

**MINUTES FROM A WORK SESSION OF THE
COUNCIL OF MUSCLE SHOALS, ALABAMA, HELD
September 16, 2024**

The City Council of Muscle Shoals, Alabama met at the Muscle Shoals City Hall auditorium in said City at 5:00 p.m. on the 16th day of September 2024. The following members were found to be present or absent, as indicated:

PRESENT: CHRIS HALL, GINA CLARK, WILLIS THOMPSON, KEN
SOCKWELL, DAVID MOORE

ABSENT: NONE

The City Council interviewed the following applicants for the Muscle Shoals Utilities Board before beginning the work session in the auditorium: Michael Self and Keith Murphy.

Upon completion of the interviews, the City Council reconvened their work session in the auditorium at 5:20 p.m.

Dawn Woodall, Director of Parks and Recreation, and Lee McIntyre, Athletic Director, recognized the 2024 10U Cal Ripken World Series Champions and coaches by having the 2014 12U Dixie Youth World Series Champions present the team with the winning trophy and individual customized plaques. Mr. McIntyre also presented the Mayor and Council with honorary T-shirts and a gold medallion.

Ken Sockwell, Council President, read a proclamation designating the month of September as Suicide Prevention Month in Muscle Shoals, AL. The members of the Alabama Chapter of the American Foundation for Suicide Prevention extended an invitation to the Shoals Out of the Darkness Community Walk scheduled for October 27. For more information, interested parties can visit afsp.org/alabamawalks.

Jalen Johnson, Director of HR/Assistant City Clerk, proposed an update on the Mechanic job description that now requires new hires to earn a Class A CDL within one year of their hire date.

Brittney Walker, City Clerk/Treasurer, along with the Police and Fire Chiefs, discussed the reduction of police jurisdiction beyond the corporate limits of the City of Muscle Shoals.

Kathi Riley, Procurement Officer, discussed the bids for replacing City Hall's roof. There were four total bids with the lowest, responsible, and responsive bidder being MG Roofing at \$210,772.

Chief Reck discussed the electronic signature policy and explained that adopting this policy enhances efficiency, reduces paperwork, and improves convenience for both City officials and the public, while ensuring the integrity, authenticity, and legal enforceability of electronic transactions.

The council reviewed agenda items.

There being no further business the meeting was adjourned at 6:00 p.m.

CITY OF MUSCLE SHOALS, ALABAMA
A Municipal Corporation



COUNCIL MEMBER – PLACE ONE



COUNCIL MEMBER – PLACE TWO



COUNCIL MEMBER – PLACE THREE

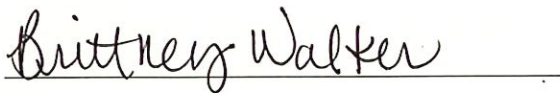


COUNCIL MEMBER – PLACE FOUR



COUNCIL MEMBER – PLACE FIVE

ATTEST:



Brittney Walker, City Clerk/Treasurer



Kate McCollister, Administrative Assistant/Marketing

**MINUTES FROM A REGULAR MEETING
OF THE COUNCIL OF MUSCLE SHOALS, ALABAMA, HELD
September 16, 2024**

The City Council of Muscle Shoals, Alabama met at the Muscle Shoals City Hall auditorium in said City at 6:00 p.m. on the 16th day of September 2024 being the scheduled place for said meeting once the previously held work session ended. The meeting was called to order by Ken Sockwell, Council President. On roll call the following members were found to be present or absent, as indicated:

PRESENT: CHRIS HALL, GINA CLARK, WILLIS THOMPSON, KEN
SOCKWELL, DAVID MOORE

ABSENT: NONE

Ken Sockwell, Council President, presided at the meeting and declared that a quorum was present and that the meeting was convened and opened for the purposes of transaction of business. Mayor Mike Lockhart was absent. Brittney Walker, City Clerk/Treasurer, and Kate McCollister, Administrative Assistant/Marketing, were present and kept the minutes of the meeting.

The invocation was given by Chief Reck. President Ken Sockwell led in the pledge of allegiance.

Upon motion duly made by Council Member Thompson and seconded by Council Member Hall and unanimously adopted, the Council waived the reading of the minutes of the previously held regular meeting and work session of September 3rd, 2024, and approved the minutes as written.

President Sockwell announced that the next item of business was to approve the proposed update of the Mechanic job description. Council Member Moore made a motion to approve the updated job description; Council Member Clark seconded that motion.

President Sockwell stated that approval of the motion and second was before the Council. Those in favor of the application would indicate so by voting aye and those opposed would indicate by voting nay. Upon said question being put to a vote, a roll call was had, and the vote recorded as follows:

AYES: All

NAYS: None

President Sockwell announced that the next item of business was to suspend the rules to vote on an ordinance for the consideration of approving the reduction of Police Jurisdiction. Council Member Clark made a motion to suspend the rules and vote on the ordinance; Council

Member Thompson seconded that motion. Roll call was given to record a vote, and the vote of each Council Member recorded as follows:

Council Member Hall:	YAY
Council Member Clark:	YAY
Council Member Thompson:	YAY
Council Member Sockwell:	YAY
Council Member Moore:	YAY

President Sockwell announced that the next item of business was consideration of approving an ordinance for the reduction of Police Jurisdiction. Council Member Clark made a motion to approve the ordinance; Council Member Thompson seconded that motion.

STATE OF ALABAMA

CITY OF MUSCLE SHOALS

ORDINANCE NO. 1562-24

AN ORDINANCE TO AMEND AND REDUCE THE POLICE JURISDICTION OF THE CITY OF MUSCLE SHOALS, ALABAMA

WHEREAS, the City of Muscle Shoals, Alabama (hereinafter referred to as the "City"), has exercised its authority to enforce ordinances and police regulations in areas beyond the corporate limits of the City as provided by Alabama law; and

WHEREAS, the City has maintained a police jurisdiction extending three miles beyond the corporate limits of the City in accordance with Section 11-40-10 of the Code of Alabama as amended; and

WHEREAS, the City Council of the City of Muscle Shoals, Alabama, has determined that it is in the best interest of the City and its citizens to reduce the police jurisdiction to better focus law enforcement efforts and allocate resources effectively within the corporate limits; and

WHEREAS, the City Council recognizes the importance of maintaining public safety while ensuring the efficient and proper use of City resources; and

WHEREAS, recent changes in legislation, including Act 2021-297, provide municipalities with the option to reduce the police jurisdiction from three miles to a distance of any number of half-mile increments or eliminate it altogether;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Muscle Shoals, Alabama, as follows:

Section 1. Reduction of Police Jurisdiction

Effective on the first day of January 2025, the police jurisdiction of the City of Muscle Shoals, Alabama, is hereby reduced from the current three (3) miles beyond the corporate limits to one half (0.5) mile beyond the corporate limits of the City, as provided for by Alabama state law.

Section 2. Enforcement and Application

A. Upon the effective date of this Ordinance, the City shall cease to enforce any municipal ordinances, including but not limited to police regulations, business license requirements, and other City codes, in areas that are beyond one-half (0.5) mile of the corporate limits of the City.

B. The City of Muscle Shoals Police Department shall continue to exercise full law enforcement authority within the reduced half (0.5) mile police jurisdiction as authorized by law.

C. Any contracts, inter-local agreements, or other legal obligations related to law enforcement activities within the reduced police jurisdiction shall be reviewed and amended, if necessary, to comply with this Ordinance.

Section 3. Notice of Reduction

A. In accordance with Alabama law, notice of the reduction of the police jurisdiction shall be provided to the public through appropriate means, including publication in a newspaper of general circulation within the City, posting on the City's official website, and notification to affected businesses and residents within the previous three (3) mile jurisdiction.

B. The City Clerk is hereby directed to notify the Alabama Department of Revenue and any other necessary state or local agencies of the reduction in the City's police jurisdiction.

Section 4. Severability

If any section or provision of this Ordinance shall be declared invalid or unenforceable by any court of competent jurisdiction, such declaration shall not affect the validity of the remainder of the Ordinance, which shall remain in full force and effect.

Section 5. Repealed

All ordinances, parts of ordinances, or resolutions in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 6. Effective Date

This Ordinance shall become effective on January 1, 2025, following its passage and adoption by the City Council and publication as required by law.

President Sockwell stated that approval of the motion and second was before the Council. Those in favor of the application would indicate so by voting yay and those opposed would indicate by voting nay. Upon said question being put to a vote, a roll call was had, and the vote recorded as follows:

Council Member Hall:	NAY
Council Member Clark:	YAY
Council Member Thompson:	YAY
Council Member Sockwell:	YAY
Council Member Moore:	NAY

President Sockwell announced that the next item of business was to appoint a member to the Muscle Shoals Utilities Board. Roll call was given to record a vote, and the vote of each Council Member recorded as follows:

Council Member Hall:	Keith Murphy
Council Member Clark:	Keith Murphy
Council Member Thompson:	Keith Murphy
Council Member Sockwell:	Keith Murphy
Council Member Moore:	Abstain

President Sockwell announced that the next item of business was to appoint a member to the Shoals Economic Development Authority Board. Roll call was given to record a vote, and the vote of each Council Member recorded as follows:

Council Member Hall: Matt Bernauer
Council Member Clark: Matt Bernauer
Council Member Thompson: Matt Bernauer
Council Member Sockwell: Matt Bernauer
Council Member Moore: Matt Bernauer

President Sockwell announced that the next item of business was consideration of approving a resolution for the bid for City Hall’s roof replacement. Council Member Moore made a motion to approve the resolution; Council Member Hall seconded that motion.

STATE OF ALABAMA

COUNTY OF COLBERT

RESOLUTION NO. 3341-24

BE IT RESOLVED by the Council of the City of Muscle Shoals, Alabama that Lambert Ezell Durham Architecture did send out advertisements for bids for the Reroofing of Muscle Shoals City Hall, the bid opening being set for the 5th day of September, 2024, at 2:00 p.m. at the City Hall of the City of Muscle Shoals, Alabama; and

WHEREAS, that at the appointed time and place, as specified above, the following bids were opened and tabulated as follows:

BIDDER	Total Bid Amount
Johns Kirksey	\$238,000.00
MG Roofing	\$210,772.00
Metal Roofing Solutions	\$267,400.00
Bama Roofing	\$225,550.00

WHEREAS, that the lowest, responsible and responsive bidder, after verifying the bid with the specifications and unit prices submitted for estimated quantities of the specifications, and based upon the total bid amount, has been determined as MG Roofing with a total bid price amount of \$210,772.00 and

THEREFORE BE IT RESOLVED, that the apparent lowest, responsive and responsible bidder, MG Roofing, is now awarded the bid based upon the total bid amount for the Reroofing of City Hall at the bid price of \$210,772.00.

President Sockwell stated that approval of the motion and second was before the Council. Those in favor of the application would indicate so by voting aye and those opposed would indicate by voting nay. Upon said question being put to a vote, a roll call was had, and the vote recorded as follows:

AYES: All

NAYS: None

President Sockwell announced that the next item of business was consideration of approving a resolution for the adoption of the electronic signature policy. Council Member Moore made a motion to approve the resolution; Council Member Clark seconded that motion.

RESOLUTION NUMBER 3342-24

WHEREAS, the City Council of the City of Muscle Shoals has deemed it proper, necessary, convenient and beneficial to the operation of the business of the City to adopt an electronic signature policy for the execution of various documents and contracts and finds it beneficial to do so;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Muscle Shoals does hereby authorize and approve the following electronic signature policy for authorized persons and employees to use in conducting the City's business, including by not limited to grants from the departments of the State of Alabama, same being as follows:

City of Muscle Shoals, Alabama

Electronic Signature Policy

Purpose

This policy outlines the City of Muscle Shoals' guidelines and procedures for the use of electronic signatures on official documents. The City adopts the use of electronic signatures to enhance efficiency, reduce paperwork, and improve convenience for both City officials and the public, while ensuring the integrity, authenticity, and legal enforceability of electronic transactions.

Scope

This policy applies to all City employees, contractors, and third parties who are authorized to sign documents on behalf of the City using electronic signatures. This policy also applies to all internal and external documents, contracts, forms, and transactions where an electronic signature is legally permitted and appropriate.

Definitions

- **Electronic Signature:** An electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.
- **Digital Signature:** A type of electronic signature that uses encryption to ensure authenticity and integrity of a document.
- **Electronic Record:** A contract or other record created, generated, sent, communicated, received, or stored by electronic means.

Legal Authority

This policy is guided by the following:

- **The Uniform Electronic Transactions Act (UETA)**, Alabama Code § 8-1A-1 et seq.
- **The Electronic Signatures in Global and National Commerce Act (ESIGN Act)**, 15 U.S.C. § 7001 et seq.

Both acts establish that electronic signatures and records are legally enforceable as their paper counterparts, provided certain conditions are met.

Policy Guidelines

1. **Use of Electronic Signatures**
 - Electronic signatures may be used for contracts, agreements, forms, permits, and other official documents, including exchange of documents with state and federal agencies and departments, unless a specific law, regulation, or policy requires a handwritten signature.
 - The City reserves the right to determine on a case-by-case basis whether a document may be signed electronically.

- The use of electronic signatures must comply with all federal, state, and local laws.
- 2. **Types of Acceptable Electronic Signatures** The City recognizes various forms of electronic signatures, including but not limited to:
 - Typed names
 - Scanned signatures
 - Digital signatures using approved encryption technologies
- 3. **Authentication**
 - All electronic signatures must be linked to the individual signing the document, either through an authorized account, unique identifier, or encryption key.
 - The identity of the signer must be verifiable through reasonable means, such as user authentication protocols (e.g., username and password, two-factor authentication).
- 4. **Record Keeping**
 - The electronic document, along with the associated electronic signature, must be securely stored and accessible in accordance with the City's record retention policies.
 - Electronic records must be tamper-evident and protected against unauthorized alterations.
- 5. **Approval and Authority**
 - Employees authorized to use electronic signatures must receive appropriate training and approval from their department heads or the City Administrator.
 - Only authorized personnel are permitted to sign documents electronically on behalf of the City.
- 6. **Security and Integrity**
 - The City will use industry-standard encryption technologies and software to ensure the security and authenticity of electronic signatures.
 - Access to systems that generate or verify electronic signatures shall be restricted to authorized personnel and protected by appropriate security controls.
- 7. **Non-Repudiation**
 - Once a document has been electronically signed and completed, the signer cannot repudiate or deny their signature or the validity of the electronic document.
- 8. **Exceptions**
 - Certain documents may not be suitable for electronic signatures, such as those that require notarization or witnessing in the presence of a third party. These documents must be signed in hard copy form.
 - The City may determine additional categories of documents that require handwritten signatures at its discretion.

Violations

Any unauthorized use of electronic signatures or failure to comply with this policy may result in disciplinary action in accordance with the City's personnel policies.

Policy Review

This policy will be reviewed periodically and updated as necessary to ensure compliance with applicable laws and technological advances.

President Sockwell stated that approval of the motion and second was before the Council. Those in favor of the application would indicate so by voting aye and those opposed would indicate by voting nay. Upon said question being put to a vote, a roll call was had, and the vote recorded as follows:

AYES: All

NAYS: None

President Sockwell announced that the next item of business was consideration of approving the contract extension with Place Associates. Council Member Thompson made a motion to approve the extension; Council Member Clark seconded that motion.

President Sockwell stated that approval of the motion and second was before the Council. Those in favor of the application would indicate so by voting aye and those opposed would indicate by voting nay. Upon said question being put to a vote, a roll call was had, and the vote recorded as follows:

AYES: All

NAYS: None

There being no further business to come before the meeting, upon the motion duly made and seconded the meeting was adjourned.

CITY OF MUSCLE SHOALS, ALABAMA
A Municipal Corporation



COUNCIL MEMBER – PLACE ONE



COUNCIL MEMBER – PLACE TWO



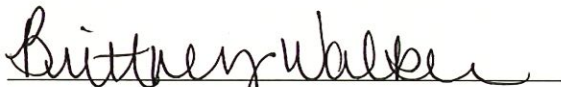
COUNCIL MEMBER – PLACE THREE



COUNCIL MEMBER – PLACE FOUR

COUNCIL MEMBER – PLACE FIVE

ATTEST:



Brittney Walker, City Clerk/Treasurer



Kate McCollister, Administrative Assistant/Marketing

