



**PAULDING COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
November 14, 2023**

**Watson Government Complex
Second Floor – Board of Commissioners Meeting Room**

CALL TO ORDER: David L. Carmichael, Chairman

INVOCATION & PLEDGE: Chief Deputy Chad Hunton with the Paulding County Sheriff’s Office

PRESENT: David L. Carmichael, Chairman; Keith Dunn, Post 1; Sandy Kaecher, Post II; Virginia Galloway, Post III; Brian Stover, Post IV; Jayson Phillips, County Attorney; Frank Baker, County Manager; Rebecca Merideth, County Clerk.

MINUTES:

- 1. The October 24, 2023 Work Session Minutes and the October 24, 2023 Board Meeting Minutes were available for review.*

ANNOUNCEMENTS:

Team Paulding: Employee of the Month, Amy Scheid with the Finance Department aired for the Commissioners and audience.

County Manager Frank Baker presented a Check to Tim Early with Make-A-Wish Georgia from Paulding Ride for Wishes Event.

INVITED GUESTS: None

BID AWARDS:

- 2. Burnt Hickory Road at Stout Parkway and Brownsville Extension Roundabout Project to the lowest responsive bidder, E.R. Snell Contractors, Inc. in the amount of \$2,172,580.54. Funds for the project will be allocated from GDOT reimbursement of \$1,465,017.53 and Paulding and Cobb County sharing the additional cost. The Paulding portion will be allocated from SPLOST funds in the amount of \$353,781.51. This Project is located on the Cobb County / Paulding County line, with the Paulding portion located in Post 3:*
Award the Burnt Hickory Road at Stout Parkway and Brownsville Extension Roundabout Project to the lowest responsive bidder, E.R. Snell Contractors, Inc. in the amount of \$2,172,580.54. Funds for the project will be allocated from GDOT reimbursement of \$1,465,017.53 and Paulding and Cobb County sharing the additional cost. The Paulding portion will be allocated from SPLOST funds in the amount of \$353,781.51. George Jones, Transportation Director stated from a traffic study, this intersection has a higher rate of accidents compared to similar intersections. It was determined a single lane roundabout would be the best solution. He further stated two (2) bids were submitted for the project and recommends E.R. Snell Contractors, Inc. Once GDOT issues a notice to proceed, construction will begin. Mr. Jones thanked Erica Parish, Transportation Deputy Director, and the Engineering Division for their hard work on this project.
- 3. Purchase of a 2024 Freightliner Chipper Truck to Peach State Truck Centers in the amount of \$129,719.00. This purchase will be funded through General Funds and was approved in the 2024 Budget:*
Award the purchase of a 2024 Freightliner Chipper Truck to Peach State Truck Centers in the amount of \$129,719.00. Tabitha Pollard, Finance Director stated this is a replacement vehicle that was budgeted in the FY2024 budget and is being bought from the State Contract.
- 4. Purchase of a 2024 Freightliner 15' Flatbed Dump Truck to Peach State Truck Centers in the amount of \$127,586.00. This purchase will be funded through General Funds and was approved in the 2024 Budget:*

Award the purchase of a 2024 Freightliner 15' Flatbed Dump Truck to Peach State Truck Centers in the amount of \$127,586.00. Tabitha Pollard, Finance Director stated this is a replacement vehicle that was budgeted in the FY2024 budget and is being bought from the State Contract.

- 5. ***Purchase of (2) 2024 Freightliner Tandem Dump Trucks to Peach State Truck Centers in the amount of \$170,356.00 each. This purchase will be funded through General Funds and was approved in the 2024 Budget:***

Award the purchase of (2) 2024 Freightliner Tandem Dump Trucks to Peach State Truck Centers in the amount of \$170,356.00 each Tabitha Pollard, Finance Director stated this is a replacement vehicle that was budgeted in the FY2024 budget and is being bought from the State Contract.

- 6. ***Playground of Dreams Bathroom Remodel Project to the low bidder, Hugh MacMartin in the amount of \$16,500.00. Funding for this project will be through SPLOST:***

Award the Playground of Dreams Bathroom Remodel Project to the low bidder, Hugh MacMartin in the amount of \$16,500.00. Jeremiah Fields, Director of Property Management stated this bathroom remodel project is located at Braly Park at the Playground of Dreams. He further stated three (3) bids were received for the project. There are holes in the walls and other issues causing it to be in dire need of repair. This project will take approximately 8 weeks to complete.

- 7. ***Employee Benefits Plan Brokerage and Consulting Services Agreement to NFP:***

Award the Employee Benefits Plan Brokerage and Consulting Services Agreement to NFP. Tara Palmer, Human Resources Director stated the Finance Department went out to bid in August of 2023, receiving 6 bids. A committee was put together to review the bids and interview each bidding company. After the Committee interviewed each company, they felt NFP had the most to offer Paulding County.

REPORTS FROM COMMITTEES & DEPARTMENTS: None

PUBLIC PARTICIPATION ON AGENDA ITEMS: None

CONSENT AGENDA: Chairman Carmichael read the following consent agenda items:

- 8. ***Authorize the Chairman to enter into a Project Framework Agreement (PFA) with the Georgia Department of Transportation (GDOT) detailing the Preliminary Engineering Commitments for PI 0019801, Dallas Acworth Highway, from Mt. Tabor Church Road to State Route 92 Widening Project. Federal funding secured with the Atlanta Regional Commission in the amount of \$875,000.00 will be utilized for this project. This project is located in Post 1 and Post 4.***
- 9. ***Confirm the 2024 Paulding County Board of Commissioners' designated Holiday Schedule.***
- 10. ***Approve the Paulding County Board of Commissioners 2024 Regular Meeting Schedule.***
- 11. ***Approve a new job classification and description for an Executive Assistant for the Sheriff's Office.***
- 12. ***Adopt job classification for a Construction Division Manager for Paulding Water Systems.***
- 13. ***Appoint Peggy Osterhoudt as the Democratic Representative to serve on the Board of Elections, with a term through June 30, 2027.***
- 14. ***Accept the following streets for perpetual maintenance by the County:***

<u>Macland Township / Phase 2</u>	<u>Riverwalk Manor / Unit 1, Phase 4C-1A</u>
Ireland Lane	Sweetplum Trail
Mallow Court	
Ireland Point	<u>Riverwalk Manor / Unit 1,</u>
	River Birch Trace
<u>Phase 4C-1B</u>	
Monaghams Way	
Limerick Way	
- 15. ***Declare the following items listed as surplus, and approve their disposal through auction or trade:***

<u>Department</u>	<u>Item Number</u>	<u>Make/Model</u>	<u>Serial Number</u>
Water/Sewer	Unit 713	2007 Mustang	AE01353

Water/Sewer	Mini Excavator	38032T	
Sheriff	Unit S-191	2015 Chevy Caprice	6G3NS5U29FL126232

OLD BUSINESS: None

NEW BUSINESS:

- 16. *Adopt County Administration's job classification for Community Relations Coordinator:***
Discussed action to adopt County Administration's job classification for Community Relations Coordinator. Frank Baker, County Manager stated this is a position we have been talking about for a couple of years. With the number of Paulding County Employees reaching nearly 1500, there are a lot of special events being coordinated between multiple departments. This position would help coordinate these events and build relationships with the community. Also, they would help with social media and work closely with the Communications Department.
- 17. *Authorize the Chairman to enter into a Professional Services Agreement with Heath & Lineback Engineers, Inc. for continuing supportive engineering services, not to exceed \$500,000.00 for a 14 month period. Agreement will be funded with General Funds:***
Discussed action to authorize the Chairman to enter into a Professional Services Agreement with Heath & Lineback Engineers, Inc. for continuing supportive engineering services, not to exceed \$500,000.00 for a 14 month period. George Jones, Transportation Director stated the County has utilized Heath & Lineback Engineers over the past year and a half because of staffing shortages. This agreement will provide senior engineers and engineers to help continue work efforts. He further stated this contract will be on a per hour basis.
- 18. *Enter into an Agreement with TranSystems, Inc. in the amount of \$105,000.00, for completion of engineering plans for the Pine Shadows Drive at Lake Jane Roadway and Drainage Project. Project is located in Post 2 and will be funded with General Funds:***
Discussed action to authorize the Chairman to enter into an Agreement with TranSystems, Inc. in the amount of \$105,000.00, for completion of engineering plans for the Pine Shadows Drive at Lake Jane Roadway and Drainage Project. George Jones, Transportation Director, stated the principle spillway from Lake Jane on the north side of Pine Shadows Drive is a stand-pipe. It is showing signs of corrosion, bank erosion, and it is nearly 50 years old. DOT wants to stabilize the road.
- 19. *Funding in the amount of \$1.6 million to the Paulding County Airport Authority for construction of T-Hangers. The project will be funded with General Funds:***
Discussed action to approve the funding in the amount of \$1.6 million to the Paulding County Airport Authority for construction of T-Hangers. Scott Greene, Operations Director stated this item is for construction of two (2) T-Hanger buildings. Each hanger will house 10 aircraft, for a total of 20 aircraft. The Airport Authority has a State Contract for this project and has already received deposits to rent all of the spaces. The pay-back time for this project is 16 years. Airport Director, Terry Tibbitts will manage this project.

Commissioner Stover asked if there has been inquiries about renting the opened spaces from those moving to the hangers.

Mr. Tibbitts stated we have added three or four names to the wait list in the past 10 days. He further stated the list continues to grow and we have over 100 names on the list.

Commissioner Galloway asked if the pay-back time includes the Ad Valorem Tax from new planes coming in to the airport.

Mr. Tibbitts stated it does not include the Ad Valorem Tax.

Chairman Carmichael asked when the project is expected to be completed.

Mr. Tibbitts stated the completion date will be some time in the summer.

- 20. *Indemnification and Release Agreement between Paulding County: Arcadis U.S. Inc.: and Piedmont Geotechnical Consultants Inc., arising from the construction of the Richland Creek Reservoir whereby Paulding County will receive \$3,500,000.00 in settlement of dispute claims:***
Discussed action to approve the Indemnification and Release Agreement between Paulding County, Arcadis U.S. Inc., and Piedmont Geotechnical Consultants Inc., arising from the construction of the Richland Creek Reservoir whereby Paulding County will receive \$3,500,000.00 in settlement of dispute claims. Jayson Phillips, County Attorney stated he was

involved in a 10 hour mediation regarding an Indemnification claim stemming from construction of the Richland Creek Reservoir with Arcadis U.S. and a subcontractor Piedmont Geotechnical Consultants. He further stated, with the Board's approval, Paulding County should be receiving \$3,500,000.00. This money will be coming back to the County.

Commissioner Galloway asked if the money is going to the General Fund or to the Water Department.

Mr. Phillips stated he did not know where the money is going. That would be left to the discretion of the Finance Director.

21. *Project funding allotment increase in the amount of \$600,000.00 for the completion of the Dallas Acworth Highway / Frey Road / Mt. Tabor Church Road Intersection Improvement Project. This allotment request will be allocated from SPLOST funds. Located in Post 1 and Post 4:*

Discussed action to approve a project funding allotment increase in the amount of \$600,000.00 for the completion of the Dallas Acworth Highway / Frey Road / Mt. Tabor Church Road Intersection Improvement Project. George Jones, Transportation Director stated the project was originally awarded to Bartow Paving in October 2020. Due to easement issues, DOT requested Bartow Paving to redesign the project, which was submitted and approved in November 2021. He further stated because of the issues and delays, DOT is asking for \$600,000.00 to complete the project.

Commissioner Dunn asked if there is an amended completion date.

Mr. Jones the completion date should be in March 2024, depending on the completion of the sewer line.

Commissioner Galloway asked if it would be a good idea to have the County GIS Department include a map of the utilities with the streets and elevations.

Mr. Jones stated that would definitely help to have all of the County owned features in both elevation and XY coordinates.

CONCLUSION OF REGULAR BUSINESS

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS: None

Chairman Carmichael asked if any of the Commissioners would like to make an announcement or had a comment.

Frank Baker, County Manager, stated November 11, 2023 was Veterans Day. There was an event to plant trees in honor of the veterans. State Senator Jason Anavitarte, Chairman Carmichael, and Commissioner Dunn spoke at the event. The Senator would like to hold this event in other parts of the County.

Commissioner Dunn stated this was a fun project and appreciated the opportunity to work on it.

Frank Baker stated the "Hearts for Heroes" event was also held on November 11, 2023 at Veterans Park. The event was sponsored by the Paulding County Chamber of Commerce and led by the American Legion Post 111.

Chairman Carmichael welcomed Teresa Lyons with the Paulding County School Board and Ivey Capps with the Child Advocacy Center.

EXECUTIVE SESSION:

Sandy Kaecher made a motion to go into Executive Session for the purpose of Pending and Potential Litigation and Real Estate, seconded by Virginia Galloway. Voting Yea: Chairman Carmichael, Post I Keith Dunn, Post II Sandy Kaecher, Post III Virginia Galloway, Post IV Brian Stover.

Commissioner Keith Dunn made a motion to add to the agenda one New Business item, Specifically the approval of the Commercial Purchase and Sale Agreement with Oasis Family Church, Inc., for the purchase of the Oasis Family Church property located at 210 Paulding Lane (Paulding County Tax Parcel 138.4.2.025.0000) consisting of approximately 7.6 acres, for the price of \$5,200,000.00, and to authorize the Chairman to execute all documents related thereto. Seconded by Brian Stover.

Voting Yea: Chairman Carmichael, Post I Keith Dunn, Post II Sandy Kaecher, Post III Virginia Galloway, Post IV Brian Stover.

ADJOURNMENT:

Chairman Carmichael made a motion to adjourn, seconded by Brian Stover. Voting Yea: Chairman Carmichael, Post I Keith Dunn, Post II Sandy Kaecher, Post III Virginia Galloway, Post IV Brian Stover.