

**GORDON COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
JANUARY 19, 2021 at 5:15 p.m.**

MEMBERS PRESENT

**BECKY HOOD, CHAIRMAN
M. L. BUD OWENS, COMMISSIONER
KEVIN CUNNINGHAM, COMMISSIONER
BRUCE POTTS, COMMISSIONER (via Zoom)**

OTHERS PRESENT

**JIM LEDBETTER, COUNTY ADMINIST
ANNETTE BERRY, COUNTY CLERK
MEDIA
APPROXIMATELY 12 GUESTS**

Chairman Hood called the meeting to order.

SPECIAL PRESENTATION

Mr. Donald Bowen with Advent Health EMS came before the Board to explain the Cathy Cox Award and advised that this award is usually handed out at the annual Christmas Awards Banquet. We were unable hold the banquet this year due to covid-19, but we want to remember Code Enforcement Officer Cathy Cox and we still want to recognize this public safety member who will be receiving the award this year. Kenny Cox, husband of Cathy Cox, spoke in memory of Code Enforcement Officer Cathy Cox. Mr. Bowen and Kenny Cox presented the 2020 Cathy Cox Award to E-911 Sgt. Misty Gurnee.

County Administrator explained each item on the Regular Meeting agenda.

Commissioner Owens made a motion to go into an Executive Session for legal and real estate matters. Commissioner Cunningham seconded the motion and Commissioners Owens, Cunningham, and Potts voted aye. Executive Session began at 5:41 p.m.

Commissioner Cunningham made a motion to adjourn the Executive Session and go back into the Work Session. Commissioner Owens seconded the motion and Commissioners Owens, Potts, and Cunningham voted aye. Executive Session adjourned at 5:59 p.m.

Commissioner Owens made a motion to close the Work Session. Commissioner Cunningham seconded the motion and all voted aye.

There being no further business, the Work Session adjourned at 5:59 p.m.

Annette Berry, County Clerk

Becky Hood, Chairman

**GORDON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JANUARY 19, 2021**

The Gordon County Board of Commissioners held their Regular Meeting on January 19, 2021 beginning at 6:00 p.m. in the conference room of the Administration Building.

MEMBERS PRESENT

**BECKY HOOD, CHAIRMAN
M. L. BUD OWENS, COMMISSIONER
KEVIN CUNNINGHAM, COMMISSIONER
BRICE POTTS, COMMISSIONER(via Zoom)**

OTHERS PRESENT

**JIM LEDBETTER, ADMINISTRATOR
ANNETTE BERRY, COUNTY CLERK
MEDIA
APPROXIMATELY 13 GUESTS**

Chairman Hood called the meeting to order.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation was led by Commissioner Owens. Chairman Hood led the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Chairman Hood asked if there are any additions, omissions, or deletions to the Minutes for the Work Session and Regular Meeting of January 5, 2021. Commissioner Owens made a motion to approve the Minutes. Commissioner Cunningham seconded the motion and Commissioners Owens, Potts, and Cunningham voted aye. Motion passed.

ADMINISTRATOR'S REPORT

Administrator Ledbetter read the report. (copy attached).

COMMISSIONERS' REPORT

Commissioner Potts commented that he had set up times to meet with his Public Works Committee members. Chairman Hood advised that she had attended the Covid Task Force zoom meeting.

CONSIDERATION OF UNFINISHED BUSINESS

None

CONSIDERATION OF NEW BUSINESS

BUDGET AMENDMENT FOR HUMAN RESOURCES DEPARTMENT TO TRANSFER \$79,000 TO PROFESSIONAL SERVICES

Administrator Ledbetter advised that this is a budget amendment for Human Resources Department to transfer \$79,000 to Professional Services. The \$79,000 was budgeted for a payroll clerk and now should be transferred over to Professional Services.

Commissioner Cunningham made a motion to approve the Budget Amendment for Human Resources. Commissioner Owens seconded the motion and Commissioners Cunningham,

Owens, and Potts voted aye. Motion passed.

BUDGET AMENDMENT FOR RENT OF GEM THEATER FOR COURTROOM USE FOR JANUARY THROUGH JUNE 2021

Administrator Ledbetter advised that this item is a budget amendment for rent for the Gem Theater for courtroom use. This is caused by covid and also losing the Annex courtroom due to renovation. This is for a total of \$4,800; we may or may not use all of it.

Commissioner Owens made a motion to approve the budget amendment for rent of the GEM Theater for courtroom use. Commissioner Cunningham seconded the motion and Commissioners Owens, Cunningham, and Potts voted aye. Motion passed.

BUDGET AMENDMENT FOR RENT AND EXPENDITURES FOR NEW ELECTIONS SPACE

County Administrator Ledbetter advised that this is a budget amendment for rent and expenditures for the Elections space. This will be the second move for Elections, we were mandated new machines by the State and we had run out of room because of the size and amount of the machinery, so Elections was moved to the Annex. Now we have to vacate the Annex for construction, and now Elections will be at 408 Court Street for at least three years. The funding will come out of fund balance for \$50,000 for January 2021 to June 2021. This will cover communication and internet, repair and maintenance, rental, small equipment, water, sewer and electricity.

Commissioner Cunningham made a motion to approve the budget amendment for new Elections space. Commissioner Potts seconded the motion and Commissioners Owens, Cunningham, and Potts voted aye. Motion passed.

DECLARATION OF SURPLUS PROPERTY FOR SHERIFF'S DEPARTMENT FOR LIST OF MISCELLANEOUS ITEMS AND EQUIPMENT

Administrator Ledbetter advised that this is a declaration of surplus property for the Sheriff's Department for a list of miscellaneous items and equipment. Those items can only go for legitimate law enforcement and so the Sheriff's Department will destroy whatever they do not transfer over to a law enforcement authority.

Commissioner Owens made a motion to approve the declaration of surplus property for the Sheriff's Department. Commissioner Cunningham seconded the motion and Commissioners Owens, Cunningham, and Potts, voted aye. Motion passed.

DISCUSSION REGARDING THE INTERSECTION OF SOUTH CALHOUN BYPASS AND HIGHWAY 53 EAST

Administrator Ledbetter advised that there have been a number of accidents at the intersection of the South Calhoun bypass and Highway 53 East location, and we have been receiving a lot of public complaints and public concerns. This is a State highway and there is nothing the County can do about it except make our concerns known to the DOT. Representatives from the Georgia

Department of Transportation came before the Board for discussion and to hear from Board members about complaints and concerns from citizens that Board members were hearing from. Representatives from the DOT assured the Board of Commissioners that the intersections are not completely finished yet. Mr. Grant Waldrop, DOT engineer, said larger stop signs and other markings, and rumble strips will be added. Administrator Ledbetter expressed concern about the line of sight and traffic backing up waiting to turn. Mr. Waldrop assured that the DOT would do whatever they could to make the intersection safe. Chairman Hood was concerned about the lack of lighting at the intersection of the bypass at night. DOT engineer Grant Waldrop explained that the State DOT does not install lighting, that is left up to the local city or county to install and pay the ongoing costs on. He explained the process and the way to acquire permitting for the county to install lighting.

ADP SERVICES AGREEMENT FOR PAYROLL SERVICES

Administrator Ledbetter advised that this is the ADP Services Agreement for payroll services. This is in connection with the budget amendment to transfer \$79,000 that was already budgeted from Personnel to Professional Services. Some of the things we get with the ADP agreement will be workforce compliance resources, law advisement, benefits administration, and ADP has their own data Cloud backup, ADP will provide tax services, wage garnishment services, wage payment, State unemployment insurance services, time and attendance services, affordable care act services, employment eligibility verification, and business continuity and disaster recovery. The cost of this program is \$69,719.50 per year. We also have \$8,975 setup fees. It will make us more efficient; our Human Resources Director is essentially a payroll clerk right now and does not have time for HR specific duties. This service also protects us from audits, we still have to provide accurate records and reports to ADP, as long as we've met our burden there, they will protect us if there is an audit.

Commissioner Owens made a motion to approve the ADP Services Agreement. Commissioner Cunningham seconded the motion and Commissioners Owens, Cunningham, and Potts voted aye. Motion passed.

LEASE AGREEMENT WITH CHAN S. YAP FOR ELECTIONS FACILITY

Administrator Ledbetter advised that this is in connection with the budget amendment and is a lease agreement with Chan S. Yap for the 408 Court Street facility for Elections. We are leasing about 5,500 square feet for 36 months; we can renew for a fourth year if needed. This location is very accessible to the public, it being right downtown. Administrator Ledbetter added that we will be providing security and cameras for this facility.

Commissioner Cunningham made a motion to approve the lease agreement for the Elections facility. Commissioner Owens seconded the motion and Commissioners Potts, Cunningham, and Owens voted aye. Motion passed.

GEM THEATER FACILITY SPACE RENTAL AGREEMENT

Administrator Ledbetter advised that this is the GEM Theater facility space rental for courtroom use for non-jury trials on Thursdays, our jury selection usage time will be at no cost. Jury trials are put off due to covid right now until March.

Commissioner Potts made a motion to approve the GEM Theater space rental agreement. Commissioner Cunningham seconded the motion and Commissioners Potts, Cunningham, and Owens voted aye. Motion passed.

CALNET TELECOMMUNICATIONS SERVICES AGREEMENTS 2021-1 AND 2021-2 TO PROVIDE SERVICE TO NEW ELECTIONS FACILITY

Administrator Ledbetter advised that this is the Calnet telecommunications services agreements to provide internet service to the new Elections facility. These are two-year agreements and can be terminated on 30-days notice.

Commissioner Owens made a motion to approve the Calnet Services Agreements. Commissioner Cunningham seconded the motion and Commissioners Owens, Potts, and Cunningham voted aye. Motion passed.

APPROVAL OF PRE-EVENT DEBRIS REMOVAL VENDORS

Administrator Ledbetter advised that this is approval for pre-event debris removal vendors. Courtney Taylor advised the Board that we have had these type vendors since 2004. They are just for signing up with debris removal vendors, there is no cost to us, it just locks in the prices and the companies willing to come in to Gordon County after a storm, etc. So far we haven't had to use any of the vendors we've approved, due to our Public Works Department being able to handle any debris removal and clean up. In the past we have signed up two vendors, now we have recommended three vendors in order to be in a good position to have at least one of them to come when needed. Vendors are Ceres Environmental, KDF, and Southern Disaster Removal.

Commissioner Cunningham made a motion to approve the list of recommended vendors for debris removal. Commissioner Owens seconded the motion and Commissioner Cunningham, Owens, and Potts voted aye. Motion passed.

DECLARATION OF SURPLUS PROPERTY FOR WOODEN BENCHES FROM THE ANNEX COURTROOM AND DONATION TO SKYLINE CHURCH ADAIRSVILLE

Administrator Ledbetter advised that this is a declaration of surplus property due to the renovation, for the wooden benches in the Annex courtroom. This property will be donated instead of being disposed of. There was a request from Skyline Church; they wanted to use the benches for their new recreation facility addition. We will be surplusing the benches for charitable purposes.

Commissioner Owens made a motion to approve the declaration of surplus property for wooden benches, and to donate to Skyline Church in Adairsville. Commissioner Cunningham seconded the motion and Commissioners Owens, Potts, and Cunningham voted aye. Motion passed.

ADJOURNMENT

Commissioner Cunningham made a motion to adjourn the Regular Meeting. Commissioner Potts seconded the motion and all voted aye.

There being no further business, the meeting adjourned at 6:30 p.m.

Annette Berry, County Clerk

Becky Hood, Chairman