



**PAULDING COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
MARCH 10, 2020**

Watson Government Complex
Second Floor – Board of Commissioners Meeting Room

CALL TO ORDER: David L. Carmichael, Chairman

INVOCATION & PLEDGE: Pastor Todd Gaddis, First Baptist Church Dallas

PRESENT: David L. Carmichael, Chairman; Ron Davis, Post I; Sandy Kaecher, Post II; Chuck Hart, Post III; Brian Stover, Post IV; Jayson Phillips, County Attorney; Frank Baker, County Administrator; Rebecca Merideth, County Clerk

MINUTES: The February 25, 2020, Work Session Minutes, and the February 25, 2020, Board Meeting Minutes, were available for review.

ANNOUNCEMENTS:
Positively Paulding: Employee of the Month for March 2020- Sherese Lackey, Senior Deputy Clerk in Juvenile Court and the 2020 Polar Plunge aired for the audience.

INVITED GUESTS: None

BID AWARDS:

- 1. Purchase of a Street Power Broom to the lowest bidder, Cowin Equipment Company, Inc. in the amount \$58,643.50:**

Tabitha Pollard, Finance Director, stated this Power Broom is for staff to use within DOT. She further stated three participants responded, with Cowin Equipment Company Inc. being the low bid.

- 2. Local Maintenance and Improvement Grant Striping Project, Project Number: 20018-1505 to the lowest, responsive bidder, Tidwell Traffic Solutions, in the amount \$69,579.30:**

Tabitha Pollard, Finance Director, stated this bid is an annual Contract, three participants responded, with Tidwell Traffic Solutions being the low bid. George Jones, Director of Transportation, stated this Contract was a Georgia Department of Transportation 80/20 Grant. GDOT will provide 80% of the funding and Paulding County will provide 20% of the funding \$13,915.86. He further stated this Contract would provide RPMs (Raised Pavement Markers) on Arterials and Collectors on higher volume roadways in the County. Mr. Jones thank the Traffic Division for providing the needed information to GDOT in order for this project to move forward.

Chairman Carmichael asked if the project would begin this month.

George Jones stated the work would begin with the weather is accommodating and when the Need to Proceed (NTP) document and Contracts are signed.

- 3. 2020 Asphalt Project Contract I to the low bidder, Bartow Paving, in the amount \$2,388,034.25:**

Tabitha Pollard, Finance Director, stated this bid is an annual Contract; there were six bidders with Bartow Paving being the low bid. George Jones, Director of Transportation, stated he wanted to break the Asphalt Projects into two Contracts to get better bidding. He further stated that the County has worked with Bartow Paving before, and have been satisfied with their work. This bid was 5.4% under our engineer’s estimate; he is happy with the bid and recommends it go forward.

Chairman Carmichael asked what plant or quarry would be used to get the aggregate.

George Jones stated it depends on the contractor. The contractor submits the plans that they want to use and the County makes a decision to approve or disapprove the submission.

4. 2020 Asphalt Project Contract II to the low bidder, CW Matthews Contracting Company, in the amount \$2,602,345.49:

Tabitha Pollard, Finance Director, stated this bid is an annual Contract, and there were six bidders. George Jones, Director of Transportation, stated that CW Matthews Contracting Company had the lowest bid in the amount of \$2,602,345.49. He further stated Construction Engineer Manager, David Huff, does an excellent job with these projects; this project is in Posts I & IV, with the first project in Posts I, II, and III.

Commissioner Ron Davis asked Mr. Jones to confirm the funding source for these projects.

George Jones stated this is a combination of General Funds and SPLOST and stated \$2,000,000 in SPLOST was allocate for subdivision paving.

Chairman Carmichael asked if this was the first year the Contracts had been divided.

George Jones stated the Contracts had been divided in the past, there were four contracts a couple years ago and the competitive process worked this year.

REPORTS FROM COMMITTEES & DEPARTMENTS: None

PUBLIC PARTICIPATION ON AGENDA ITEMS: None

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

5. Request the Chairman to approve the Encroachment Agreement and Indemnification, and Hold Harmless Agreement with the Senators Ridge Homeowners Association for the Front Entrance located on Senators Ridge Drive Right-of-Way.

6. Declare the following items listed as surplus, and approve their disposal through action or trade:

<u>Department</u>	<u>Item Name</u>	<u>Make/Model</u>	<u>Serial Number</u>
Tax Assessor	Jeep Unit 372	2001 Jeep Cherokee	1J4FT48S81L577822
Tax Assessor	Car Unit 374	2006 Ford Focus	1FAFP36N06W221250
Animal Control	Truck Unit 467	1997 Ford F-250	3FTHF25H4VMA54630
DOT	Truck Unit 97	1999 Ford F-150	1FTRF18W2XNA55678
Fleet	Truck Unit 323	2004 Ford F-450	1FDXF46P44ED99590

Chairman Carmichael asked if he needed to read the items listed in number 6.

Rebecca Merideth stated there was no need to read because the items are listed on the agenda.

Chairman Carmichael stated that we have an official copy and that the list of items do not need to be read.

OLD BUSINESS: None

NEW BUSINESS:

7. Discussed action to approve the revisions to the Paulding County Purchasing Policy:

Tabitha Pollard, Finance Director, stated it has been a while since changes have been made to the Purchasing Policy. Over the past few years, Amendments have been made; there will be additional changes over the next 12 months. Ms. Pollard stated the Finance Department is trying to become more automated and with this current change the bid threshold will increase from \$2,500.00 to \$5,000.00. This will allow departments to approve purchases up to \$5,000.00 with only one quote. Ms. Pollard further stated the Purchasing Policy has a requirement that bids over \$100,000.00 be advertised in the Dallas New Era the Legal Organ for Paulding County. A couple of years ago, the law changed allowing bids to be on the website for four weeks, saving the County some money. Ms. Pollard also stated that the LBE policy will be removed from the Purchasing Policy because contractors have not maintained their LBE status. The LBE policy will still exist and can be added back at any time.

Chairman Carmichael asked what LBE stands for.

Tabitha Pollard stated that it stands for Local Business Enterprise.

Chairman Carmichael stated this is a good example of allowing our department heads to bring forward projects, without spending a huge amount of time on getting all the bids.

8. *Discussed action to approve the Development Agreement between the Paulding County Industrial Building Authority and Paulding County for extension of the East Hiram Sewer from State Route 92 to Laird Road.*

Laurie Ashmore, Water System Director, stated the Paulding County Industrial Building Authority (IBA) has property between Bill Carruth Pkwy and Nebo Road, allotted for businesses to locate in that area so installing sewer service is a requirement. Ms. Ashmore further stated there is an on-going project downstream in East Hiram; this Development Agreement will install a 3,200 foot, 12 inch line, from Hwy 92 to Laird Road. This is a Change Order to the existing contract with John D. Stephens, allowing for construction at the same time as the East Hiram sewer.

Chairman Carmichael asked Ms. Ashmore to speak on not having to remobilize equipment.

Laurie Ashmore stated by having both projects occurring at the same time, the contractor does not have to remove equipment and bring it back later, creating efficiency in costs.

CONCLUSION OF REGULAR BUSINESS

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS: None

EXECUTIVE SESSION: Ron Davis made a motion to go into Executive session for the purposes of Pending and Potential Litigation, seconded by Sandy Kaecher; motion carried unanimously.

ADJOURNMENT: Ron Davis made a motion to adjourn, seconded by Brian Stover; motion carried unanimously.