE FROM PLG INDUSTRIES LLC, DOING BUSINESS AS CD'S PUB & GRILL, FOR ITS LOCATION AT 107 ARLINGTON DRIVE SUITE A, MADISON, AL 35758

Council Members Powell moved to approve Proposed Resolution No. 2025-116-R. Council Member Shaw seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Greg Shaw	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

DEPARTMENTAL REPORTS

CITY CLERK

PROPOSED ORDINANCE NO. 2025-089: ESTABLISHING THE USE OF ELECTRONIC VOTE COUNTING DEVICES FOR THE 2025 GENERAL MUNICIPAL ELECTION (FIRST READING 03/24/2025)

Council Member Shaw moved to approve Proposed Ordinance No. 2025-089. Council Member Powell seconded. The vote was taken and recorded as follows:

Council Member Greg Shaw	Aye
Council Member Teddy Powell	Aye
Council Member John Seifert	Aye

Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

COURT

RESOLUTION NO. 2025-119-R: AUTHORIZING ANNUAL AGREEMENT WITH THE MADISON COUNTY SHERIFF AND THE MADISON COUNTY COMMISSION FOR THE HOUSING OF CITY INMATES (\$60 PER INMATE PER DAY TO BE PAID FROM COURT DEPARTMENT BUDGET)

Council Member Powell moved to approve Resolution No. 2025-119-R. Council Member Spears seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Connie Spears	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Greg Shaw	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

ENGINEERING

RESOLUTION NO. 2025-099-R: AUTHORIZING AMENDMENT TO AGREEMENT WITH OMI TO ADD AN INCLINOMETER ON THE NORTHEAST SLOPE OF THE HUGHES ROAD EMBANKMENT TO ALLOW FOR MONITORING (\$15,877.00 TO BE PAID FROM ENGINEERING DEPARTMENT BUDGET)

Council Member Shaw moved to approve Resolution No. 2025-099-R. Council Member Spears seconded. The vote was taken and recorded as follows:

Council Member Greg Shaw	Aye
Council Member Connie Spears	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Teddy Powell	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RESOLUTION NO. 2025-101-R: AUTHORIZING CHANGE ORDER NO. 2 WITH MILLER AND MILLER FOR ADDITIONAL QUANTITIES FOR COMPLETION OF PROJECT NO. 20-008 | BROWNSFERRY ROAD CULVERT REPLACEMENT (\$57,453.93 TO BE PAID FROM 2019 GAS TAX)

Council Member Powell moved to approve Resolution No. 2025-101-R. Council Member Shaw seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Greg Shaw	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RESOLUTION NO. 2025-108-R: AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH NEEL-SCHAFFER, INC. FOR CIVIL ENGINEERING SERVICES RELATED TO THE DESIGN OF PROJECT NO. 25-007 | BALCH ROAD AND MILL ROAD INTERSECTION IMPROVEMENTS (\$161,240.00 TO BE PAID FROM ENGINEERING DEPARTMENT BUDGET)

Council Member Powell moved to approve Resolution No. 2025-108-R. Council Member Shaw seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Greg Shaw	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RESOLUTION NO. 2025-113-R: ACCEPTANCE OF BARNETT'S CROSSING, PHASE 3A INTO THE CITY OF MADISON MAINTENANCE PROGRAM

Council Member Powell moved to approve Resolution No. 2025-113-R. Council Member Spears seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Connie Spears	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Greg Shaw	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RESOLUTION NO. 2025-117-R: AWARD OF BID NO. 2025-012-ITB, INTERSECTION IMPROVEMENTS AT GOOCH LANE AND WALL TRIANA HWY, TO APAC-ALABAMA, INC. (\$624,358.89 TO BE PAID FROM FUND 38-150-000-2941-19)

Council Member Powell moved to approve Resolution No. 2025-117-R. Council Member Spears seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Connie Spears	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Greg Shaw	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

FACILITIES AND GROUNDS

RESOLUTION NO. 2025-057-R: AWARD OF BID NO. 2025-011-ITB, SITE WORK FOR CELTIC DRIVE TRAINING CENTER TO MILLER & MILLER, INC. (\$201,820.00, TO BE PAID FROM FUND 38: CELTIC DRIVE TRAINING COMPLEX)

Council Member Powell moved to approve Resolution No. 2025-057-R. Council Member Denzine seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Karen Denzine	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Greg Shaw	Aye
Council Member Ranae Bartlett	Aye

Motion carried.

PLANNING

PROPOSED ORDINANCE NO. 2025-087: VACATION OF DRAINAGE EASEMENT LOCATED WITHIN 16 AUTUMN ASHE ROAD, LOT 12 OF GREENBRIER WOODS SUBDIVISION (FIRST READING 03/24/2025)

Council Member Powell moved to approve Proposed Ordinance No. 2025-087. Council Member Spears seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Connie Spears	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Greg Shaw	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

PROPOSED ORDINANCE NO. 2025-100: VACATION OF A UTILITY AND DRAINAGE EASEMENT LOCATED WITHIN 129 CARRIE DRIVE, LOT 15 OF WINDERMERE SUBDIVISION PHASE 2 (FIRST READING)

This is a first reading only

RESOLUTION NO. 2025-103-R: SETTING A PUBLIC HEARING ON PROPOSED ORDINANCE NO. 2025-104; REZONING CERTAIN PROPERTY OWNED BY HUNTSVILLE RETAIL CENTER EXCHANGE, LLC CONSISTING OF 0.84 ACRES LOCATED AT 8213 U.S. HIGHWAY 72, EAST OF BROOKRIDGE DRIVE, FROM MC (MEDICAL DISTRICT) TO B3 (GENERAL BUSINESS DISTRICT) (FIRST PUBLICATION 4/23/2025, SYNOPSIS 4/30/2025, PUBLIC HEARING 5/27/2025)

Council Member Powell moved to approve Resolution No. 2025-103-R. Council Member Shaw seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Greg Shaw	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RESOLUTION NO. 2025-105-R: SETTING A PUBLIC HEARING ON PROPOSED ORDINANCE NO. 2025-106; REZONING CERTAIN PROPERTY OWNED BY JOHN AND LEE BOLES CONSISTING OF 2.89 ACRES LOCATED AT THE SOUTHWEST CORNER OF LANIER ROAD AND CELTIC DRIVE FROM M-1 (RESTRICTED INDUSTRIAL DISTRICT) TO B1 (NEIGHBORHOOD BUSINESS DISTRICT) (FIRST PUBLICATION 4/23/2025, SYNOPSIS 4/30/2025, PUBLIC HEARING 5/27/2025)

Council Member Powell moved to approve Resolution No. 2025-105-R. Council Member Spears seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Connie Spears	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Greg Shaw	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RESOLUTION NO. 2025-107-R: SETTING A PUBLIC HEARING ON PROPOSED RESOLUTION NO. 2025-112-R; VACATING A PORTION OF SHORTER STREET RIGHT-OF-WAY, LOCATED AT THE NORTHWEST CORNER OF SHORTER STREET AND CELTIC DRIVE (PUBLIC HEARING 5/27/25)

Council Member Powell moved to approve Resolution No. 2025-107-R. Council Member Shaw seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Greg Shaw	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RESOLUTION NO. 2025-109-R: SETTING A PUBLIC HEARING ON PROPOSED ORDINANCE NO. 2025-110; REZONING CERTAIN PROPERTY OWNED BY THE CITY OF MADISON CONSISTING OF 0.228 ACRES LOCATED AT THE NORTHWEST CORNER OF SHORTER STREET AND CELTIC DRIVE FROM B3 (GENERAL BUSINESS DISTRICT) TO B1 (NEIGHBORHOOD BUSINESS DISTRICT) (FIRST PUBLICATION 4/23/2025, SYNOPSIS 4/30/2025, PUBLIC HEARING 5/27/2025)

Council Member Powell moved to approve Resolution No. 2025-109-R. Council Member Shaw seconded. The vote was taken and recorded as follows:

Council Member Teddy Powell	Aye
Council Member Greg Shaw	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

RECREATION

RESOLUTION NO. 2025-120-R: AUTHORIZING A CONTRACTOR AGREEMENT WITH MILAM LOGGING, INC., FOR THE CUTTING OF DEAD OR DISEASED TREES LOCATED AT THE COMMUNITY CENTER (\$30,000 TO BE PAID FROM PARKS AND RECREATION BUDGET, TREE REMOVAL 10-050-000-1941-00)

Council Member Spears moved to approve Resolution No. 2025-120-R. Council Member Shaw seconded. The vote was taken and recorded as follows:

Council Member Connie Spears	Aye
Council Member Greg Shaw	Aye
Council Member John Seifert	Aye
Council Member Maura Wroblewski	Absent
Council Member Teddy Powell	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye

Motion carried.

MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS

ADJOURNMENT

Having no further business to discuss Council Member Spears moved to adjourn. The roll call vote was taken and recorded as follows:

Council Member Maura Wroblewski	Absent
Council Member Connie Spears	Aye
Council Member Teddy Powell	Aye
Council Member Greg Shaw	Aye
Council Member Ranae Bartlett	Aye
Council Member Karen Denzine	Aye
Council Member John Seifert	Aye

Motion carried.

The meeting was adjourned at 7:14 p.m.

Minutes No. 2025-07-RG, dated April 14th, 2025, read, approved and adopted this 23rd day of April 2025.

Council Member Maura Wroblewski
District One

Council Member Connie Spears
District Two

Council Member Teddy Powell
District Three

Council Member Greg Shaw
District Four

Council Member Ranae Bartlett
District Five

Council Member Karen Denzine
District Six

Council Member John Seifert
District Seven

Concur:

Paul Finley, Mayor

Attest:

Lisa D. Thomas
City Clerk-Treasurer

Lori Spaulding
Recording Secretary

CITY OF MADISON CERTIFICATE OF RECOGNITION

This certificate is awarded to

HDS BOMB SHOP

For donating their labor to the City of Madison’s special needs Easter Egg-Stravaganza by assembling sensory eggs, enhancing the experience for our special needs community during this year’s event.

28th of April, 2025

Mayor



Council President

RESOLUTION NO. 2025-133-R

**AUTHORIZING AN AGREEMENT WITH TYLER TECHNOLOGIES
FOR THIRD PARTY APPLICANT INTERFACE**

BE IT HEREBY RESOLVED by the City Council of the City of Madison, Alabama, that the Mayor is authorized and directed to accept on behalf of the City an agreement for third-party applicant interface software and services with Tyler Technologies to pull employee data directly from NEOGOV into NWS, said document to be substantially similar in purpose, intent, and composition to that certain document attached hereto and identified as Attachment A: Sales Quotation and that the City Clerk-Treasurer is hereby authorized to appropriately attest the same; and

BE IT FURTHER RESOLVED that, except for the extension or cancellation of the relationship established by such acceptance and execution, the Mayor or his designee shall be hereby authorized for the entire term of the Agreement to execute any and all documentation necessary to enforce and comply with the terms thereof, subject to the budgetary restrictions set forth by the Council in its duly-adopted budget for the then-current fiscal year; and

BE IT FURTHER RESOLVED that, upon request and notification from the appropriate department that the services precedent to payment have been satisfied, the Finance Director is hereby authorized to forward payment to Tyler Technologies in the amount(s) and manner authorized by the proposal accepted by passage of this resolution.

READ, PASSED, AND ADOPTED at a regularly scheduled meeting of the City Council of the City of Madison, Alabama, on this 28th day of April 2025.

Ranae Bartlett, Council President Pro Tem
City of Madison, Alabama

ATTEST:

Lisa D. Thomas, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this _____ day of April 2025.

Paul Finley, Mayor
City of Madison, Alabama

Attachment A: Sales Quotation



Quoted By: Heather Brown
 Quote Expiration: 8/26/25
 Quote Name: City of Madison AL - Third Party Applicant Interface

Sales Quotation For:

City of Madison
 100 Hughes Rd
 Madison AL 35758-1110

Tyler Software

Description	License Fees	Annual Maintenance
New World ERP		
Payroll/HR		
Third Party Applicant Interface	\$ 2,420	\$ 436
TOTAL	\$ 2,420	\$ 436

Fixed Fee Services

Description	Units	Price	Maintenance
2025-526380-L5W5T1			

2025-526380-L5W5T1

CONFIDENTIAL

Page 1

New World ERP
Payroll/HR

Third Party Applicant Interface		1	\$ 1,600	\$ 0
	TOTAL		\$ 1,600	\$ 0

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 2,420	\$ 436
Total SaaS	\$ 0	\$ 0
Total Tyler Services	\$ 1,600	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
Summary Total	\$ 4,020	\$ 436

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.

o Implementation and other professional services fees shall be invoiced as delivered.

o Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.

o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.

o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into

Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and material basis. "

o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where Project Planning Services are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.

o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration

Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product

suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

• Expenses associated with onsite services are invoiced as incurred.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler’s SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

RESOLUTION NO. 2025-140-R**AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO AN EXISTING AGREEMENT WITH THE LIOCE GROUP, INC.**

WHEREAS, on October 14, 2024, the City Council of the City of Madison, Alabama, approved Resolution No. 2024-334-R authorizing the Mayor to execute an Agreement with Docuware and The Lioce Group, Inc. for document management services hosting agreement for cloud-based management software; and

WHEREAS, on April 23, 2025, at the request of the City Clerk-Treasurer Department, the Lioce Group submitted a proposal for the addition of the rental of two Canon document production scanners;

BE IT HEREBY RESOLVED by the City Council of the City of Madison, Alabama, that the Mayor is authorized and directed to execute on behalf of the City an agreement for additional services with The Lioce Group, Inc., said document to be substantially similar in purpose, intent, and composition to that certain document attached hereto and identified as "Attachment A" and dated April 23, 2025, and that the City Clerk-Treasurer is hereby authorized to appropriately attest the same; and

BE IT FURTHER RESOLVED that, except for the extension or cancellation of the relationship established by such acceptance and execution, the Mayor or his designee shall be hereby authorized for the entire term of the Agreement to execute any and all documentation necessary to enforce and comply with the terms thereof, subject to the budgetary restrictions set forth by the Council in its duly-adopted budget for the then-current fiscal year; and

BE IT FURTHER RESOLVED that, upon request and notification from the appropriate department that the services precedent to payment have been satisfied, the Finance Director is hereby authorized to forward payment to The Lioce Group, Inc., in the amount(s) and manner authorized by the quotation accepted by passage of this resolution.

READ, PASSED, AND ADOPTED at a regularly scheduled meeting of the City Council of the City of Madison, Alabama, on this 28th day of April 2025.

Ranae Bartlett, Council President Pro Tem
City of Madison, Alabama

ATTEST:

Lisa D. Thomas, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this ____ day of _____ 2025.

Paul Finley, Mayor
City of Madison, Alabama

TLG Proposal and Investment Plan for: City of Madison



The contents of this proposal are a confidential trade secret information and intended for the use of City of Madison only. The contents herein may not be reproduced without the specific written permission of The Lioce Group. This is a proposal only and informative in nature. Actual contract terms and conditions, as well as final pricing, will be submitted upon your request.

Pricing in this proposal is good 30 days from April 23, 2025

For: Lisa Thomas
By: Adam Hiatt

Date: April 23, 2025

www.LioceGroup.com



Proposed Solution for: City of Madison

The Canon imageFORMULA DR-G2110 production document scanner, with both USB and ethernet connectivity, provides businesses with a high-performance, reliable, and flexible scanning solution as part of a robust document management system.

<u>Qty</u>	<u>Equipment</u>	<u>Description</u>
1	Canon imageFORMULA DR-G2110	Production scanner Up to 110 pages per minute

6 Month Rental (1 Scanner)

Rental Payment
\$400.00/Month

6 Month Rental (2 Scanners)

Rental Payment
\$800.00/Month

Rental Price includes delivery, installation, service, support, and roller replacement

Thank you for help in providing the necessary information to present our solution. We look forward to serving you.

Adam Hiatt
256.650.4141
ahiatt@liocegroup.com

PROPOSED ORDINANCE NO. 2025-125

AN ORDINANCE SETTING QUALIFICATION FEES FOR THE CITY OF MADISON 2025 GENERAL MUNICIPAL ELECTION

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MADISON, ALABAMA, AS FOLLOWS:

SECTION 1: A qualification fee in the amount of fifty dollars (\$50.00) is hereby fixed and imposed upon all candidates seeking election as Mayor of the City of Madison, Alabama.

SECTION 2: A qualification fee in the amount of fifty dollars (\$50.00) is hereby fixed and imposed upon all candidates seeking election as Council Member of the City of Madison, Alabama.

SECTION 3: Such qualification fee shall be paid to the City Clerk-Treasurer and deposited to the General Fund of the City at or prior to the time of filing qualification papers by any such candidate.

SECTION 4: Any person desiring to qualify who is not financially able to pay the fees specified in Sections 1 and 2 of this Ordinance may still qualify as a candidate, provided that such a prospective candidate furnishes the City Clerk with a signed and notarized Affidavit of Indigency, a form of which is attached to this Ordinance as Exhibit A, and which shall be kept on file in the office of the City Clerk-Treasurer.

SECTION 5: This Ordinance is adopted pursuant to Section 11-46-2 of the Alabama Code of 1975 and shall be effective in all elections, both general and special, for aforesaid offices from and after the date of adoption.

ADOPTED this 28th day of April 2025.

ATTEST:

Ranae Bartlett, Council President Pro-Tem
City of Madison, Alabama

Lisa D. Thomas, City Clerk-Treasurer

APPROVED this ____ day of _____ 2025.

Paul Finley, Mayor
City of Madison, Alabama

Affidavit of Indigency

I, the undersigned, being first duly sworn depose and say that I am a citizen of the City of Madison, _____ County, and reside at _____ in said City; that I desire to become a candidate for the office of _____ in said City for the term of four years at the election of such office to be held on August 26, 2025 and at a runoff election, if necessary, to be held on September 23, 2025; that I am duly qualified to hold such office if elected thereto; that I am indigent and financially unable to pay the qualifying fee established to become a candidate for such office and hereby request a waiver of this fee pursuant to Ordinance 2025-125 of the City of Madison and I hereby request that my name be printed upon the official ballot at said election.

Signed

Printed

STATE OF ALABAMA §

COUNTY OF MADISON §

I, the undersigned authority, a Notary Public in and for said County in said State, hereby certify that _____, whose name is signed to the foregoing instrument and who is or was made known to me, acknowledged before me on this day that, being informed of the contents of the instrument, s/he executed the same voluntarily.

Given under my hand this the ____ day of _____ 2025.

Notary Public

RESOLUTION NO. 2025-130-R

**A RESOLUTION ACCEPTING INTO PUBLIC USE AND MAINTENANCE THE
SUBDIVISION IMPROVEMENTS FOR GREENBRIER HILLS, PHASE V**

BE IT HEREBY RESOLVED by the City Council of the City of Madison, Alabama, that upon the recommendation of the Engineering Department, effective April 21, 2025, the City of Madison accepts for public use and maintenance the street, drainage, and utilities within the rights of way and easements dedicated for Greenbrier Hills, Phase V as recorded in the Limestone County Probate Office in Plat Book L, Pages 186-188.

READ, PASSED, AND ADOPTED at a regularly scheduled meeting of the City Council of the City of Madison, Alabama, on this 28th day of April 2025.

Ranae Bartlett, City Council President Pro Tem
City of Madison, Alabama

ATTEST:

Lisa Thomas, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this _____ day of _____ 2025

Paul Finley, Mayor
City of Madison, Alabama



CITY OF MADISON, ALABAMA
MAINTENANCE BOND FOR SUBDIVISION IMPROVEMENTS

Subdivision: Greenbrier Hills Ph. V

Principal: Madison Land Resources, Inc.

Bond No: 6000615788 Amount: \$160,125.20 LOC X Cash _____

KNOW ALL MEN BY THESE PRESENTS that the above-referenced PRINCIPAL is held and firmly bound unto the City of Madison, Alabama (the "CITY") in the above stated amount for the payment of which sum the above listed and attached security is irrevocably pledged. Said PRINCIPAL, and its Surety, if applicable, does successively bind itself, its heirs, executors, administrators, successors, and assigns, jointly and severally, by these presents.

WHEREAS, SUBDIVISION IMPROVEMENTS (except water and sewer improvements accepted by the Water and Wastewater Board and sidewalks separately bonded) in the above referenced subdivision constructed by the PRINCIPAL, have been or are expected to be approved for dedication to and acceptance by the City effective as of the above referenced acceptance date; and

WHEREAS, in consideration of the acceptance of said subdivision improvements by the CITY, the PRINCIPAL hereby guarantees to the CITY for a period of two (2) years after dedication of said improvements that any and all defects or deficiencies arising, occurring, or becoming apparent with respect to said improvements within that period, whether resulting from negligence or defective or inferior materials or workmanship, shall be promptly repaired, replaced, or corrected at the expense of the PRINCIPAL or its Surety.

NOW, THEREFORE, the condition of this obligation is such that if the PRINCIPAL shall replace, repair, or correct any and all defects or deficiencies arising, occurring, or becoming apparent with respect to said subdivision improvements within two (2) years from and after the acceptance date, whether resulting from negligence or defective or inferior materials or workmanship, then the above obligation shall be void, otherwise to remain in full force and effect.

Inspection and acceptance of the subdivision improvements by the CITY shall in no way affect the obligation created by this BOND. In the event of any default by the PRINCIPAL, or its Surety, if applicable, in the performance of the condition of this BOND, after written notice and demand to PRINCIPAL by the City, or in the event that the CITY shall incur any cost, obligation, or fee in performing the condition of this bond after a refusal or failure of PRINCIPAL to do so, then said PRINCIPAL, and Surety if applicable, shall be obligated to the CITY for the amount of such cost, obligation, or fee. Said obligation of the PRINCIPAL IS EXPRESSLY UNDERSTOOD AND AGREED NOT TO BE LIMITED TO THE AMOUNT OF THIS BOND. In the event that any action is commenced by the CITY for the enforcement of the obligations and penalties of this BOND, the PRINCIPAL, and applicable sureties, jointly and severally waive all claims of exemption which they may have or be entitled to under the constitution and laws of the State of Alabama and agree to pay reasonable attorneys' fees for the prosecution of such suit by the City Attorney.

IN WITNESS WHEREOF, we hereunto set our names and seals on this 18 day of April, 25.

[Signature]
WITNESS

PRINCIPAL

By: [Signature]

Its: Vice President

APPROVED:
[Signature]
City Engineer

4/21/2025
Date

ACCEPTED:

CITY OF MADISON

Mayor

Date

ATTEST:

City Clerk - Treasurer

THE CITY OF MADISON &
WATER AND WASTEWATER BOARD OF THE CITY OF MADISON
APPLICATION FOR ACCEPTANCE AND DEDICATION OF
SUBDIVISION IMPROVEMENTS

City of Madison
100 Hughes Road
Madison, Alabama 35758

Madison Utilities
101 Ray Sanderson Drive
Madison, Alabama 35758

Subdivision: Greenbrier Hills Phase IV

Plat Book: L Page: 186-188 or Document # _____

Probate Records of Limestone County, Alabama

The undersigned developer of the above-referenced subdivision hereby applies for acceptance of the subdivision into the maintenance program(s) of the Water and Wastewater Board of the City of Madison (the Board), and the City of Madison. The Applicant hereby dedicates the sanitary sewer system of said subdivision to the Board, and all other subdivision improvements to the City of Madison, subject only to final acceptance of same by each of said entities.

The applicant knows of no defects from any cause in these improvements. Applicant certifies that said improvements are free and clear of any encumbrance or loan.

The undersigned developer accepts responsibility for maintenance of said improvements in accordance with maintenance bonds submitted to the Board, and if applicable the City of Madison.

Date: December 4, 2024

Developer: Madison Land Resources

Address: 18 Main Street, Madison, AL 35758

By:  Jeffrey Charles Murphy

**ENGINEERING CERTIFICATION
(THE BOARD)**

This is to certify that the sanitary sewer system lying within the above-referenced subdivision, is complete, free from defect, and have been constructed in accordance with approved plans and specifications and applicable construction standards of the Board within dedicated easements and/or rights-of-way.

This certification is based on inspections and investigations of the engineer and shall not constitute an express or implied warranty or guarantee of the improvements.

It is understood by the undersigned consulting engineer that the Board will rely on this certification in determining whether to recommend acceptance of the above-said improvements into the maintenance programs of the Board.

Date: December 4, 2024

Consulting Engineer(s): Schoel Engineering

Address: 101 Washington Street SE, Huntsville, AL 35801

By: (Love Croft, P.E.) Julie Croft

THE CITY OF MADISON &
WATER AND WASTEWATER BOARD OF THE CITY OF MADISON
APPLICATION FOR ACCEPTANCE AND DEDICATION OF
SUBDIVISION IMPROVEMENTS

Subdivision: Granbrier Hills Phase II

Plat Book: L Page: 186-188 or Document # _____

Probate Records of Limestone County, Alabama

The sanitary sewer system of the above-referenced subdivision has passed required tests and inspection and are hereby recommended for acceptance into the maintenance program of the Water and Wastewater Board of the City of Madison.



Board Inspector

All required construction plans, bonds and other documents and certifications have been submitted and the above-referenced sanitary sewer system in the above-referenced subdivision are ready for acceptance by the Board.



General Manager

Upon affirmative vote of the Water and Wastewater Board on this the 16th day of December, 2024, dedicated sanitary sewer system in the above referenced subdivision are hereby accepted into the maintenance system of the Board, subject only to final acceptance of all other subdivision improvements by the City of Madison.



Board Chairman

ENGINEERING CERTIFICATION
FOR THE CITY OF MADISON

This is to certify that the streets, curbs and gutters, and other required subdivision improvements lying within the above-referenced subdivision, are complete, free from defect, and have been constructed in accordance with approved plans and specifications and applicable construction standards of the City of Madison within dedicated easements and/or rights-of-way.

This certification is based on inspections and investigations of the engineer and shall not constitute an express or implied warranty or guarantee of the improvements.

It is understood by the undersigned consulting engineer(s) that representatives of the City of Madison will rely on this certification in determining whether to recommend acceptance of the above-said improvements into the maintenance programs of the City.

Date: December 4, 2024

Consulting Engineer(s): School Engineering

Address: 101 Washington Street SE, Huntsville, AL 35801

By: (Luke Croft, P.E.) Luke Croft

THE CITY OF MADISON &
WATER AND WASTEWATER BOARD OF THE CITY OF MADISON
APPLICATION FOR ACCEPTANCE AND DEDICATION OF
SUBDIVISION IMPROVEMENTS

Subdivision: Greenbrier Hills Phase IV

Plat Book: L Page: 186-188 or Document # _____

Probate Records of Limestone County, Alabama

Subdivision improvements in the above-referenced subdivision (other than sanitary sewer system accepted by the Water and Wastewater Board) have passed inspection and are hereby recommended for acceptance into the maintenance program of the City of Madison.

Day Ahona
City Inspector

All required construction plans, bonds, and other documents and certifications have been submitted and the subdivision improvements (other than sanitary sewer system accepted by the Water and Wastewater Board) are ready for acceptance by the City of Madison.

[Signature]
Engineering Director

Upon affirmative vote of the City Council of the City of Madison on this the _____ day of _____, _____, dedicated subdivision improvements in the above-referenced subdivision are hereby accepted into the maintenance system of the City of Madison.

Council President

Mayor

RESOLUTION NO. 2025-111-R
APPROVING A REVISED
CITY OF MADISON EMPLOYEE SAFETY MANUAL

WHEREAS, it is in the public interest to provide a safe work environment and safe work practices and expectations for all city employees; and

WHEREAS, the City adopted the City of Madison Employee Safety Manual drafted by the City of Madison Employee Safety Committee on April 12, 2022, by Resolution No. 2022-116-R; and

WHEREAS, according to Resolution No. 2022-116-R, updates will be presented to City Council for approval, as needed; and

WHEREAS, the City's Safety Committee has proposed updates for consideration of the City Council in the copy of the revised manual attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Madison, Alabama, that the attached revised City of Madison Employee Safety Manual, is hereby approved by the Madison City Council.

READ, PASSED, AND ADOPTED at a regularly scheduled meeting of the City Council of the City of Madison, Alabama, on this 28th day of April 2025.

Ranae Bartlett, Council President Pro Tem
City of Madison, Alabama

ATTEST:

Lisa D. Thomas, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this ____ day of _____ 2025.

Paul Finley, Mayor
City of Madison, Alabama



Employee Safety Manual

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Mission Statement of Safety Committee

It shall be the mission of the City of Madison's Safety Committee to endorse a proactive approach to ensure the safety of the employees, citizens, and visitors of the City of Madison. This approach can be implemented through periodic meetings to determine existing hazards, preventative maintenance, supervisor involvement in the safety process, and employee education. The Safety Committee shall be proactive in educating employees through broadcasting procedural guidelines set forth by the Committee toward:

1. **Safe operational procedures**
2. **Preventative maintenance**
3. **Awareness of hazards**
4. **Correction and elimination of unsafe working practices.**

The ultimate goal is to provide a safe working environment for all city employees. This is achieved through the implementation and enforcement of the City's safety manual and individual department safety policies.

Responsibilities

The Safety Rules in this manual are not all-inclusive. All employees of the City of Madison are expected to use sound judgment, safe work practices, and are expected to remain alert of environment and safety conditions at all times. All employees should follow the safest work methods possible.

Employees should be familiar with city wide and departmental policy manuals regarding health, safety and other expected conduct.

The initial Employee Safety Manual was adopted by City Council. Revisions are expected, and are to be reviewed and approved administratively by the Safety Committee, the Director of Human Resources, and the Mayor. Updates to the Safety Manual may be presented to City Council as needed.

The Department Head shall ensure that each employee has reviewed the revisions and shall complete and submit the required administrative forms to the HR dept. Each department shall have a Safety Ambassador assigned to assist with safety initiatives. Safety Ambassadors are expected to attend Safety Committee Meetings, actively participate in discussions, and serve as the first point of contact between their department and the Safety Committee.

Acknowledgments

This Safety Manual was made possible by the commitment of the City of Madison's employees and members of the Safety Committee who reviewed and drafted the last revision of the safety rules, effective April 2025.

Reporting Injuries

All injuries or accidents that could have resulted in an injury are to be reported to your Supervisor immediately. Together, call the Triage Hotline at 1-855-660-5200.

Provide all information requested by the Triage Nurse and follow their recommendations carefully. Failure to follow these procedures in a timely manner could jeopardize your benefits.

Section 25-5-1 of the Alabama Workers' Compensation Act defines injury and personal injury as any injury arising from the course of employment, and shall not include a disease in any form, except an occupational disease or where it results naturally and unavoidably from the accident.

Emergencies

In the event of a life or limb threatening injury, call 911 or go directly to the closest emergency room. You do not need to call the Triage Hotline first, but please follow-up with the Triage Nurse as soon as possible.

Follow up

Employees are expected to attend all follow up appointments. Employees must keep their supervisor and the HR Department informed of their progress and/or changes in treatment plans, such as return to work. OHG coordinates or manages all follow up care.

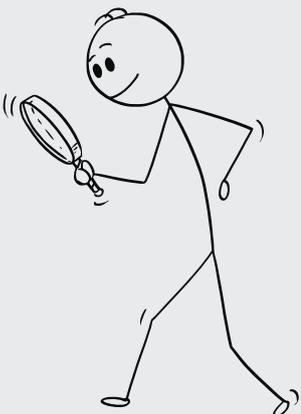
Return to Work

If an employee is prepared to return to work, they must provide a fit for duty statement from the treating medical professional and be evaluated by the City's physician prior to a full return to duty. However, temporary light duty may be presented as an option earlier than a full return to work at the discretion of the treating physician, HR, and the Department Head.



Workers Comp Accident Review Process

Accidents will be reviewed by the Safety Manager, an HR representative, the Department Head (or their designee), and the investigator assigned by the insurance company. The evaluation of the incident will be set within 15 days. The reviewing team will assess whether the accident was preventable, determine if any safety rules were violated, and, if necessary, provide recommendations to HR and City Officials on enhancing safety policies, procedures, and overall safety for the City. If needed, the Safety Manager may initiate written recommendations to include safety guidelines or process changes to be reviewed by the Mayor, HR, and the employee's Department Head. The Department Head may be expected to provide a written explanation of the actions they have taken or will take to prevent this type of accident from occurring again.



Alabama First Report of Injury

THE USE OF THIS FORM IS REQUIRED UNDER THE PROVISIONS OF THE ALABAMA WORKERS'S COMPENSATION LAW
WCC Form 2
Rev. 9/2006

STATE OF ALABAMA
EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE
Ombudsman 1-800-528-5166

CLAIM REFERENCE					
1. Insured Report Number		2. Filing Office Claim Number		3. OSHA Log Case Number	
EMPLOYER					
4. Employer Business Name City Of Madison			ADDRESS, IF LOCATION DIFFERENT FROM BUSINESS ADDRESS		
5. Physical Address 1 100 Hughes Road			10. Mailing Address 1		
6. Physical Address 2			11. Mailing Address 2 or Telephone Number		
7. City Madison 8. State AL 9. Zip 35758			12. City 13. State 14. Zip		
15. Federal ID Number		16. U.C. Account Number		17. NAICS	
INSURER / FILING OFFICE					
18. Insurer Name Millennium Risk Managers			21. Filing Office Name 21a. Service Co. #		
19. Insurer Federal ID Number			22. Mailing Address 1 P.O. Box 26159		
20. Type Insurer <input type="checkbox"/> Insurance Co. Ins Co #			23. Mailing Address 2 or Telephone Number 205-824-0210 or 888-736-0210		
<input checked="" type="checkbox"/> Self-Insurer SI# 59050			24. City Birmingham 25. State AL 26. Zip 35260		
<input type="checkbox"/> Group Fund GF #			27. Filing Office Federal ID Number		
EMPLOYEE / WAGES					
28. First Name			32. Employee ID Number <i>HR Enters This Information</i>		
29. Middle Name			33. Type Employee ID Number		
30. Last Name			SSN <input checked="" type="checkbox"/> Passport Number <input type="checkbox"/> Green Card <input type="checkbox"/>		
31. Last Name Suffix (ie. Jr., Sr., III)			Employment Visa <input type="checkbox"/> Assigned by Jurisdiction <input type="checkbox"/>		
34. Mailing Address 1		40. Gender		41. Date of Birth	
35. Mailing Address 2		Male <input type="checkbox"/>		42. Nbr of Dependents	
36. City 37. State 38. Zip 39. Phone		Female <input type="checkbox"/>		44. Date Hired	
43. Marital Status					
Unmarried (Single or Divorced or Widowed) <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unknown <input type="checkbox"/>					
45. Occupation Description			46. Number of Days Worked Per Week		
47. Wages \$			49. Received Full Pay For Day of Injury? Yes <input type="checkbox"/> No <input type="checkbox"/>		
48. Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/>			50. Did Salary Continue? Yes <input type="checkbox"/> No <input type="checkbox"/>		
INJURY / TREATMENT					
51. Date of Injury		52. Time of Injury a.m. <input type="checkbox"/> p.m. <input type="checkbox"/> unk <input type="checkbox"/>		53. Time Employee Began Work a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
54. Date Disability Began		55. Date of Death			
PLACE OF ACCIDENT, INJURY, OR EXPOSURE					
56. Site Address			61. Injury Occurred on Employer's Premises? Yes <input type="checkbox"/> No <input type="checkbox"/>		
57. City 58. State 59. Zip 60. County			62. Date Employer Notified		
63. DESCRIBE WHAT THE EMPLOYEE WAS DOING JUST BEFORE THE INCIDENT AND HOW THE INJURY OCCURRED. (Ex. While climbing a ladder and carrying roofing materials, ladder slipped on wet floor causing worker to fall 20 feet.)					
PROVIDE DESCRIPTION CODE S to identify Nature of Injury, Part of Body that was affected, and Cause of Injury. (FOR COMPLETE LIST OF CODES, GO TO HTTP:// DIR.ALABAMA.GOV/WC)					
64. Nature of Injury Code		65. Part of Body Code		66. Cause of Injury Code	
67. Initial Treatment			68. Name of Treatment Facility		
No Medical Treatment <input type="checkbox"/> First Aid By Employer <input type="checkbox"/>			69. Address		
Minor Clinic / Hospital <input type="checkbox"/> Emergency Room <input type="checkbox"/>			70. City 71. State 72. Zip		
Hospitalized > 24 Hours <input type="checkbox"/> Major medical/Lost time <input type="checkbox"/>					
Hospitalized Overnight <input type="checkbox"/>					
73. Name of Physician or Other Health Care Professional			74. Has Injured Returned to Work Yes <input type="checkbox"/> No <input type="checkbox"/>		If so, 75. Date 76. Time a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
OTHER					
77. Date Prepared		78. Preparer's First Name 79. Last Name		80. Title 81. Preparer's Telephone Number	

City Wide Initiatives

The City is committed to providing a workplace free of recognized hazards and promoting a culture of safety awareness among all employees. As such, all employees are responsible for following safety procedures, reporting potential hazards, and actively participating in safety training programs.

Access Control

Only authorized employees and visitors will be allowed access to the building during working hours. All full-time employees will be issued a unique key card, with access to designated areas and for use in employee entrances. Employees must NEVER give their key card to anyone to use.

Security cameras are in place throughout all buildings to monitor activity and deter unauthorized access.

City Hall

Anyone entering City Hall shall go through the metal detectors, unless they were granted a unique key card granting access to employee doors, by the City.

After Hours

Access to buildings outside of regular business hours will be restricted to authorized personnel with prior approval.



Facilities

Smoking, vaping, and similar products are prohibited in all city-owned buildings and facilities.



All heating appliances should have an automatic shut-off device.



There should be no open flames inside any City owned building or facility.

Extension cords should not be used on a permanent basis and should always be UL (Underwriters Laboratories) listed. Cords should not be a tripping hazard.

Employees should know where all the fire extinguishers, AEDs, first aid kits, and other safety equipment is located. Employees should acquaint themselves with the evacuation plan for their primary building and the safest place in their primary building in the event of a weather emergency.

Maintain neat and orderly work spaces, free of clutter and tripping hazards. Do not block walkways or exits.

All hazardous materials should be stored properly, labeled clearly, including the Safety Data Sheets (SDS), and be in accordance with all safety guidelines. Hazardous material should be kept away from ice machines and rooms employees may eat in. SDS notebooks should be maintained and made available upon request.

When carrying items, moving furniture, or using office equipment, use due diligence and common sense to avoid injury. Use ergonomically appropriate furniture and office supplies when able.



Sample Safety Data Sheet

IS THE PRODUCT A FIRE HAZARD OR HEALTH HAZARD?



Health	1
Fire	1
Reactivity	0
Personal Protection	E

Material Safety Data Sheet Quinine MSDS

Section 1: Chemical Product and Company Identification

Product Name: Quinine
Catalog Codes: SLO1054
CAS#: 130-95-0
RTECS: VA6020000
TSCA: TSCA 8(b) inventory: Quinine
CI#: Not available.

Contact Information:
 Sciencelab.com, Inc.
 14025 Smith Rd.
 Houston, Texas 77396
 US Sales: 1-800-901-7247
 International Sales: 1-281-441-4400
 Order Online: Sciencelab.com

CHEMTREC (24HR Emergency Telephone), call:
 1-800-424-9300
International CHEMTREC, call: 1-703-527-3887
For non-emergency assistance, call: 1-281-441-4400

WHAT CHEMICALS ARE IN THE PRODUCT?

Section 2: Composition and Information on Ingredients

Composition:

Name	CAS #	% by Weight
Quinine		

Toxicological Data:

HOW DOES IT ENTER YOUR BODY?

HOW CAN IT AFFECT YOUR HEALTH IN THE SHORT TERM AND LONG TERM?

Section 3: Hazards Identification

Potential Acute Health Effects:

Very hazardous in case of ingestion. Slightly hazardous in case of skin contact (irritant), of eye contact (irritant), of inhalation.

Potential Chronic Health Effects:

Very hazardous in case of ingestion. Slightly hazardous in case of skin contact (irritant), of eye contact (irritant), of inhalation. CARCINOGENIC EFFECTS: Not available. MUTAGENIC EFFECTS: Not available. TERATOGENIC EFFECTS: Not available. DEVELOPMENTAL EFFECTS: Not available.

FIRST AID MEASURES

Section 4: First Aid Measures

Eye Contact: Immediately flush eyes with running water for at least 15 minutes, keeping eyelids open. Cold water may be used.

Skin Contact:

Shelter in Place

There may be times when you will have to shelter in place. We may have a severe weather event, such as tornadoes, a hazardous material incident, or other similar events. This section will review these or similar situations and provide guidance. In any situation, always wait for the “all clear” or told to evacuate.

Tornadoes

Go to the basement or designated safe place. Those in City Hall will gather in the basement conference room. Those located outside of City Hall should find a center, windowless room. Please contact your safety committee person for an exact location. If you are working in the field and unable to find a building, seek shelter in a low-lying area or ditch. Do not seek shelter in a vehicle.

Hazardous Materials Incidents

In the event of a hazardous material incident, Call 911 immediately. Isolate the area and do not attempt to clean up the spill. If you have touched the material, wash yourself immediately. Close all doors and windows to the affected area, if indoors. If outdoors, stay upwind and be aware of wind direction, changes, and speed. This may turn into an evacuation event.

Earthquakes

Stay calm, stay inside, and take cover under a heavy desk, table, bench, or similar item in the interior of the room. Do not leave the building until all tremors have stopped.

If outdoors, move away from buildings, trees, and utility poles. Stay in the open area until first responders arrive.

If driving, stop as quickly as safety permits and stay in the car. Seek an open space after the shaking stops. Be cautious of downed power lines.



Evacuation Situations

If you have to evacuate, please stay with your department, if possible. Your Safety Ambassador ensures all people from their department are accounted for. Listen for official instructions and be aware of your surroundings.

Building will clear the downstairs bathrooms. Police will clear bathrooms in the Police side of the building. City Clerk will clear the lobby bathroom and courtroom, with the Municipal Court as backup for the courtroom. Legal or Mayor's office will clear the employee bathroom at end of hall.

Fire Alarms

When a fire alarm is activated all employees and visitors will evacuate the building and assemble at their designated place. Do not hesitate to leave, find the nearest fire exit and evacuate. Clear routes and designated locations are found on the next page.

If there is smoke, stay low and cover your mouth and nose. Check for danger before opening doors by feeling for heat with the back of your hand. If the door feels warm, stay in your office. If you can get out a window, do so using the glass breaker. If no window is available stay put with the door closed. If able, place something wet along the bottom of the door.

If you see someone is missing, please notify your designated Safety Ambassador. Speak to your Safety Ambassador and make sure someone has called 911.

Do not reenter the building until you receive an 'All Clear' by the Madison Fire and Rescue Department.



City Hall Meeting Points



Meeting Spot 1,
underlined in red.

Meeting Spot 2,
underlined in blue.

- Police**
- IT**
- City Clerk**
- Magistrate**
- Courtroom**
- HR**

- Finance**
- Legal**
- Mayor's Office**
- Building**
- Engineering**
- Planning**
- All visitors in the Basement**
- Revenue**

Meet at the designated spot with your entire department. Check in with your Safety Ambassador. For those working in other buildings, please meet with your safety ambassador for a complete review of your safety expectations.



Medical Emergencies

Call 911, immediately to identify the nature of the emergency, and provide first aid if needed. Everyone should know where their first aid kit is located and should have open access to it.

Secure the person and the area to reduce the risk to the person and allow first responders to easily get to the patient to provide care.

If a person is experiencing cardiac arrest, locate the nearest Automated External Defibrillator (AED).

In the event of massive blood loss, find the “Stop the Bleed” bags that have been placed throughout the building.

If the person is choking and unable to shout, speak, or cough, stand behind them and support their chest with one hand while giving 5 sharp blows to the back between the shoulder blades with the heel of your hand. If this doesn't work, the Heimlich maneuver may be needed.

For burns, run the wound under cold water for 20 minutes. If the burn is severe you may need to remove clothing, but do not remove clothes if it is also pulling skin.

In the event of an allergic reaction, remove the trigger, lay the person down, and try to find an epi-pen if severe enough.

Once the incident is under control, document the incident, by including the time, location, actions taken, and any witnesses. Contact Human Resources.





Bloodborne Pathogens

Try to avoid direct contact with blood or bodily fluids, unless properly trained (such as our first responders). When assisting a person who is bleeding, wear gloves. Each department should have a supply of gloves for use when assisting a bleeding person. When removing the gloves, remove them inside out, then wash your hands and forearms carefully for one full minute under hot water.

Clean or remove any contaminated areas, to include clothing, as soon as possible. If the contaminated space is the interior of a vehicle, contact your supervisor because the vehicle should be taken out of service until cleaned.

If you have broken skin, rashes, etc. keep the area covered and or bandaged.

Communicable Disease Supply Kit

If a department routinely is faced with instances of communicable diseases, they should have supplies available to mitigate hazards associated with those communicable diseases to include:

- disposable aprons and shoe coverings
- disposable latex gloves
- puncture resistant containers and red sealable plastic bags
- protective goggles and surgical facemasks
- disposable towelettes (70% isopropyl alcohol)
- waterproof bandages
- absorbent cleaning materials
- "isolation area -do not enter" signs
- non-porous tongs

Each department should replenish and/or replace all used supplies after the event is over.



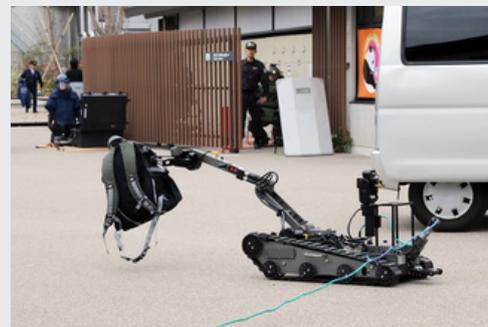
Terroristic Activities/ Bomb Threats

If you receive a phone call stating a bomb is in or near the building, utilize the bomb threat call checklist found on the next pages.

Identifying Suspicious Packages

- Foreign Mail, Air Mail, or Special Delivery
- Restrictive markings
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles or titles only
- Misspellings of common words
- Oily stains or discolorations
- No return address
- Excessive weight
- Rigid envelope
- Lopsided or uneven box or envelope
- Protruding wires or tinfoil
- Excessive securing material
- Visual distractions
- Strange odors
- Item placed where it seems abandoned or doesn't belong

Do not touch or open the package. Clear the area and call 911.



Bomb Threat Call Checklist



BOMB THREAT CALL CHECKLIST

Instructions: Be calm and courteous, listen, do not interrupt the caller.
Notify your supervisor or another person to listen while the caller is on the line, if possible.

Date _____ Time _____

Exact words of person placing call: _____

(Use the back to log additional information)

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____ What office? _____
3. What type of bomb exactly? _____
4. What does the bomb look like? (container/internal components) _____

5. What will cause the bomb to explode? (movement/timer) _____

6. Did the caller place the bomb and why? _____

7. Why is the caller doing this? _____

8. Who are you: what is your organization? _____

9. What is your address? _____



TRY TO DETERMINE THE FOLLOWING:

Caller's: Sex _____ Race _____ Approx Age: _____ Length of Call _____

Was voice familiar: ___ Yes ___ No If so who: _____

CALLER'S VOICE: (check all that apply)

- Calm Rapid Crying Stutter Ragged Disguised
- Angry Soft Familiar Normal Lisp Accent
- Slow Excited Loud Distinct Raspy Deep Breathing
- Laughter Slurred Intoxicated Deep Clearing throat
- Cracking voice

BACKGROUND SOUNDS: (check all that apply)

- Music Motor Long Distance House Noises
- Clear Aircraft Party Street Noises
- Voices PA System Static Local
- Office Machinery Factory Machinery Other (explain) _____

THREAT LANGUAGE:

- Well Spoken (educated) Foul Irrational Message read by caller Incoherent
- Taped

Time Call Terminated: _____ Additional Information _____

ACTION TAKEN AFTER CALL:

Notified Supervisor (Name of Supervisor Notified) _____

Receiving Telephone Number

Person Receiving Call

Vehicles

When traveling for work, employees are expected to :

- exchange phone numbers with their Department Head or supervisor; and
- report to their Department Head or supervisor upon safe arrival or immediately upon an emergency situation.

When using City vehicles employees are expected to:

- comply with all traffic and parking laws and drive in a courteous manner;
- inspect City vehicles for safe operations, including windshield wipers, underinflated tires, inoperable lights, etc. Any observed deficiencies should be reported immediately to the Department Head for service, with records maintained according to Alabama records retention requirements.
- use of cell-phones should be limited to hands-free technology only with absolutely no texting;
- follow all safety precautions and established safety rules when hauling or transporting material, parking on an incline, or similar situations that may create a hazard to person or property.

Hold Harmless Agreements:

- Agreements, located on pages 20–22, must be completed and submitted to the City Clerk’s office anytime a non-City employee is riding in a City vehicle prior to the date of travel.

Accidents

In the event of an accident, try to keep the scene intact and contact the local police. Do not volunteer any information except name, address, and license number to anyone except the investigating officer, supervisor, or City Attorney. Do not admit fault. Employees should collect the same information for the other party involved and the name and contact of any witnesses, if applicable.

Prep for Travel

Be sure to carry the phone number for the Triage Hotline and carry a blank copy of the First Report of Injury Form for precautionary purposes.



IF YOU ARE INJURED ON THE JOB IMMEDIATELY CALL THE TRIAGE HOTLINE 1-855-660-5200

IF YOU ARE INJURED ON THE JOB CALL THE TRIAGE HOTLINE 1-855-660-5200

The supervisor and injured worker should immediately call the 24/7 Triage Hotline, which will connect them directly with a registered nurse.

In the event of a life or limb threatening injury, please call 911 or go directly to the ER.

Hold Harmless Form



**STATE OF ALABAMA
COUNTY OF MADISON**

FOR CHILDREN OF EMPLOYEES RELEASE AND HOLD HARMLESS AGREEMENT

parent or legal guardian), being over twenty-one (21) years of age, as parent and/or legal guardian of the children listed below, for and in consideration of the City of Madison, Alabama, a municipal corporation in the State of Alabama permitting the said minor(s) to accompany _____ (City Employee) in a city-owned vehicle does hereby and for (his/her/their) heirs, executors, administrators, and assigns, release, remise and forever discharge and hold harmless the City of Madison, a municipal corporation, its officers, agenda, employees, successors, and assigns, of and from any and all claims, actions, causes of action, demands, rights, damages, costs, expenses and liability whatsoever, including but not limited to, liability arising from any and all known and unknown, foreseen and unforeseen, bodily and personal injuries and property damage and the consequence thereof which the undersigned may hereafter accrue on account of or in any way growing out of accompanying _____ (City Employee) in a city vehicle.

Names and date of birth of minor children for whom this agreement applies:

THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTANDS IT.

Signed, sealed and delivered this _____ day of _____

Signature

**State of Alabama
County of Madison**

I, _____ a Notary Public in and for said County and State, hereby certify that _____, whose name is signed to the foregoing Release and Hold Harmless Agreement, and who is known to me, acknowledged before me on this date that _____, being fully informed of the contents of said conveyance, did execute the same voluntarily on the date that same bears date.

Given under my hands this _____ day of _____

Notary Public
My Commission Expires: _____

Release and Hold Harmless Agreement
Children of Employees
Page I of J (01-14-2020)

Hold Harmless Form



STATE OF ALABAMA
COUNTY OF MADISON

RELEASE AND HOLD HARMLESS AGREEMENT
ADULT FAMILY MEMBERS OF EMPLOYEES

Know All Men By These Presents that the undersigned _____ being over twenty-one (21) years of age, for and in consideration of the City of Madison, Alabama, a municipal corporation in the State of Alabama, permitting the undersigned to accompany _____ (City Employees and Department) in a city-owned vehicle on a trip to _____ between the dates of _____ and _____ does hereby and for _____ (his/her) heirs, executors, administrators, and assigns, release, remise and forever discharge and hold harmless the City of Madison, a municipal corporation, its officers, agents, employees, successors, and assigns, of and from any and all claims, actions, causes of action, demands, rights, damages, costs, expenses and liability whatsoever, including but not limited to, liability arising from any and all known and unknown, foreseen and unforeseen, bodily and personal injuries and property damage and the consequences thereof which the undersigned may hereafter accrue on account of or in any way growing out of accompanying _____ (City Employee and Department) in a city vehicle on the hereinabove said trip.

THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTANDS IT.

Signed, sealed and delivered this _____ day of _____

Signature

Signature

STATE OF ALABAMA
COUNTY OF MADISON

I, _____ a Notary Public in and for said County and State, hereby certify that _____ whose name is signed to the foregoing Release and Hold Harmless Agreement, and who is known to me, acknowledged before me on this day that, being fully informed of the contents of said conveyance, did execute the same voluntarily on the date the same bears date.

Given under my hand this _____ day of _____

Notary Public for Alabama
My commission expires: _____

Release and Hold Harmless Agreement
For Adult Family Members of Employees
Page 1 of 1 (01-14-2020)

Hold Harmless Form



STATE FOR ALABAMA
COUNTY OF MADISON

**RELEASE AND HOLD HARMLESS AGREEMENT
ADULT NON-FAMILY MEMBERS OF EMPLOYEES**

KNOW ALL MEN BY THESE PRESENTS that the undersigned _____ being over twenty-one (21) years of age, for and in consideration of the City of Madison, Alabama, a municipal corporation in the State of Alabama, does hereby and for _____ (his/her) heirs, executors, administrators, and assigns, release, remise and forever discharge and hold harmless the City of Madison, a municipal corporation, its officers, agents, employees, successors, and assigns, of and from any and all claims, actions, causes of action, demands, rights, damages, costs, expenses and liability whatsoever, including but not limited to, liability arising from any and all known and unknown, foreseen and unforeseen, bodily and personal injuries and property damage and the consequence thereof which the undersigned may hereafter accrue on account of or in any way growing out of accompanying _____ (City Employee and Department) in a city vehicle.

THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTANDS IT.

Signed, sealed and delivered this _____ day of _____

**STATE OF ALABAMA
COUNTY OF MADISON**

I, _____ a Notary Public in and for said County and State, hereby certify that _____ whose name is signed to the foregoing Release and Hold Harmless Agreement, and who is known to me, acknowledged before me on this day that, fully informed of the contents of said conveyance, did execute the same voluntarily on the date the same bears date.

Given under my hand this _____ day of _____

Notary Public for Alabama
My commission expires _____

Violence in the Workplace

Workplace violence is defined as physical violence, threats of violence, or the use of weapons. It may include intimidation, bullying, harassment, or abusive language. Intentional property damage is also considered workplace violence.

Sexual harassment, which includes unwelcome advances, requests for sexual favors, and other verbal or physical acts of harassment of a sexual nature fall under the umbrella of workplace violence.

Workplace violence may also include domestic violence that has followed the employee to work.

The City has a zero-tolerance policy for any violence in the workplace. Employees, contractors, vendors, citizens, and any other visitors to City facilities are expected to maintain a safe and secure environment for all, whether on premises, working remotely, or at a work-related event.

Any threats or acts of violence will be taken seriously and may result in disciplinary action, including termination, and legal consequences if necessary.

If you are the victim of workplace violence or witness workplace violence reports can be made to your direct supervisor, HR, any Department Head, or the police (if needed). All reported incidents will be reviewed and investigated. Information that can legally be kept confidential will be.



Safety Sensitive

A “safety sensitive position” is defined as a role that involves any of the following: the operation of law enforcement or fire department vehicles, equipment, and/or firearms; the administration of controlled substances or medical supplies; the use of mechanical equipment or tools that could cause serious injury or harm to the operator or others; or any duties, functions, or situations that have the potential to cause serious injury or death to the employee or others.

Safety sensitive positions include, but are not necessarily limited to, the following roles:

- **Sworn Police Officer Positions**
- **Certified Fire Department Positions**
- **CDL (Commercial Driver’s License) Positions**
- **Public Works Positions (Non-clerical)**
- **Dispatcher Positions**
- **Recreation Positions (Maintenance Staff, Lifeguards, Drivers)**
- **Employees Responsible For or Who Interact Regularly With Students or Children**
- **Other Maintenance Workers and Complex Maintenance Workers**
- **Any Other Positions Not Listed That Meet the Criteria for a Safety Sensitive Position**

Personnel in Safety- Sensitive positions are eligible for random drug tests.

Field Employees- General Safety

Safety should be at the forefront of your mind at all times. Always be aware of your surroundings and contact your supervisor immediately in the event of an injury, accident, sting, bite, or contact with poison ivy, poison oak, poison sumac or similar. Keep hornet spray in your vehicle. Employees on foot should stay clear of operating equipment.

Use all equipment appropriately and safely. Follow safety procedures when lifting, climbing, traveling, or working on any sites. Always abide by State and local laws when towing, driving, or performing any work. Ensure all trainings are up-to-date. Take precautions when traveling at night or in hazardous situations. Report any dangers immediately. All equipment should be utilized in the manner in which it is intended. Damaged or worn equipment should be replaced or repaired and tools should be stored safely.

Field Employees- Weather

Department Heads should ensure employees working outdoors are contacted in the event of inclement weather. In the event of a tornado, seek shelter in a building or low-lying area if no building is available, do not stay in your vehicle. In the event of lightning, stay in a building or your vehicle for at least 30 minutes after the last lightning was seen. Do not stand near metal fences or trees.

Field Employees

Employees are required to use personal protection equipment at all times. Depending on the situation, this could include safety glasses, hard hats, steel toe boots, gloves, hearing protection, and orange vests. All eye and face protections should meet American National Standards Institute (ANSI) and/or Occupational Safety and Health Administration (OSHA) standards.

Do not attempt to enter an area you may feel unsafe, such as dark areas without a flashlight, crawlspaces with harmful snakes, rodents, etc., or an area you consider unsafe. Reach out to your supervisor immediately for further instructions .

Do not work in the presence of hazardous, toxic, or volatile chemicals without appropriate protection for your skin, eyes, and respiratory system. If you suspect harmful vapors or gases are leaking, leave and notify the Fire Department.

Make sure electric wires are not “live” prior to inspecting them.

Reduce the potential damage to your back by using appropriate equipment to lift. For example, use a lid puller to remove manhole covers. Be careful when entering trenches, if necessary use a trench box and have a competent attendant.

Do not enter a storm sewer manhole unless provided formal confined space entry training.

Any spills over 25 gallons must be reported to ADEM (Alabama Department of Environmental Management) Compliance Administrator.

Field Employees- Backing Vehicles

On job sites, vehicles and equipment should only be backed when all other movement options have been exhausted. If a driver needs to turn the vehicle around, they must use connecting streets to reposition as needed. Backing without a ground spotter is prohibited unless expressly approved by the Crew Chief or Supervisor in rare, extraordinary circumstances. When backing is necessary, the following guidelines must be followed:

- A ground spotter must assist the driver, and a backup camera (if equipped) should only be used as a supplementary aid, not as the sole method for backing.
- The spotter, if available, should remain in full view of the driver through the side mirrors at all times.
- If the driver loses sight of the spotter, the backing procedure must stop immediately. The driver should exit the vehicle to locate the spotter before proceeding.
- If no ground spotter is available, the driver must contact the Crew Chief or Supervisor for further instructions. In the rare event an exception is made, the driver must exit the vehicle and conduct a complete walk-around inspection to ensure no hazards are present before backing.

Field Employees – Digging

Call Alabama One @811 to get further instructions before you dig. Maintain a record of the call.

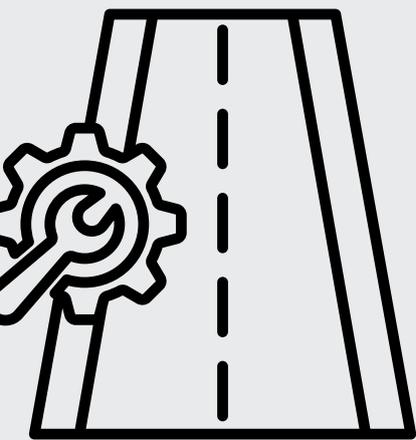


Field Employees- Road Maintenance

When conducting roadway work, especially during peak traffic hours or road closures, the Police Department and other emergency response personnel must be notified. Vehicles and equipment involved in city street repairs must use emergency lights, which should include a combination of flashing, rotating, oscillating, or arrow board lights to ensure visibility.

Advance road warning signs must be placed in designated areas to alert drivers of upcoming roadwork, following the standards outlined in Section 6 of the Manual on Uniform Traffic Control Devices (MUTCD) for nationwide consistency. When roadwork blocks one lane, flagmen should be deployed, adhering to MUTCD flagging instructions, and all workers must wear Class 2 safety vests at all times to maintain visibility.

If an open road cut remains overnight, it must be clearly marked with retroreflective cones and barricades, along with proper lighting if necessary, in compliance with MUTCD regulations. Additionally, any employee working within the right of way (R.O.W.) or around moving equipment is required to wear a Class 2 safety vest to ensure they remain visible at all times



Pneumatic Tools, Welding, Cutting, Heating

Only trained employees shall operate pneumatic tools. Safety eye protection and foot protection must be worn when using pneumatic tools. Do not exceed manufacturer's safe operating pressure for filters, hoses, pipes, valves, and other fittings. Shut off the air at the air supply valve ahead of the hose before making adjustments or changing air tools, and bleed the hose before breaking the connection.

Remove all flammable materials from the area before welding. Inspect cylinders, hoses, and connections, and remove any leaky hoses, cylinders, and connections to the open air, away from flammable materials. Avoid wearing loose, oily, or greasy clothing when welding, and use an appropriate face shield and protective clothing. Ensure there are no leaks in the welding equipment, and never use worn, frayed, or poorly connected cables or hoses.

If acetylene odor is detected, trace, locate, and repair the leak before operating the equipment. Take precautions to protect the area from sparks before beginning work. Keep water, a fire extinguisher, sand, or dirt available when welding, cutting, or heating. Adjust the pressure regulator for acetylene cutting equipment to ensure the pressure in hoses and pipelines does not exceed 15 pounds per square inch.

Proper ventilation is essential when welding, cutting, or heating. Never enter a confined space with a lighted torch or light a torch in an area where odors of acetylene or other gas vapors are detected. Use long hoses to reduce the need to move acetylene tanks. Keep all oily and greasy rags away from cylinders, valves, couplings, regulators, hoses, and torches. Do not use oil-based pipe joint compounds on gas line connections.

Pneumatic Tools, Welding, Cutting, Heating

Never exceed prescribed pressure for operating torches or use them near batteries. Avoid using compressed air for cleaning unless it is reduced to 30 PSI and only with effective slip guarding and PPE in place. Position cables and hoses properly to prevent damage from tools or vehicles. Do not use oxygen as a substitute for compressed air.

If the welder must leave the equipment, turn off and secure all cylinders. Place caps on cylinders before moving them, and store hoses neatly. Ensure the torch tip and the nose are clear of any obstruction. Purge the equipment and hose by opening and closing the acetylene valve and the oxygen valve individually. Hold the torch downward and away from other employees, adjusting the oxygen valve only after lighting the torch and blowpipe.

Do not lay a lighted torch down unless placed in an approved holder. Avoid holding the torch in one hand while climbing, and always keep it in the operator's range of vision. Turn off the torch when not in use. Close cylinder valves when work is finished, when cylinders are moved, and when cylinders are empty. Secure with chains as required, and ensure all cylinders are secured to prevent them from falling or being knocked over.



Field Employees

All lawn operating equipment must be equipped with a flashing hazard light, which should be in proper working order whenever the equipment is in operation, whether it is on a right of way or within a recreational facility. Employees should be aware of sharp edges on hand tools, mowers and any other equipment that has the potential to cause injuries from sharp edges.

Aquatics Safety

There must be one (1) lifeguard on duty per fifteen (15) patrons. The guard tube and guard pouch must be worn at all times. Lifeguards must be on stand, standing at the poolside, or walking the pool deck perimeter at all times when people are in the pool and/or on the pool deck. Lifeguards must constantly watch the pool and pool area for behavior that indicates distressed swimmers or medical emergencies. They should use proper scanning and surveillance techniques to do so. Lifeguards should enforce facility rules and regulations at all times and ensure they are posted. Lifeguards must follow the department's water emergency action plan, located in the Lifeguard Handbook.

Make sure there are depth markers on the side of the pool, and lifelines and buoys are in order and accessible. Ensure ladders are secured properly, ladder handles are clean and rust-free, and steps are not slippery and are in good condition. Ensure water clarity is satisfactory, and lights in the pool are working properly. If water clarity is suspicious or unsatisfactory, notify management immediately. Ensure the pool is free of debris and the gutters are clean. Make sure water chemistry is balanced and within margin of standards; chlorine levels should be 1.0ppm – 5.0ppm (parts per million), pH levels should be 7.2 – 7.8, alkalinity levels should be 80ppm – 120ppm, and an average turnover rate of six hours should be maintained.

Only Certified Pool/Spa Operators (CPO) or experienced employees should handle chemicals. When handling chemicals, protective gloves, safety goggles, and respirators should be worn. Proper Personal Protective Equipment (PPE) should be readily available and kept in good working condition.

Aquatics Facilities

Make sure there are depth markers on the side of the pool, and lifelines and buoys are in order and accessible. Ensure ladders are secured properly, ladder handles are clean and rust-free, and steps are not slippery and are in good condition. Ensure water clarity is satisfactory, and lights in the pool are working properly. If water clarity is suspicious or unsatisfactory, notify management immediately. Ensure the pool is free of debris and the gutters are clean. Make sure water chemistry is balanced and within margin of standards; chlorine levels should be 1.0ppm – 5.0ppm (parts per million), pH levels should be 7.2 – 7.8, alkalinity levels should be 80ppm – 120ppm, and an average turnover rate of six hours should be maintained.

Ensure ladders to diving boards are not slippery and are in good condition, and that the rails are clean and in good condition. Ensure movable fulcrums are in good working order and locked in the forward position, and access to starting blocks is restricted to swim teams only. Ensure equipment such as kickboards, personal flotation devices (PFD), life jackets, lifeguard rescue equipment, handicap access lifts, water aerobics weights, and any other recreational equipment is stored properly and kept in good condition. All life-jackets and personal flotation devices should be U.S. Coast Guard-approved. Only U.S. Coast Guard-approved equipment is acceptable to use in the pool. Ensure that all hoses and mechanical equipment are stored properly and safely out of reach from the public. Lifeguards shall not operate power tools unless supervised or given permission by the Aquatics Director.

Ensure safety equipment is in good condition. Ensure that backboards with head immobilizers and straps are readily accessible. Ensure that first aid equipment is easily accessible and well-stocked at all times, and that telephones are working properly. Keep the pool deck clear and free of dangerous conditions. Make sure the lifeguard stands are clean and in good condition, and the Ring Buoy and Shepard's Crook are hanging on the wall. Ensure the lights around the pool deck are working properly.

Make sure locker room areas are clean and free of algae, and floors are clean and not slippery. Ensure showers are in working order and drains are clean. Make sure wastebaskets are empty. Ensure sinks are clean and in good working order, mirrors are not broken, and the locker rooms are clear of glass objects. Ensure doors and windows are working properly, and doors are properly adjusted. Shoes should be worn when cleaning locker rooms. Gloves should be worn when cleaning, and good hygiene should be practiced.

Parks and Recreation Areas

Recreation Aides must help to enforce the City's no-smoking policy, which states that no smoking is allowed in any City facility or park. They may politely request smokers in bleachers or spectator areas in parks to go to uncongested areas away from the public.

Recreational Aides should be aware of all emergency exits, including the walking track exits. They are responsible for observing behavior to keep patrons safe and must remove anyone from the gymnasium or parks who may cause harm to another individual. Safety rules and regulations posted in the gym, walking track, and ball fields at all complexes will be enforced by Recreational Aides to ensure that all patrons are safe.

They should be aware of fire extinguishers in the gymnasium and throughout the building, as well as the concession stands.

Recreational Aides must keep patrons off the basketball court when raising or lowering goals. They should ask for assistance when needed while moving bleachers and other equipment. They are also responsible for keeping first aid supplies and emergency phone numbers in the gym office and the concession stands. In the event of an emergency, Recreational Aides are responsible for getting everyone out of the gym and off the playing fields.

Recreational Aides should monitor the weather by visually observing, listening, using radio, television, and weather websites/applications when severe weather is predicted or develops. A 30-minute return-to-play rule applies. When severe weather is in the area, they are responsible for clearing everyone in the gymnasium to a safe and secure place. If in doubt about the possibility of severe weather, they should contact the Emergency Operations Supervisor or a supervisor for guidance. Recreational Aides are also responsible for escorting players, parents, and coaches off the field during lightning events.

Madison Community Center

In the event of an emergency assist clients out of the building. In the event of severe weather, escort clients to a safe and secure place.

Van Drivers

All drivers must be trained in wheelchair loading, unloading, and securing techniques. Vans must be cleaned and sanitized daily and all loose objects removed.



Fire and Rescue



All employees must follow the Madison Fire and Rescue standard operating procedures involving safety while working under emergency situations.

Fire personnel should be familiar with the International Fire Service Training Association (IFSTA), Essentials of Firefighting and the Incident Safety Officer Manual.

Maintaining a safe environment at the fire station is essential. Floors should be kept clean and free from slipping hazards like grease, water, oil, and hydraulic fluid, with regular inspections to ensure safety. At Station 1, the slide pole requires frequent checks for loose mounting devices, screws, and bolts, and energy-absorbing landing mats should always be in place at its base. Before using the slide pole, check the landing area for obstructions to prevent accidents. Defective equipment or areas of concern should be immediately brought to the attention of the Officer In Charge.

Proper training is vital when handling tools, equipment, or apparatus. Employees should store all tools in designated locations and ensure they are well-maintained. Any defective equipment must be reported to the Officer in Charge (OIC). Safety glasses and hearing protection should be worn when working in the shop area, mowing, trimming, using a blower, or performing tasks with injury risks. Additionally, cooking appliances, grills, and coffee pots should be turned off before leaving the station, and correct lifting techniques should be practiced when handling heavy objects.

Fire and Rescue

Medical safety is equally important. Contaminated medical gloves must be disposed of in red biohazard containers, and once the bag is full, it should be handed over to HEMSI for proper disposal. Visitors in the apparatus room should always be accompanied by a Madison Fire and Rescue employee. Apparatus should never be run in engine bays unless the doors are open or an exhaust removal system is activated. Shift Officers are responsible for securing the fire stations.

When responding to emergencies, drivers/operators need to check apparatus daily to ensure safe operation. Only those who have completed the department's driver course are permitted to operate pumpers or aerial apparatus in emergencies. Seatbelts must be worn by everyone while the vehicle is in motion. Audible and visual warning devices should be used when necessary, though discretion is advised in sensitive situations. Approaching intersections or stop signs requires slowing down and proceeding only when the path is clear or the light is green. Drivers must stop for school buses with flashing lights, slow down at unguarded railroad crossings, and adjust speeds in adverse weather conditions, using tire chains when deemed necessary. Speed should not exceed posted limits by more than 10 mph, and riding on exposed areas like the tailboard or running board is strictly prohibited.

At emergency scenes, apparatus should be positioned to maximize efficiency while avoiding exposure to heat, building collapse, or power lines. Backing up requires a spotter at the rear, and the vehicle must stop if the spotter is not visible. No one should exit the apparatus until it has completely stopped. For those responding in private vehicles, obeying traffic laws is mandatory, and warning devices are prohibited. Private vehicles should be parked away from incident areas to avoid obstructing emergency traffic, and responding in private vehicles is only permitted when summoned.



Fire and Rescue

On the fire ground, protective clothing and equipment must be properly maintained and inspected at the beginning of each shift. Any defective gear should be removed from service and reported to the OIC. Full protective clothing is mandatory when using hydraulic rescue tools or power saws. Members must be familiar with all tools and equipment and follow the OIC's directives—no freelancing is allowed. Off-duty members reporting to an incident must check in with the Incident Commander (IC) or designated member.

The Safety Officer has the authority to intervene if operations become unsafe. In hazardous areas, teams must operate in pairs, staying close to provide assistance if needed. The accountability system is essential for tracking personnel, and at least one team member must carry a portable radio. Proper protective clothing is required for all hazardous situations, and no confirmed structure fire should be entered without full protective gear, SCBA, and extinguishing equipment. Exterior streams must not be directed into areas where interior attacks are underway. When laddering a roof, extend the ladder 2–3 feet above the roofline and ensure it is heeled while climbed. Whenever possible, ladders should be placed near building corners or firewalls. In emergencies where a firefighter is lost or trapped, the term "May Day" must be used.

Special hazards require additional caution. Electrical hazards should be reported immediately to the utility department. Solid or straight hose streams should not be used near electrical risks, and ladders must be handled with extra care around power lines, maintaining a minimum clearance of 10 feet for aerial devices. Electrical wires should never be cut, and all wires must be treated as "live" high-voltage. Vehicles or apparatus in contact with electrical wires should not be touched. Hazardous materials incidents demand proper identification of the product before any containment, firefighting, or rescue operations, with appropriate PPE worn for each zone.



Fire and Rescue

In EMS and motor vehicle accident (MVA) situations, personal protective equipment (PPE) should be used at all times, with protection levels adjusted to fit the situation. For incidents involving violence, such as suicides, domestic disputes, or assaults, personnel should wait for police to secure the scene before approaching. Proper lifting techniques must be used when handling patients, and additional assistance requested when necessary. Sharps and biohazard materials should always be stored in proper containers and disposed of accordingly. During vehicle extrications, a charged hose line should be ready, and proper PPE must be worn when handling sharp edges. Everyone on the scene should be alerted before hazardous actions, like breaking glass or using a defibrillator, take place. Additionally, any spill over 25 gallons must be reported to the Alabama Department of Environmental Management (ADEM) Compliance Administrator.

By following these guidelines, Madison Fire and Rescue personnel ensure not only their own safety but also the safety of those they serve. Commitment to these principles makes every shift safer and more effective for all.



Police

The Madison Police Department upholds several key policies to ensure the safety, professionalism, and preparedness of its officers. All employees are expected to be familiar with and adhere to the department's Policies and Procedures Manual, which outlines comprehensive safety guidelines. Firearms training and qualification are mandatory for every officer, covering all weapons used both on and off duty, with strict adherence to proper storage and handling protocols.

In situations involving vehicular pursuits or high-speed driving under emergency conditions, the department prioritizes minimizing risks to both officers and the public, aligning with its core mission to protect life and property. Uniformed personnel are required to maintain a high standard of professionalism by following established regulations regarding uniforms and equipment, including protective vests. Additionally, officers must have access to reflective traffic safety vests marked with "POLICE" and follow department policy regarding their use.

To safeguard against communicable diseases, the department emphasizes ongoing education and the implementation of up-to-date safety procedures. This ensures officers can perform their duties effectively while reducing exposure risks and maintaining equal service quality for all individuals, regardless of health status.

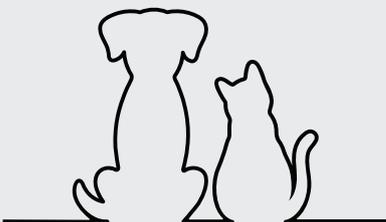


Police- Animal Control

Animal control officers play a crucial role in maintaining public safety and animal welfare, requiring constant vigilance and adherence to proper procedures. Employees handling animal control tasks must remain alert to minimize risks associated with this semi-hazardous duty, recognizing the potential for exposure to diseases, bacteria, and viruses when handling animals. The use of proper personal protective equipment (PPE), such as heavy gloves, is essential when dealing with both live and deceased animals.

Familiarity with animal control equipment, including catch poles, traps, cages, nets, tranquilizer guns, and extender sticks, is necessary to ensure safe and effective handling. Officers must regularly inspect and sanitize equipment while ensuring its proper use to avoid unnecessary harm to animals. When tranquilizers are required, officers must administer them according to certification guidelines, taking care to avoid endangering the public.

In cases where an animal is suspected of having rabies or another disease, officers must follow established procedures for capturing, handling, and quarantining the animal in accordance with Health Department directives. After handling animals, officers are required to wash their hands with hot, soapy water and disinfect clothing, vehicles, and equipment to prevent contamination, ensuring no waste enters storm drains. Kennels must also be kept clean and sanitary to mitigate the spread of infection.

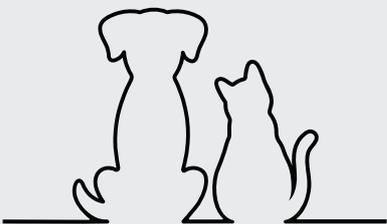


Police – Animal Control

Safe storage practices are crucial for cleaning fluids, disinfectants, and other chemicals to prevent hazards such as spills, poisoning, or fire. When operating city vehicles, officers are expected to comply with state laws and city policies, using flashing emergency lights when stopped and clearing the right-of-way whenever possible.

If an officer sustains any injury, no matter how minor, they must seek medical attention and promptly report the incident to a supervisor. Special care is required when removing dead animals from public spaces, using tools like shovels or wearing thick rubber gloves to minimize direct contact. Rescuing animals from storm sewer manholes demands extreme caution, with officers using lid pullers to remove covers and ensuring no hands or feet are placed under lids during removal or replacement. Entry into manholes is strictly prohibited without formal confined space entry training.

When containing animals in cages, officers must secure the doors with locks and ensure cages are in good condition. If transporting multiple animals, they should be kept separated to prevent injury or distress. Through these measures, animal control officers can perform their duties safely while safeguarding public health and animal welfare.



Non-Compliance

Failure to comply with these procedures and department specific policies, not only puts you at risk, but also compromises the safety of your colleagues and the integrity of our operations. Non-compliance with these safety procedures is considered a serious violation and will result in disciplinary action. Consequences will be determined based on the severity of the violation and any prior incidents of non-compliance. The following outlines the typical progression of disciplinary actions:

- **Verbal warning with documentation kept in the manager file, along with additional safety training if warranted.**
- **Written warning placed in the employee's HR file. Additional training and performance improvement plan may be required.**
- **Suspension without pay for a specified period, depending on the severity of the violation.**
- **Termination of employment.**

In cases of gross negligence, willful disregard for safety, or actions that result in significant harm or risk to others, the City reserves the right to proceed directly to suspension or termination, regardless of prior offenses.

All reports of non-compliance will be promptly investigated by management. Employees are encouraged to report safety violations without fear of retaliation.

This policy will be reviewed annually or as needed to ensure compliance with regulatory standards and the company's commitment to safety.

Direct any questions to your direct supervisor, Department Head, or Human Resources Dept.

RESOLUTION NO. 2025-132-R

**A RESOLUTION TO CREATE A CLASSIFICATION FOR
AN HR GENERALIST AND HR SPECIALIST**

WHEREAS, the City of Madison’s Human Resources Department believes that the proposed positions are aligned with the City’s long-term goals for innovation, organizational efficiency, and modernization, and will support succession planning within the HR Department.

WHEREAS, the City of Madison Human Resources Department wishes to create two positions entitled HR Generalist and HR Specialist with the responsibilities and duties outlined in the job description attached as Exhibits A & B.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Madison, Alabama, sitting in regular session on this 28th day of April 2025, that the following changes be made to the Human Resources Department General Classification Plan, to be effective upon the start of the next FY 2026 after the adoption of this Resolution:

Human Department Updates to General Classification Plan:

- HR Generalist – Pay Grade 110
- HR Specialist – Pay Grade 108

READ, APPROVED, and ADOPTED this ____ day of April 2025.

Ranae Bartlett, Council President Pro Tem
City of Madison, Alabama

ATTEST:

Lisa D. Thomas, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this ____ day of April 2025.

Paul Finley, Mayor
City of Madison, Alabama

City of Madison

Job Description



Title: Human Resources Specialist

Department: Human Resources

FLSA Status: NE

Pay Grade: 108

New Position Position Change Effective Date 7/9/2001

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This position provides a range of Human Resources Analyst professional level activities which are specialized duties benefits, compliance, recruitment, and employee relations. Incumbent is responsible for assisting team members in general duties, assist in the development of internal procedures, and support employees of the City of Madison.

Essential Functions/Major Responsibilities:

These duties may change based on City needs.

Benefits Administration

- Manages and oversees the City's benefits administration and programs.
- Manages employee death benefits.
- Manages and audits employee benefit deductions entries.
- Tracks and estimates budgeting for all benefits and payment of related providers.
- Manages unemployment insurance reporting and processes.
- Manages retirement systems processes (including proper classifications, such as Tier 1, Tier 2, Certified, Noncertified, and Part-Time or Temporary exclusions).
- Manages Fire Cancer Insurance and other optional benefit programs.
- Performs related detailed documentation and reporting.
- Works closely with employees and providers covering retirement and other benefit options and issues.
- Audits and reports benefit selection/usage numbers, costs and other data.
- Provides information to employees regarding benefit options and referring them to the proper sources (from open enrollment letters to options for retirement and separations).
- Evaluates and compares cost sharing of medical and other benefits with other municipalities through surveys and networking.

Safety, Workers' Compensation and Fit for Duty Coordination

- Manages City Safety programs, wellness programs, Employee Assistance Program (EAP) options and the Workers' Compensation processes, following best practices and new innovations.
- Manages the Drug Free Workplace program (reasonable suspicion, random testing, last change agreements, CDL and test reporting requirements, etc.) and tracks all activities, results and data; and provides a report to the Director.
- Manages, evaluates and tracks injuries/incidents and makes conclusions and recommendations, including detailed documentation and reporting.
- Manages Safety incentives.
- Evaluates ADA and medical certification and fit for duty.
- Manages FMLA, leave donations, military leave, and other leave procedures, consistent with policies and applicable laws.
- Works directly with Workers' Comp insurance and medical providers to minimize risk to the City and employees and expedite return to work.
- Works with Director and Legal, maintains detailed logs related to potential claims.
- Coaches and trains managers and employees regarding Workers' Compensation, current safety practices and guidelines, leave and donation procedures, wellness programs, ADA accommodations, fit for duty procedures.
- Tracks and analyzes data in these areas, makes recommendations for department and city-wide improvements based on current data and best practices.

Secondary Functions/ May Assist other team members:

- Manages the city's hiring processes, including job posting, recruitment, application verification, background and reference checks, drug and physical screenings, official offers of employment, and efficiently using the City's online application system throughout the process.
- Participates in interviews, follows department procedures, manages the FCRA form and prescreens applications.
- Performs employee exit and termination procedures.
- Manages employee files and records, provides timely verification of employment, and validates approval of such requests.
- Works closely with Director and Team, keeping Director informed of status of processes and issues.
- Drives to post office and other errands for conducting city business and occasionally for training.
- Performs other related duties as required.

Job Scope:

- The guidelines require judgment, selection, and interpretation in application.
- Requires ability to work with and minimize (whenever possible) various levels of conflict, working as a strong department team player.
- Must maintain confidentiality of personal, private, and sensitive information obtained or observed.

Supervisory Responsibility:

None.

Interpersonal Contacts:

- The employee has contact with co-workers, other employees, department heads and managers, vendors and benefits providers, spouses and dependent children of employees, and members of the public.
- The purpose of these contacts is to give or exchange information, resolve problems, provide services, motivate or influence people, or to negotiate or settle matters.

Knowledge, Skills, and Abilities:

- Knowledge of HRIS and Application Software knowledge and pay system skills, and ability to stay up to date with system changes.
- Knowledge of principles, practices and methods of modern personnel administration.
- Skill documenting procedures and training others in using the software.
- Skill in compiling correspondence and tracking various applicant and employee data, including an advanced level of competency with Excel, Word and email skills also highly preferred.
- Skill in designing and maintaining repeatable, consistent and accurate processes, including documenting and standardizing processes.
- Skill in electronic file management and retrieval.
- Skill in maintaining a high volume of employee and applicant records in an organized, consistent and accurate manner.
- Skill in the auditing processes to ensure consistency and accuracy of HR records.
- Skill in time management, project management, organization and prioritization skills.
- Skill in verbal and written communication for responding to public inquiry and writing advertisements and various correspondence and procedures.
- Skill working with electronic application software.
- Skilled at multi-tasking and managing multiple deadline-oriented priorities.
- Ability at making timely process improvements.
- Ability to establish and maintain effective professional working relationships and to work as a small productive team for team success.
- Ability to keep up to date with changing Human Resources policies, requirements and modern processes.
- Ability to maintain confidential and/or sensitive information, to exercise the utmost discretion, and to support management direction for the Department.
- Ability to make pay and deduction changes in the HRIS/Payroll system.
- Ability to pay attention to detail, follow-up skills and ability to work with minimal amount of supervision.

Education and/or Experience:

- Bachelor's degree in Human Resources, Accounting, Business or related field.
- Two (2) years working in a full-time Human Resources position, performing some of the duties of the position. A combination of experience and education may be utilized to meet minimum requirements.
- Experience with HRIS/Payroll systems, making pay and benefit changes.
- Experience with electronic application systems for the hiring procedures and onboarding.
- Experience interpreting and explaining related employment policies and requirements.

- Experience running reports in HRIS.
- Experience setting up electronic candidate application systems
- Experience documenting procedures and training others in using HRIS and electronic application systems.

Additional Requirements:

- SHRM-CP within 3-5 years of employment is preferred.
- Strong performance record and background required due to accessibility to records, property, employees and public. Current driver’s license and strong driving record desired and records may be routinely checked by the City.

Job Conditions:

- Normal office working conditions.
- Job may require occasional work beyond 8-10 hours in a workday, and work on weekends.
- Job entails frequent interruptions and, at times, high volume.

Must be able to work on many projects/processes simultaneously at a high level of accuracy and consistency.

Physical Capabilities:

- This position’s physical requirements involve sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.
- The employee frequently lifts light and occasionally heavy objects.
- The employee is exposed to machinery with moving parts.
- Employee must communicate verbally with employees and public.

Mayor Approval, Date

Department Head Approval, Date

City of Madison

Job Description



Title: HR Generalist

Department: Human Resources

FLSA Status: Exempt

Pay Grade: 110

New Position Position Change Effective Date

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This Senior Level position provides a range of Human Resources professional level activities which are both (1) generalist in nature (including recruitment, selection and onboarding, records, compensation and leave administration, deductions, etc.) and (2) specialist in nature (such as management of (a) Benefits, Retirement and Unemployment, (b) Hiring Systems, HRIS and Pay Auditing/Data Compliance, or (c) Safety, Health, Workers Compensation and Leave). Must be able to fill-in and backup other specialist assignments. Performs various HR projects and processes at a high technical level. This position uses advanced electronic applications to provide in-depth analysis and reporting, researching, tracking, process management, auditing, and compliance activities. This position may serve as the Human Resources Director in his/her absence.

Essential Functions/Major Responsibilities:

Will be assigned or reassigned to the following Specialist areas:

Benefits Administration

- Assists with the City's benefits administration and program, to include death benefits, auditing deductions, tracking and estimation for budget, unemployment insurance reporting, classification of employees for retirement system processes, Fire Cancer insurance, and other optional benefit programs.
- Performs related detailed documentation and reporting.
- Works closely with employees and providers covering retirement and other benefit options and issues.
- Audits and reports benefit selection/usage numbers, costs and other data.
- Provides information to employees regarding benefit options and referring them to the proper sources (from open enrollment letters to options for retirement and separations).
- Evaluates and compares cost sharing of medical and other benefits with other municipalities through surveys and networking.

Safety, Workers' Compensation and Fit for Duty Coordination

- Manages City Safety programs, wellness programs, Employee Assistance Program (EAP) options and the Workers' Compensation processes, following best practices and new innovations.
- Manages the Drug Free Workplace program (reasonable suspicion, random testing, last change agreements, CDL and test reporting requirements, etc.) and tracks all activities, results and data; and provides a report to the Director.
- Manages, evaluates and tracks injuries/incidents and makes conclusions and recommendations, including detailed documentation and reporting.
- Manages Safety incentives.
- Evaluates ADA and medical certification and fit for duty.
- Manages FMLA, leave donations, military leave, and other leave procedures, consistent with policies and applicable laws.
- Works directly with Workers' Comp insurance and medical providers to minimize risk to the City and employees and expedite return to work.
- Works with Director and Legal, maintains detailed logs related to potential claims.
- Coaches and trains managers and employees regarding Workers' Compensation, current safety practices and guidelines, leave and donation procedures, wellness programs, ADA accommodations, fit for duty procedures.
- Tracks and analyzes data in these areas, makes recommendations for department and city-wide improvements based on current data and best practices.

All Senior Positions must maintain and develop skills to provide backup to other HR coordinators at any time.

Serves as a Generalist in performing or backing up the following:

- Manages the city's hiring processes for specified departments, including job posting, recruitment, application verification, background and reference checks, drug and physical screenings, official offers of employment, and efficiently using the City's online application system throughout the process.
- Tracks all steps of the hiring process in the application software system and tracking screening stages of each candidate for adverse impact, entering more detail required for CALEA or testing procedures.
- May participate in interviews, follows department procedures, manages the FCRA form and prescreens applications.
- Serves as backup on all onboarding processes and new employee orientation, using application onboarding software.
- Performs employee exit and termination procedures.
- Performs pay rate changes and other employee changes in HRIS and audits all work for accuracy.
- Assists with planning and coordinating HR/Employee events.
- Develops and documents HR processes and checklists to ensure compliance with various laws and regulations, contracts and standards.
- Tracks all employment action data for decision-making (job requisitions, exits, pay changes, etc.).
- Processes performance evaluations, EEO actions, and data.
- Manages employee files and records, provides timely verification of employment, and validates approval of such requests.

Senior HR Coordinator

- Provides directions, instructions, and advice to department heads and managers regarding hiring, pay and leave procedures.
- Works closely with Director and Team, keeping Director informed of status of processes and issues.
- Performs complex analysis regarding pay processing, adjustments, including retroactive actions, overpayment, and complex pay issues.
- Completes various projects, reports, and assignments from the Director.

Secondary Functions:

- Responds to surveys from other employers and agencies.
- Drives to post office, training and other errands for conducting city business.
- Performs other related duties as required.

Job Scope:

- Requires ability to work with and minimize (whenever possible) various levels of conflict, working as a strong department team player.
- Requires strong judgment, discretion, and interpretation in application of policies and HR laws.
- Must maintain confidentiality of personal, private, and sensitive information obtained or observed.

Supervisory Responsibility:

None.

Interpersonal Contacts:

- Has contact with employees, department heads and managers, vendors and benefits providers, spouses and dependent children of employees, enforcement agencies (i.e., EEOC, Unemployment Officers, etc.) and members of the general public.
- The purpose of these contacts is to represent the City and department in exchanging information, resolving problems, providing services, or negotiating or settling matters.

Knowledge, Skills, and Abilities:

- Knowledge (and continuous self-learning of) of current principles, practices, methods and laws of personnel administration.
- Knowledge, understanding and demonstrated application of federal laws pertaining to employment and personnel practices, including, but not limited to, FMLA, FLSA, EEO, on-boarding laws (including I-9 and E-Verify and other required agency filing), etc.
- Solid HRIS and pay system knowledge and skills (preferable the City's current system) in accurately entering employee pay, deductions and personal data in the system under the correct classifications, job groups and pay rules.
- Strong skills with applicant and hiring software, preferable the City's current system.
- Skill in compiling correspondence and detailed documentation and tracking various applicant and employee data, including an advanced level of competency with Excel, Word, email and electronic and hard file management and retrieval.
- Skill in verbal and written communication for responding to employees and applicants, and for writing advertisements and various correspondence and procedures.

Senior HR Coordinator

- Skill in maintaining a high volume of employee and applicant records and tracking data in an organized, consistent and accurate manner that can be quickly retrieved by others in the department.
- Skill in the auditing processes to ensure consistency and accuracy of HR records.
- Skill in designing and maintaining repeatable, consistent and accurate processes, including documenting and standardizing key processes.
- Skill in time management, project management, organization and prioritization skills.
- Skilled at multi-tasking and managing multiple deadline-oriented priorities.
- Skill at making timely process improvements and documentation.
- Ability to understand and follow complex oral and/or written instructions.
- Ability to establish and maintain effective professional working relationships and to work as a small productive team for team success and to support department goals.
- Ability to maintain confidential and/or sensitive information, to exercise the utmost discretion, and to support management direction for the Department.
- Ability to keep up with changing Human Resources laws, requirements and modern processes.
- Ability to speak in public and engage learners in training sessions.
- Ability to pay attention to detail, follow-up skills and ability to work with minimal amount of supervision.
- Ability to audit applications of numerous class plans, pay administration, policies and benefit groups.

Education and/or Experience:

- Bachelor's degree
- Minimum of four (4) years progressive full-time experience in related areas at the professional HR level (more experience is a plus). A combination of experience and education may be utilized to meet minimum requirements.
- Experience entering employee data into/from the HRIS system (current systems preferred), and running reports.
- Depending on area(s) needed, strong direct and professional level experience with either 1) Benefit Administration; 2) Workers Compensation and Safety/Health administration; or 3) Configuration/Management of the HRIS/Payroll system; and other essential functions stated above.
- Experience demonstrating the above essential functions at a high technical level.

Additional Requirements:

- PHR (Professional in Human Resources) certification a plus.
- Strong performance record and background required due to accessibility to private records, property, employees and public.
- Current driver's license and strong driving record desired and records may be routinely checked by the City.
- Ability to attain Notary Public desirable.

Job Conditions:

- Position may be assigned and/or reassigned processes or projects at any time.

Senior HR Coordinator

- Position must seek out to help other employees with completion of tasks, whenever needs arise.
- Job may require occasional work beyond 8-10 hours in a workday, and work on weekends.
- Job entails frequent interruptions and, at times, high volume.
- Must be able to work on many projects/processes simultaneously at a high level of accuracy and consistency.
- Requires regular, dependable attendance.

Physical Capabilities:

- This position’s physical requirements involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The work is typically performed while sitting at a desk and intermittently sitting, standing, walking or bending.
- Employee must communicate verbally with employees, applicants and public.

Mayor Approval, Date

_____ **Department Head Approval, Date**

ORDINANCE NO. 2025-100

**AN ORDINANCE FOR THE VACATION OF A UTILITY & DRAINAGE EASEMENT
LOCATED WITHIN 129 CARRIE DRIVE
LOT 15 OF WINDERMERE SUBDIVISION PHASE 2**

BE IT HEREBY FOUND AND ORDAINED by the City Council of the City of Madison, Alabama, as follows:

SECTION 1. That an application has been presented to the Planning & Economic Development Department of the City of Madison on behalf of **Kevin J. Horn & Christy A. Horn** requesting the vacation of a portion of a utility & drainage easement located within Lot 15 of Windermere Subdivision Phase 2 and further described as follows:

COMMENCING AT A CAPPED ½-INCH REBAR STAMPED "MORELL ENG CA-742-LS" LOCATED AT THE NORTHWEST CORNER OF LOT 15 OF WINDERMERE SUBDIVISION PHASE 2, AS RECORDED IN PLAT BOOK 2023, PAGES 171-173 IN THE OFFICE OF THE JUDGE OF PROBATE, MADISON COUNTY SERVICE CENTER, HUNTSVILLE, ALABAMA, THENCE RUN SOUTH 01 DEGREE 53 MINUTES 32 SECONDS WEST ALONG THE WESTERN BOUNDARY OF SAID LOT 15 A DISTANCE OF 7.50 FEET TO A POINT; THENCE RUN SOUTH 87 DEGREES 59 MINUTES 50 SECONDS EAST AT A DISTANCE OF 5.00 FEET TO A POINT, SAID POINT BEING THE POINT OF BEGINNING OF THE HEREIN DESCRIBED EASEMENT THAT IS PROPOSED TO BE VACATED; THENCE FROM THE POINT OF BEGINNING RUN SOUTH 87 DEGREES 59 MINUTES 50 SECONDS EAST AT A DISTANCE OF 62 FEET TO A POINT; THENCE RUN SOUTH 01 DEGREE 53 MINUTES 32 SECONDS WEST AT A DISTANCE OF 7.50 FEET TO A POINT; THENCE RUN NORTH 87 DEGREES 59 MINUTES 50 SECONDS WEST AT A DISTANCE OF 62.00 FEET TO A POINT; THENCE RUN NORTH 01 DEGREE 53 MINUTES 32 SECONDS EAST AT A DISTANCE OF 7.50 FEET AND BACK TO THE POINT OF BEGINNING. SAID EASEMENT CONTAINING 0.01 ACRES, MORE OR LESS.

SECTION 2. That the easement requested for vacation is not used by the City, and it is no longer needed for public or municipal purposes.

SECTION 3. Pursuant to the findings in this Ordinance, the Mayor of the City of Madison, Alabama, is hereby authorized, requested, and directed to execute a quitclaim deed vacating the easement.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the City Council of the City of Madison, Alabama, that, in accordance with the foregoing, the Mayor of the City of Madison, Alabama, is hereby authorized and directed to execute a quitclaim deed vacating the above-described utility & drainage easement in favor of **Kevin J. Horn & Christy A. Horn** and that the City Clerk-Treasurer is hereby authorized to appropriately attest the same.

READ, PASSED, AND ADOPTED this 28th day of April 2025.

Ranae Bartlett, Council President Pro Tem
City of Madison, Alabama

ATTEST:

Lisa Thomas, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this ____ day of April 2025.

Paul Finley, Mayor
City of Madison, Alabama

This instrument prepared by: Megan Zingarelli, City Attorney, City of Madison, 100 Hughes Road, Madison, Alabama 35758

STATE OF ALABAMA	§	QUITCLAIM DEED
	§	(VACATION OF EASEMENT)
COUNTY OF MADISON	§	<i>No title search requested and none prepared.</i>

KNOW ALL MEN BY THESE PRESENTS THAT, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, in hand paid to the undersigned, the receipt of which is hereby acknowledged, the **City of Madison, Alabama, a municipal corporation** (hereinafter referred to as “Grantor”), hereby extinguishes any and all interest that it has in the portion of the utility and drainage easement described below and does by these presents release, remise, quitclaim, and convey unto **Kevin J. Horn and Christy A. Horn**, a married couple (hereinafter referred to as “Grantees”), any and all interest Grantor possesses which was created in and by the following described utility and drainage easement situated in Madison, Madison County, Alabama, to-wit:

COMMENCING AT A CAPPED ½-INCH REBAR STAMPED “MORELL ENG CA-742-LS” LOCATED AT THE NORTHWEST CORNER OF LOT 15 OF WINDERMERE SUBDIVISION PHASE 2, AS RECORDED IN PLAT BOOK 2023, PAGES 171-173 IN THE OFFICE OF THE JUDGE OF PROBATE, MADISON COUNTY SERVICE CENTER, HUNTSVILLE, ALABAMA, THENCE RUN SOUTH 01 DEGREE 53 MINUTES 32 SECONDS WEST ALONG THE WESTERN BOUNDARY OF SAID LOT 15 A DISTANCE OF 7.50 FEET TO A POINT; THENCE RUN SOUTH 87 DEGREES 59 MINUTES 50 SECONDS EAST AT A DISTANCE OF 5.00 FEET TO A POINT, SAID POINT BEING THE POINT OF BEGINNING OF THE HEREIN DESCRIBED EASEMENT THAT IS PROPOSED TO BE VACATED; THENCE FROM THE POINT OF BEGINNING RUN SOUTH 87 DEGREES 59 MINUTES 50 SECONDS EAST AT A DISTANCE OF 62 FEET TO A POINT; THENCE RUN SOUTH 01 DEGREE 53 MINUTES 32 SECONDS WEST AT A DISTANCE OF 7.50 FEET TO A POINT; THENCE RUN NORTH 87 DEGREES 59 MINUTES 50 SECONDS WEST AT A DISTANCE OF 62.00 FEET TO A POINT; THENCE RUN NORTH 01 DEGREE 53 MINUTES 32 SECONDS EAST AT A DISTANCE OF 7.50 FEET AND BACK TO THE POINT OF BEGINNING. SAID EASEMENT CONTAINING 0.01 ACRES, MORE OR LESS.

TO HAVE AND TO HOLD to said Grantees, their heirs, successors, and assigns forever.

IN WITNESS WHEREOF, the City of Madison, Alabama, a municipal corporation, has hereunto set its hand and seal this ____ day of April, 2025.

City of Madison, Alabama,
a municipal corporation

Attest:

By: _____
Paul Finley, Mayor
City of Madison, Alabama

Lisa Thomas
City Clerk-Treasurer

STATE OF ALABAMA §
§
COUNTY OF MADISON §

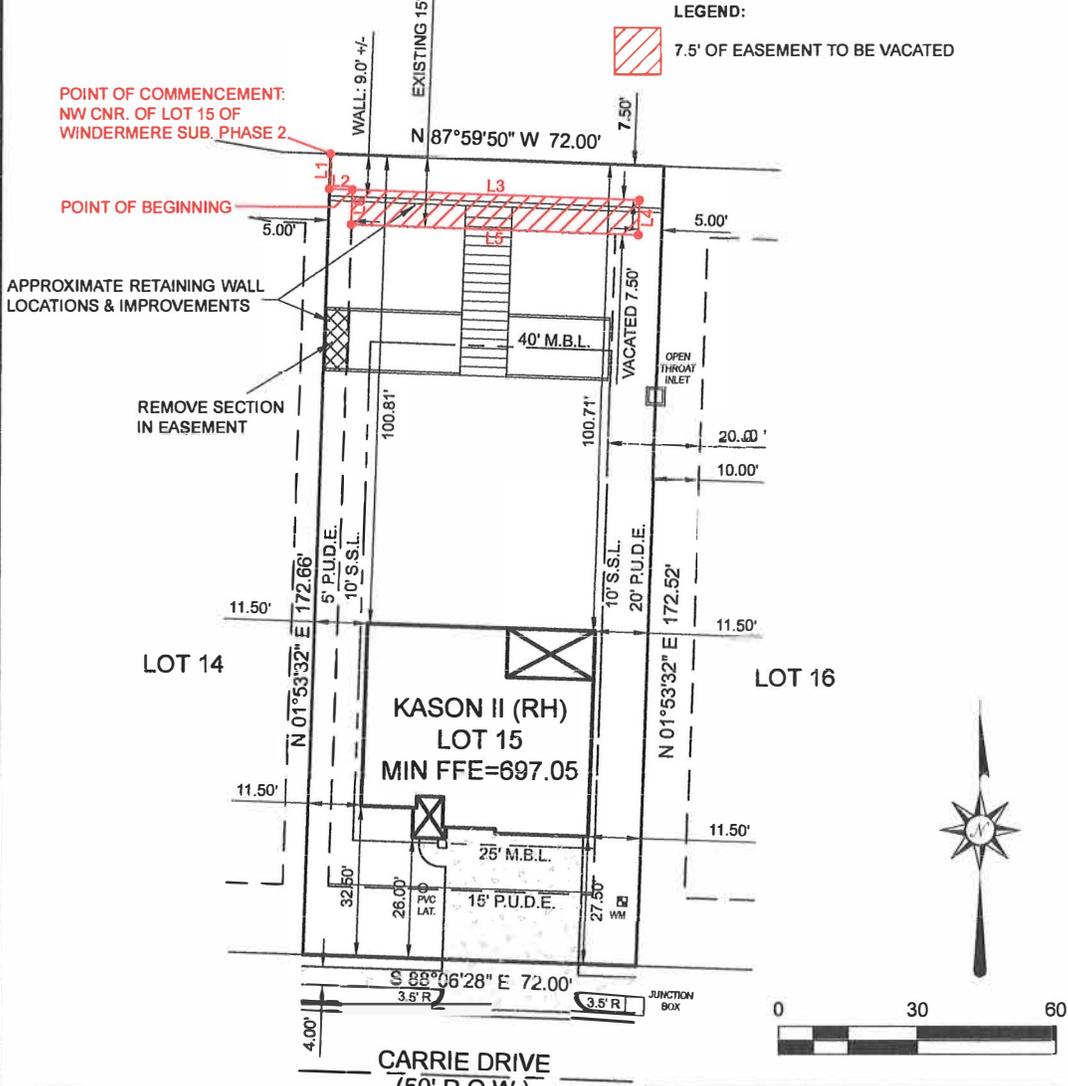
I, the undersigned authority, a Notary Public in and for said County in said State, hereby certify that Paul Finley, whose name as Mayor of the City of Madison, Alabama, and Lisa Thomas, whose name as City Clerk-Treasurer of the City of Madison, Alabama, are signed to the foregoing conveyance and who are known to me, acknowledged before me on this day that, being informed of the contents of the conveyance, they, in their respective capacities as Mayor of the City of Madison and City Clerk-Treasurer of the City of Madison, executed the same voluntarily for and as the act of the City of Madison, Alabama, a municipal corporation, on the day the same bears date.

Given under my hand this the ____ day of April 2025.

Notary Public

EASEMENT VACATION EXHIBIT
 LOT 15
 WINDERMERE
 SUBDIVISION PHASE 2

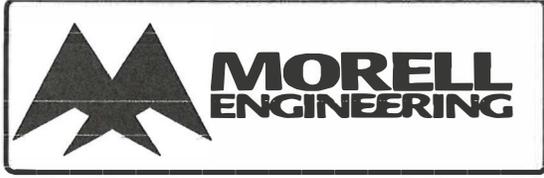
NO SURVEY WORK HAS BEEN PERFORMED TO
 DETERMINE LOCATIONS OF IMPROVEMENTS
 SHOWN. IMPROVEMENTS ARE SHOWN FOR
 INFORMATION PURPOSES ONLY.



NOTES:

1. NORTH REFERENCE IS BASE BEARING.
2. ALL MEASUREMENTS SHOWN ARE TO U.S. STANDARDS.
3. PLAT OF REFERENCE: PLAT BOOK 2023 PAGE 171-173
4. NO SEARCH OF PUBLIC RECORD HAS BEEN PERFORMED TO DETERMINE ANY DEFECTS AND/OR AMBIGUITIES IN THE TITLE.
5. THERE WAS NO FIELD LOCATION ATTEMPTED TO DETERMINE THE EXTENT OF SUBSURFACE STRUCTURES.
6. **THIS IS NOT A BOUNDARY SURVEY.** ADDITIONALLY, NO SURVEY WORK HAS BEEN PERFORMED TO DETERMINE LOCATIONS OF IMPROVEMENTS SHOWN. THIS DRAWING IS SHOWN FOR INFORMATION PURPOSES ONLY AND SHALL BE USED ONLY AS AN EXHIBIT TO VACATE A PORTION OF AN EXISTING 15' PUBLIC UTILITY AND DRAINAGE EASEMENT.

LINE	BEARING	DISTANCE
L1	S 01°53'32" W	7.50'
L2	S 87°59'50" E	5.00'
L3	S 87°59'50" E	62.00'
L4	S 01°53'32" W	7.50'
L5	N 87°59'50" W	62.00'
L6	N 01°53'32" E	7.50'



LOT 15 - EASEMENT VACATION EXHIBIT
 WINDERMERE SUBDIVISION PHASE 2

SCALE: 1" = 30' DRAWN BY: LJM PROJ. NO. 25-0080

DATE: 03/11/2025 CHECKED BY: WTM SHEET NO. 1

RESOLUTION NO. 2025-128-R

WHEREAS, the Planning Commission of the City of Madison, Alabama, has received a request to amend the City’s Official Zoning Map, and has made a report of its recommendation concerning the following requested action(s), to-wit:

2 The Point, Inc’s request to rezone property located south of Huntsville Browns-Ferry Road, west of Bowers Road from AG (Agriculture District) to RC-2 (Residential Cluster District No. 2), and

WHEREAS, it is the judgment and opinion of the City Council that a formal public hearing should be held for the purpose of considering an ordinance to amend the zoning map of the City in accordance with said zoning request;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MADISON, ALABAMA, AS FOLLOWS:

SECTION 1. A public hearing will be held by the City Council on June 9, 2025, at 6:00 p.m. in the Council Chambers of the Madison Municipal Complex located at 100 Hughes Road, Madison, Alabama, at which time and place any and all persons shall have an opportunity to be heard in favor of or in opposition to the following proposed ordinance amending the Official Zoning Map of the City of Madison, Alabama, as last amended:

SEE ATTACHMENT A

SECTION 2. This resolution, including the proposed ordinance made a part hereof, shall be published in full by one (1) insertion in the *Madison County Record*. A synopsis of the proposed ordinance shall be published in said newspaper one (1) week later referring to the date and name of the newspaper in which the proposed ordinance was first published. Both insertions are to be made at least fifteen (15) days prior to the date of the public hearing.

THE ABOVE AND FOREGOING RESOLUTION is hereby passed and adopted at a regular meeting of the City Council on the 28th day of April 2025.

Ranae Bartlett, Council President Pro Tem
City of Madison, Alabama

ATTEST:

Lisa D. Thomas, City Clerk-Treasurer
City of Madison, Alabama

Approved this 28th day of April 2025.

Paul Finley, Mayor
City of Madison, Alabama

The City Clerk is hereby directed to publish this resolution, including the attached proposed ordinance and map, one (1) time in the ***Madison County Record*** on May 7, 2025

Attachment A

PROPOSED ORDINANCE NO. 2025-129

**AN ORDINANCE OF THE CITY OF MADISON RELATING TO ZONING &
AMENDING THE OFFICIAL ZONING MAP, AS LAST AMENDED, BY
CLASSIFYING A PARCEL OF LAND HEREINAFTER DESCRIBED AS RC-2
(RESIDENTIAL CLUSTER DISTRICT NO. 2).**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MADISON,
ALABAMA, AS FOLLOWS:**

SECTION 1. That, pursuant to Article XI of the Zoning Ordinance of the City of Madison, Alabama, as amended, and the authority granted to municipalities by *Ala. Code* §§11-52-77 and 78, the Official Zoning Map of the City of Madison, as last amended, is hereby further amended by classifying the following area of real property, which is depicted on the map attached to this Ordinance, as RC-2 (Residential Cluster District No. 2):

STATE OF ALABAMA
LIMESTONE COUNTY

A PORTION OF LAND LOCATED IN SECTION 3, TOWNSHIP 4 SOUTH, RANGE 3 WEST, OF LIMESTONE COUNTY, ALABAMA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A MAG NAIL BEING THE SOUTHWEST CORNER OF SAID SECTION 3; THENCE, SOUTH 89 DEGREES 40 MINUTES 37 SECONDS EAST (ALABAMA STATE PLANE GRID, WEST ZONE [NAD 83]), A DISTANCE OF 2006.15 FEET TO A RAILROAD SPIKE IN POWELL ROAD; THENCE, NORTH 00 DEGREES 36 MINUTES 46 SECONDS EAST FOR A DISTANCE OF 2002.90 FEET TO A CAPPED IRON PIN (STAMPED "PWM AL/CA0021/LS"), SAID POINT BEING THE POINT OF BEGINNING;

THENCE, FROM THE POINT OF BEGINNING, NORTH 01 DEGREES 33 MINUTES 31 SECONDS EAST FOR A DISTANCE OF 1975.51 FEET TO A CONCRETE MONUMENT, PASSING THROUGH A CONCRETE MONUMENT AT 649.64 FEET; THENCE, SOUTH 88 DEGREES 36 MINUTES 39 SECONDS EAST FOR A DISTANCE OF 1967.64 FEET TO A 7/8" IRON PIN FOUND ALONG THE WEST RIGHT-OF-WAY MARGIN OF BOWERS ROAD (60 FOOT PUBLIC RIGHT-OF-WAY); THENCE, ALONG THE SAID WEST MARGIN, SOUTH 01 DEGREE 39 MINUTES 55 SECONDS WEST FOR A DISTANCE OF 1980.72 FEET TO A 1/2" IRON PIN FOUND; THENCE, LEAVING SAID WEST MARGIN, NORTH 88 DEGREES 27 MINUTES 34 SECONDS WEST A DISTANCE OF 1963.95 FEET TO THE POINT OF BEGINNING;

CONTAINING 89.27 ACRES MORE OR LESS.

SECTION 2. That the above-described property be outlined and the boundaries established by the City Clerk on the Official Zoning Map of the City of Madison, as last amended, with the direction and assistance of the proper zoning officer of the City, and that the classification of said property be RC-2 (Residential Cluster District No. 2).

SECTION 3. That this Ordinance shall become effective upon its publication in the *Madison County Record* by insertion one time in said newspaper after its adoption following a public hearing.

READ, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Madison, Alabama, this _____ day of _____, 2025.

John D. Seifert II, Council President
City of Madison, Alabama

ATTEST:

Lisa Thomas, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this _____ day of _____, 2025.

Paul Finley, Mayor
City of Madison, Alabama



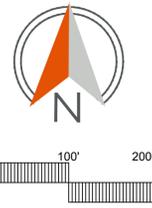
Proposed Rezoning: AG to RC-2

50' BUFFER STRIP, NORTH AND WEST SIDES
 98,633 S.F. + 55,185 S.F. + 37,667 S.F. = 191,485 S.F. DIVIDED BY 43,560 S.F. = 4.39 AC. +/-

PROPERTY AREA
 3,888,550 S.F. DIVIDED BY 43,560 S.F. = 89.269 AC. +/-
 89.269 A.C. X .20% = 17.854 AC. ±

4.39 A.C. + 14.90 A.C. = 19.29 A.C. (EXCEEDS 20%)

NOTE:
 1. AVERAGE LOT SIZE NOT TO EXCEED 13,500 S.F.
 2. SMALLEST LOT SIZE IS LOT 61 AT 10,419 S.F.



REVISIONS:

SITE PLAN WITH 80' WIDE LOTS

BURGREEN PROPERTIES
 LIMESTONE COUNTY, ALABAMA



8624 MEMORIAL PARKWAY SW
 HUNTSVILLE, ALABAMA 35802
 PHONE: 256.539.9429
 EMAIL: INFO@21pointinc.com

NOTE: THIS DRAWING IS NOT VALID UNLESS SIGNED AND SEALED

OF

JOB NO: ##### OFFICE DATE: 8/2/24

FILE: S:\21PINC\24\024 - Bowers Road - Burgreen Properties\Engineering\Drawings\Plans - Sketch\dwg SCALE: 1"=100' PLOTTED: 8/5/2024 11:05 AM



1
89.27 AC. ±
3,888,550 SQ. FT.

POND AREAS AND AMENITIES
 6,503 S.F. + 6,997 S.F. + 7,140 S.F. + 49,344 S.F. + 80,909 S.F. + 36,801 S.F. + 461,206 S.F. = 648,900 S.F.
 DIVIDED BY 43,560 S.F. = 14.90 AC. +/-

10' WIDE LANDSCAPE BUFFER AND COMMON AREA

REQ'D 6" SIDEWALK ALONG BOWERS ROAD

COMMON AREA FOR SUBDIVISION SIGN. (TYP.)

10' WIDE LANDSCAPE BUFFER AND COMMON AREA

10' WIDE LANDSCAPE BUFFER AND COMMON AREA

SYNOPSIS AND NOTICE OF PUBLIC HEARING
WITH RESPECT TO AMENDMENT TO THE ZONING ORDINANCE
OF THE CITY OF MADISON

**AN ORDINANCE OF THE CITY OF MADISON RELATING TO ZONING;
 AMENDING THE OFFICIAL ZONING MAP, AS LAST AMENDED, BY
 CLASSIFYING A PARCEL OF LAND HEREINAFTER DESCRIBED TO RC-
 2 (RESIDENTIAL CLUSTER DISTRICT NO. 2).**

NOTICE IS HEREBY GIVEN that, pursuant to a request duly submitted to the City of Madison by 2 The Point, Inc, the City Council of the City of Madison, Alabama, will hold a public hearing on the 9th day of June, 2025, at the Madison Municipal Complex, 100 Hughes Road, Madison, Alabama, at 6:00 p.m., to consider a proposed ordinance which, in summary, would amend the Zoning of the City of Madison, as follows:

STATE OF ALABAMA
 LIMESTONE COUNTY

A PORTION OF LAND LOCATED IN SECTION 3, TOWNSHIP 4 SOUTH, RANGE 3 WEST, OF LIMESTONE COUNTY, ALABAMA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

AND BEING MORE PARTICULARLY DESCRIBED AS COMMENCING AT A MAG NAIL BEING THE SOUTHWEST CORNER OF SAID SECTION 3; THENCE, SOUTH 89 DEGREES 40 MINUTES 37 SECONDS EAST (ALABAMA STATE PLANE GRID, WEST ZONE [NAD 83]), A DISTANCE OF 2006.15 FEET TO A RAILROAD SPIKE IN POWELL ROAD; THENCE, NORTH 00 DEGREES 36 MINUTES 46 SECONDS EAST FOR A DISTANCE OF 2002.90 FEET TO A CAPPED IRON PIN (STAMPED "PWM AL/CA0021/LS"), SAID POINT BEING THE POINT OF BEGINNING;

THENCE, FROM THE POINT OF BEGINNING, NORTH 01 DEGREES 33 MINUTES 31 SECONDS EAST FOR A DISTANCE OF 1975.51 FEET TO A CONCRETE MONUMENT, PASSING THROUGH A CONCRETE MONUMENT AT 649.64 FEET; THENCE, SOUTH 88 DEGREES 36 MINUTES 39 SECONDS EAST FOR A DISTANCE OF 1967.64 FEET TO A 7/8" IRON PIN FOUND ALONG THE WEST RIGHT-OF-WAY MARGIN OF BOWER ROAD (60 FOOT PUBLIC RIGHT-OF-WAY); THENCE, ALONG THE SAID WEST MARGIN, SOUTH 01 DEGREES 39 MINUTES 55 SECONDS WEST FOR A DISTANCE OF 1980.72 FEET TO A 1/2" IRON PIN FOUND; THENCE, LEAVING SAID WEST MARGIN, NORTH 88 DEGREES 27 MINUTES 34 SECONDS WEST A DISTANCE OF 1963.95 FEET TO THE POINT OF BEGINNING;

CONTAINING 89.27 ACRES MORE OR LESS.

Notice is hereby given to all persons that they may appear in favor of, or in opposition to, this proposed ordinance at said time and place. Publication of the full text of the ordinance was completed in the *Madison County Record* on the 7th day of May 2025.

DATED at Madison, Alabama, this 14th day of May 2025.

Ranae Bartlett, Council President Pro Tem
City of Madison, Alabama

RESOLUTION NO. 2025-139-R

**AWARDING BID NO. 2025-010-ITB
FOR TOWING SERVICES**

WHEREAS, in accordance with Alabama's Competitive Bid Law set forth in Title 41 of the *Code of Alabama*, the City of Madison, Alabama, by proper notice, solicited bids for the provision of towing services (Project #2025-010-ITB); and

WHEREAS, all sealed Bids timely and properly submitted in response to the Project's Invitation to Bid were opened and read on or about April 23, 2025, and have been evaluated by the City to determine the lowest responsive and responsible Bidder; and

WHEREAS, after review and consideration of all Bids submitted, City staff has informed the City Council that **Import Wrecker Service** has submitted a Bid for the unit prices set forth in its Bidder Pricing Sheet, which is attached hereto, for the provision of all towing services throughout the City and is the apparent lowest responsive, responsible Bidder meeting the specifications of the Project as set forth in the Invitation to Bid;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Madison, Alabama, as follows:

SECTION 1. That the City of Madison, Alabama, as the awarding authority, does hereby certify that, to the best of its knowledge, information, and belief, this Bid was let and the Contract will be executed in compliance with the applicable provisions of Title 41 of the *Code of Alabama* and all other applicable provisions of law.

SECTION 2. That award of this Project is hereby made to **Import Wrecker Service**, as the lowest responsive, responsive bidder, for the unit prices set forth in its submitted Bidder Pricing Sheet which is attached hereto and incorporated herein by reference.

SECTION 3. That upon notification from the appropriate City representatives that Bidder has complied with such requirements, the Mayor shall be, and he is hereby, authorized and directed to execute an agreement for a term not exceeding three (3) years on behalf of the City of Madison, Alabama, with **Import Wrecker Service**, for execution of the Project for the amount set forth in Section 2 and that the City Clerk-Treasurer shall be, and she is hereby, authorized to attest the same.

SECTION 4. That upon request and notification from the appropriate department that the terms of the Contract preceding payment have been satisfied, the Finance Director is hereby authorized to forward payment to **Import Wrecker Service**, in the amount(s) and manner set forth in the resulting agreement or purchase order authorized by passage of this resolution

READ, PASSED AND ADOPTED this 28th day of April 2025.

Ranae Bartlett, City Council President Pro Tem
City of Madison, Alabama

ATTEST:

Lisa D. Thomas, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this ____ day of _____ 2025

Paul Finley, Mayor
City of Madison, Alabama

City of Madison, Alabama
Bid Number: 2025-010-ITB
Project Title: Towing Services
Issued: April 2, 2025



BIDDER PRICING SHEET

BIDDER NAME: Import wrecker Service

ADDRESS: 30585 US Hwy 72

CITY/STATE/ZIP: Madison AL 35756

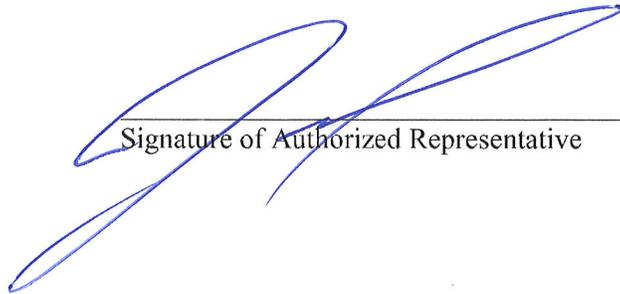
Approximate activity percentages have been provided for the purpose of evaluation. Bidder shall enter a price per tow for each category under Towing Services and a daily storage fee for each category under Storage Services.

	Towing Services	Cost Per Tow
1.	Vehicles 8,500 LB Capacity & Under (94% activity)	\$ 85 ⁰⁰
2.	Vehicles over 8,500 LB Capacity (5% activity)	\$ 85 ⁰⁰
3.	Items Less Than 1,000 LB (1% activity)	\$ 85 ⁰⁰

	Storage Services	Cost Per Day
4.	Vehicles 8,500 LB Capacity & Under (94% activity)	\$ 20 ⁰⁰
5.	Vehicles over 8,500 LB Capacity (5% activity)	\$ 20 ⁰⁰
6.	Items Less Than 1,000 LB (1% activity)	\$ 20 ⁰⁰

I, Jason Daniel, as Manager
for the above-named entity, hereby state that the above information is true and correct to the best of my knowledge and belief and that I understand and acknowledge that this completed form will be available for public inspection as a public record upon request.

4 10 25
Date


Signature of Authorized Representative



2025-010-ITB / Towing Services
Issued April 2, 2025

BID TABULATION

BIDDER NAME	Import Wrecker Service
ALL FORMS WITH ORIGINAL SIGNATURES	Y
E-VERIFY ENROLLMENT	Y
BID BOND	Y
TOWING SERVICES (VEHICLES 8,500 LBS & UNDER)	\$85.00
TOWING SERVICES (VEHICLES OVER 8,500 LBS)	\$85.00
TOWING SERVICES (ITEMS UNDER 1,000 LBS)	\$85.00
STORAGE SERVICES (VEHICLES 8,500 LBS & UNDER)	\$20.00
STORAGE SERVICES (VEHICLES OVER 8,500 LBS)	\$20.00
STORAGE SERVICES (ITEMS UNDER 1,000 LBS)	\$20.00

I hereby certify that this is a true and accurate tabulation of all bids received on the above-referenced project.

Alicia Walden
 Alicia Walden
 Administrative Planning and Bidding Coordinator

Sworn to and subscribed before me this 23 day of April, 2025.

Kristen N Bruseh
 Notary Public

