

City Hall  
Fayette, Alabama  
October 22, 2024

A regular meeting of the City Council of the City of Fayette met at 5:00 o'clock, p.m. on October 22, 2024, in the Council Chambers of the City Hall.

Upon roll call the following were found to be present: Mayor Rod Northam, Councilmembers Virettia L. Whiteside, Eddy Campbell, Tommy Williams, Aliska Hughes-Monroe and Jerry Nichols. Also present were City Clerk Dawn Clapp, Police Chief Danny Jenkins, City Attorney Dale Lawrence, Junior Mayor Sean White, Wastewater Superintendent Matt Buckner, Transportation Director Jennifer Roberts and Park & Recreation Director Chris Champion.

The opening prayer was given by Rev. Darryl Ballew.

The Pledge of Allegiance was led by Jaxon Watkins.

Mayor Northam announced a quorum was present and the meeting was open for the transaction of business.

#### APPROVAL OF MINUTES

Councilmember Whiteside moved the minutes of the regular meeting held on October 8, 2024, be approved. Upon it being seconded by Councilmember Campbell, it was unanimously approved.

#### TRANSPORTATION DEPARTMENT UPDATE

Transportation Director Jennifer Roberts updated the council on the Transportation Department. She reported from July 1<sup>st</sup> - September 30<sup>th</sup>, there were 108 active passengers, with an average of 20 rides per day. She said there were 1,477 trips during the quarter. The fares collected were as follows: July - \$357.00; August -- \$681.00; September -- \$657.00 for a total of \$1,695.00. She stated for the new year the estimated operation costs are \$184,076.00 and the estimated administrative costs are \$70,400.00.

#### LEASE OF MULTIPURPOSE COMPLEX

Mayor Northam presented to the Council for their consideration the proposed lease of the Multipurpose Complex by the Fayette County Commission to the City. Councilmember Nichols moved the Council approve the lease between the Fayette County Commission and the City of Fayette as presented. Upon the motion being seconded by Councilmember Whiteside, it was unanimously approved.

#### SPECIAL MEETING

Mayor Northam said a special Council meeting would be held on November 4th at 5:00 p.m.

#### ADVERTISEMENT FOR BIDS

Mayor Northam asked the Council to consider advertising for bids for a self-contained air curtain burner. Councilmember Williams moved the City request bids for a self-contained air curtain burner. Upon the motion being seconded by Councilmember Hughes-Monroe, it was unanimously approved.

#### LEAF TRUCK

Mayor Northam said the leaf truck will begin running on November 4, 2024.

#### RESOLUTION 2024-15

Mayor Northam presented Resolution 2024-15 to the Council for their consideration. Resolution 2024-15 is as follows:

#### **RESOLUTION 2024-15 A RESOLUTION CONCERNING THE POLICIES AND PROCEDURES FOR THE CITY OF FAYETTE POLICE DEPARTMENT.**

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***BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAYETTE, ALABAMA***, as follows:

1. That the following policy and procedure is hereby adopted and added to the City of Fayette Police Department Policies and Procedures:

**POLICY AND PROCEDURE NO. 027  
USE OF ELECTRONIC AND DIGITAL SIGNATURES**

**FAYETTE POLICE DEPARTMENT  
Use of Electronic and Digital Signatures**

**I. PURPOSE**

To establish the use of electronic and digital signatures by members of the Fayette Police Department as legally binding and equivalent in force and effect to a handwritten or wet signature.

**II. POLICY**

The Fayette Police Department is committed to providing reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic and digital signatures are used to conduct business and other transactions. This policy establishes guidelines for the lawful and appropriate use of electronic and digital signatures for certain transactions.

**III. DEFINITIONS**

- A. Authorized Signer: A person who is authorized by the Fayette Police Department to sign documents on behalf of the department.
- B. Digital Record: Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.
- C. Digital Signature: One type of electronic signature that contains a digital certificate, issued by a licensed certification authority behind the signature or offers authentication when sending a signed electronic document.
- D. 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. May be referred to as e-signature.
- E. Facsimile Signature: A reproduction of a handwritten signature that has been saved electronically or by engraving, imprinting, or stamping.
- F. Handwritten or Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.
- G. Signature: A symbol or other writing provided by a person that is authorized to sign a document on behalf of the Fayette Police Department.

**IV. PROCEDURE**

- A. Applications
  - 1. The following shall apply and be complied with:
    - a. Prior to an employee of the Police Department applying their digital or electronic signature, the employee-signer must have wet signature approval from their supervisor or department head.
    - b. A digital, electronic, or facsimile signature is an authorized substitute for a handwritten signature unless required by law to be signed in non-electronic media.
    - c. Anyone applying an electronic signature shall use their own name.
    - d. Authorized signers may use, create, or accept records with electronic signatures.
    - e. This policy does not preclude the use of handwritten signatures.
  - 2. Electronic signatures may be affixed to digital records including, but not limited to:
    - a. Official reports or other official communications.
    - b. Human Resource forms and documents.
    - c. Contracts, agreements, and other forms to which the Police Department is a party.
  - 3. Each member shall be responsible for the security and use of his/her electronic signature and shall promptly notify their supervisor or department head if the electronic signature has or may have been compromised or misused.
  - 4. The use of electronic signatures shall comply with state law.

**V. VIOLATION OF POLICY**

- A. Violations of this policy will result in disciplinary actions to include: Verbal Warning, Written Warning, Suspension, or Termination.

\_\_\_\_\_  
APPROVED: CHIEF OF POLICE

\_\_\_\_\_  
DATE

I HAVE READ AND UNDERSTAND THIS ORDER

\_\_\_\_\_  
SIGNATURE OF OFFICER

\_\_\_\_\_  
DATE

**ADOPTED AND APPROVED** by the City Council of the City of Fayette, Alabama, on this \_\_\_\_\_ day of October, 2024.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Councilmember Campbell moved the Council adopt Resolution 2024-15. Upon the motion being seconded by Councilmember Hughes-Monroe, the same was unanimously approved.

FINANCIALS

Mayor Northam reviewed with the Council the City financials, Municipal Court financials, Park & Recreation financials, Transportation financials, Airport financials and Wastewater financials.

REPORT OF MAYOR

Mayor Northam said the FCHS Volleyball Team will be playing in the Regional Tournament.

Mayor Northam said four City employees will be attending the CDL training at Beville State.

Mayor Northam reported the unemployment rate for Fayette County is 3.5%.

Mayor Northam stated the grand opening for Walmart will be Friday, October 25<sup>th</sup>.

Mayor Northam stated that Storm Spotter training will be held on Tuesday, October 29<sup>th</sup>.

Mayor Northam stated the Farmers Market will be open on October 26<sup>th</sup> and November 2<sup>nd</sup>.

Mayor Northam said the Veteran's Christmas Tree lighting will be held on November 11<sup>th</sup>.

REPORT OF JUNIOR MAYOR SEAN WHITE

Junior Mayor Sean White said the Junior City Council was hosting a Movie Night on the Courthouse lawn.

EXECUTIVE SESSION

Councilmember Hughes-Monroe moved the Council go into executive session to discuss the general reputation and character of an individual. Upon the motion being seconded by Councilmember Whiteside, it was unanimously approved. Councilmember Hughes-Monroe moved the Council come out of executive session. Upon it being seconded by Councilmember Whiteside, it was unanimously approved.

ADJOURNMENT

There being no further business to come before the Council, upon the motion to adjourn being made by Councilmember Hughes-Monroe and seconded by Councilmember Whiteside, it was unanimously approved.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk