1. Approval of Minutes:
   Minutes of the January 27, 2020 Regular Business Meeting
   Minutes of the February 3, 2020 Agenda Setting Meeting

2. Business involving Guests, Groups or Multiple Visitors

   Jennifer Ivey, Madison County Library Branch Manager

3. Chairman’s Report

4. Statements and Remarks from Citizens on an agenda item

OLD BUSINESS:

5. Consider amending the purchasing policy

6. Consider appointing Robin Purcell to the Recreation Board

7. Consider purchasing a new backhoe out of Road Department SPLOST funds

8. Consider a resolution to address environmental concerns of material use or processing of creosote based materials

NEW BUSINESS:

None

9. Roads Update

10. Urgent Matters

11. Statements and Remarks from Citizens

12. Statements and Remarks from Commissioners

13. Executive Session to discuss real estate acquisition, personnel matters and/or potential litigation

14. Adjourn
MEMBERS PRESENT:
Commission Chairman John Scarborough
District 1 Commissioner Lee Allen
District 2 Commissioner Tripp Strickland
District 3 Commissioner Theresa Bettis
District 4 Commissioner Brian Kirk
District 5 Commissioner Derek Doster

MEMBERS ABSENT:
None

MEDIA PRESENT:
Zach Mitcham, Madison County Journal

STAFF PRESENT:
Rhonda S. Wooten, County Clerk
Mike Pruett, County Attorney

Chairman Scarborough called the meeting to order at 6:00 p.m., led in the pledge to the American Flag and gave the invocation.

Item No. 1. Approval of minutes:
Minutes of the December 16, 2019 Regular Business Meeting
Minutes of the January 6, 2020 Agenda Setting Meeting

On motion by Commissioner Allen and second by Commissioner Strickland the Board voted to approve the minutes of the December 16, 2019 Regular Business Meeting and the January 6, 2020 Agenda Setting Meeting. The vote was as follows: Commissioners Allen, Strickland, Bettis, Kirk and Doster voted YES.

Item No. 2. Business Involving Guests, Groups or Multiple Visitors

Carole Knight, Agriculture and Natural Resources Agent

Agriculture and Natural Resources Agent Carole Knight introduced herself and stated that she started with the Madison County Extension Office on January 2, 2020 after moving here from Statesboro, Georgia. She encouraged citizens to come by the Extension Office.
Item No. 3. Chairman’s Report

To facilitate SPLOST validation proceedings, Chairman Scarborough presented a resolution declaring the results of the election held on November 5, 2019.

On motion by Commissioner Allen and second by Commissioner Kirk the Board approved the resolution. The vote was as follows: Commissioners Allen, Strickland, Bettis, Kirk and Doster voted YES.

Chairman Scarborough read the latest weekly update from Georgia Renewable Power Plant Manager David Groves.

Item No. 4. Statements and Remarks from Citizens on agenda items

Chairman Scarborough asked if there were any statements or remarks on an agenda item.

Tax Commissioner Lamar Dalton addressed the Board regarding agenda item number six. He expressed his support of a salary increase for Chief Appraiser Robin Baker.

OLD BUSINESS:

Item No. 5. Consider an additional $1500 salary contribution for the Administrative Assistant position at the County Extension Office

Commissioner Strickland made a motion to approve an additional $1500 salary contribution for the Administrative Assistant position at the County Extension Office. Commissioner Allen seconded the motion.

After discussion, on amended motion by Commissioner Strickland and second by Commissioner Allen the Board approved an additional $1500 annual salary increase and associated taxes and benefits for the Administrative Assistant position at the County Extension Office. The vote was as follows: Commissioners Allen, Strickland, Bettis, Kirk and Doster voted YES.

Item No. 6. Consider a salary increase for Chief Appraiser Robin Baker

On motion by Commissioner Bettis and second by Commissioner Strickland the Board approved an additional $4,423.28 annual salary for Chief Appraiser Robin Baker. The vote was as follows: Commissioners Allen, Strickland, Bettis, Kirk and Doster voted YES.

NEW BUSINESS:

Item No. 7. Consider 2020 qualifying fee and resolution for County Surveyor

On motion by Commissioner Doster and second by Commissioner Bettis the Board voted to approve a resolution establishing a $10.00 qualifying fee for County Surveyor. The vote was as follows: Commissioners Allen, Strickland, Bettis, Kirk and Doster voted YES.
Item No. 8. Roads Update

Commissioners Allen and Strickland commended Derrick Horne for taking care of the County’s dirt roads.

Commissioner Doster requested the status of GDOT involvement with the intersection of Highway 72 & Foote McClellan Road/ Hardman Morris Road. Commissioner Doster also requested staff to review signage needs such as Chevron signage for Sorrow Patterson Road, Lem Edwards Road and Shoal Creek Road.

Commissioner Kirk requested the status of GDOT involvement with the intersection of Highway 98 & Rogers Mill Road.

Item No. 9. Urgent Matters
There were no urgent matters.

Item No. 10. Statements and Remarks from Citizens

Chairman Scarborough asked if there were any statements or remarks.

Drago Tesanovich, Gina Ward, Bruce Gandy, Harriet Gray, Chip Chandler, Dave Ramsey, John Norton, Dennis Moon, Ruth Ann Tesanovich, Alisa Claytor, Mark Davis, Scott Edwards, Conolus Scott and Leigh Ann Jones spoke regarding their environmental concerns with the operations of the Georgia Renewable Power plant. They provided proposals to address some of the concerns and a petition.

Chip Chandler also stated he believes everyone was working in good faith.

Conolus Scott also stated he believes citizens should be allowed to present a topic as a listed agenda item.

Item No. 11. Statements and Remarks from Commissioners

Commissioners Doster, Allen, Strickland, Kirk and Bettis each expressed their desire to address the citizens’ environmental concerns and agreed to move forward requesting staff develop a proper resolution/ordinance with an appropriate course of action by the next voting meeting.

Item No. 12. Executive Session to discuss land acquisition, personnel matters and/or potential litigation (if needed).

On motion by Commissioner Doster and second by Commissioner Allen the Board voted to go into executive session at 7:20 p.m. to discuss the acquisition of real estate. The vote was as follows: Commissioners Allen, Strickland, Bettis, Kirk and Doster voted YES.

The Board returned from executive session at 8:00 p.m.

On motion by Commissioner Strickland and second by Commissioner Kirk the Board voted to approve the minutes of the executive session. The vote was as follows: Commissioners Allen, Strickland, Bettis, Kirk and Doster voted YES.

Item No. 13. Adjourn.
The meeting adjourned at 8:01 p.m.
MADISON COUNTY BOARD OF COMMISSIONERS
MINUTES
AGENDA SETTING MEETING
FEBRUARY 3, 2020
6:00 P.M.

MEMBERS PRESENT:
Commission Chairman John Scarborough
District 2 Commissioner Tripp Strickland
District 3 Commissioner Theresa Bettis
District 4 Commissioner Brian Kirk
District 5 Commissioner Derek Doster

MEMBERS ABSENT:
District 1 Commissioner Lee Allen

MEDIA PRESENT:
Zach Mitcham, Madison County Journal

STAFF PRESENT:
Rhonda S. Wooten, County Clerk
Mike Pruett, County Attorney

Chairman Scarborough called the meeting to order at 6:00 p.m., led in the pledge to the American flag and gave the invocation.

Item No. 1. Chairman’s Report

Chairman Scarborough said we are not quite ready to discuss agenda item number four. The Board agreed to postpone the agenda item.

Chairman Scarborough presented the Chamber of Commerce Agreement reflecting the $15,000 annual County contribution that was previously approved and included in the 2020 budget.

On motion by Commissioner Doster and second by Commissioner Strickland the Board approved the agreement. The vote was as follows: Commissioners Strickland, Bettis, Kirk and Doster voted YES.

Item No. 2. Hearings and Actions on Rezone Matters, Special Use Permits, Etc.

There were no zoning matters.

Item No. 3. Statements and Remarks from Citizens on agenda items

Chairman Scarborough asked if there were any statements or remarks on an agenda item. No one came forward.
OLD BUSINESS:

Item No. 4. Consider filling a vacant position on the Planning and Zoning Commission

This item was postponed.

NEW BUSINESS:

Item No. 5. Discuss Resolution to address environmental concerns of material use or processing of creosote based materials

County Attorney Mike Pruett advised the Board that the Clean Air Act preempts local counties from prohibiting or regulating the material use or processing of creosote based materials allowed under EPD permits. The Board requested the drafting of a resolution encouraging voluntary compliance by industry and support from state legislators.

Item No. 6. Discuss going out for bid for historic courthouse roof replacement

Chairman Scarborough suggested using 2008 and 2014 SPLOST funds, designated for the historic courthouse, to have the roof replaced. The Board agreed to allow Chairman Scarborough to go out for bid.

Item No. 7. Discuss appointing Robin Purcell to the Recreation Board

Commissioner Bettis recommended the Board consider appointing Robin Purcell to the Recreation Board at the next voting meeting.

Item No. 8. Discuss purchasing a new backhoe out of Road Department SPLOST funds

The Board discussed using SPLOST funds designated for the Road Department to purchase a new backhoe.

Item No. 9. Discuss goals and objectives for departments, board and authorities

The Board discussed having departments, boards and authorities share goals and objectives that they would like to see accomplished by the end of the year. Department heads are encouraged to attend B.O.C. meetings and share their goals, issues and accomplishments.

Item No. 10. Discuss amending the purchasing policy

Chairman Scarborough said he would like to present changes to the purchasing policy, mainly housekeeping, but also to improve the methods and thresholds to be more in line with the state. The amendments were discussed and will be presented for consideration at the next voting meeting.

Item No. 11. Roads Update

There were no road matters.

Item No. 12. Urgent Matters

There were no urgent matters
Item No. 13. Executive Session to discuss real estate acquisition, personnel matters and/or potential litigation (if needed).

On motion by Commissioner Strickland and second by Commissioner Kirk the Board voted to go into executive session at 6:40 p.m. to discuss acquisition of real estate and to allow Don Chandler, Bill Johnston and Carlos Encinas to attend. The vote was as follows: Commissioners Strickland, Bettis, Kirk and Doster voted YES.

The Board returned from executive session at 8:24 p.m.

On motion by Commissioner Bettis and second by Commissioner Kirk the Board voted to approve the minutes of the executive session. The vote was as follows: Commissioners Strickland, Bettis, Kirk and Doster voted YES.

Item No. 14. Adjourn

The meeting adjourned at 8:25 p.m.
Section 2-243. Administration.
The Office of the Chairperson of the Madison County Board of Commissioners is responsible for the administering of these policies. Delete the remaining portion of this paragraph.

Section 2-246. Exemptions.
Add

(3) Banking Services. Currently listed under 2-247 (4) a Banking services for Madison County Board of Commissioners as the depository institutions for county funds may be contracted upon by the chairperson and chief finance officer without the necessity of the formal sealed bid process or formal board action. Banking services for Madison County Board of Commissioners with regard to issuance of credit cards may be contracted upon by the chairperson and county clerk without the necessity of the formal sealed bid process or formal board action.

(4) Insurance Services. Currently listed under 2-247 (4) b Insurance services, including, but not limited to, liability, property and casualty, and worker’s compensation coverage, need not be obtained through a formal sealed bid process. Bids for coverage may instead be obtained through one or more licensed brokers, to be selected by the chairperson, using whatever methodology the broker, if enlisted, deems best; the results of the broker’s efforts shall be presented to the Madison County Board of Commissioners for decision and action.

(5) Service Agreements. Agreements for maintenance that are part of the original purchase, or are provided by the original manufacturer of the equipment or product, are not subject to competitive solicitation.

(6) Sole/Single Source. Purchases from an only known source of supply.

(7) Utilities and Fuel. Because of the fluidity of these markets, quotes may be taken periodically to assure best price and service is obtained.

(8) Continuations. Continuance of an existing purchase agreement, bid, request for proposal, rental, or lease duly authorized by the Board or its agent.

(9) Professional Services. Contracted professional services such as architectural, engineering, consultative or advisory services can be selected from a source identified as providing the expertise and availability on the particular topic at the discretion of the applicable Department Head.

(10) Blanket Requisitions. Where serial bulk purchases of a commodity item are anticipated, a blanket purchase order may be issued that authorizes multiple purchases from one or more vendors. For example, a blanket fuel purchase order might be issued in the amount of $30,000 from which the Public
Works Director may make fuel purchases in smaller increments from multiple vendors, depending on the District’s needs and the best price obtainable at a given point in time.

Section 2-247. Procurement process.

Purchasing methods. The total purchase amount of a purchase dictates the method to be used in the acquisition of the goods or services needed. There are three standard methods of purchasing. They are:

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>METHOD</th>
</tr>
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<tbody>
<tr>
<td>1) $1.00 TO $10,000</td>
<td>Departmental purchase order</td>
</tr>
<tr>
<td>2) $10,001 to $100,000</td>
<td>Two written price quotes/departmental purchase order</td>
</tr>
<tr>
<td>3) Road work over $20,000</td>
<td>Formal sealed bid procedure/departmental purchase order</td>
</tr>
<tr>
<td>4) Other projects over $100,000</td>
<td>Formal sealed bid procedure/departmental purchase order</td>
</tr>
</tbody>
</table>

Section 2-247. Procurement process.

(3) Road work over $20,000 and other projects over $100,000 formal sealed bid procedure. Road work over $20,000 and purchases and contracted services over $100,000 shall be made by the formal sealed bid process. The purchasing agent and the user department shall, in consultation with one another, complete an information packet. The information packet shall include, among other items, a complete description with detailed specifications for the goods or services needed. The ad for legal notices shall be published in the county legal organ of general circulation. The ad will run for two consecutive weeks. The county clerk will hold all formal sealed bids until a scheduled meeting to present for award to the Madison County Board of Commissioners. A purchase order is required.

Exception: Bulk gas purchases may be subject to oral solicitation on a regular basis provided the bidders and amounts of bids are noted in writing.

Section 2-247. Procurement process.

(4) Contracted services.
Delete

(4) a.
Delete

(4) b.
Delete
Section 2-249. Purchasing procedures.

(a) Purchases made using formal sealed bids must be initiated by the completion of an information packet. Information packets shall include specification forms, surety bond, certificate of liability insurance, and comply with state and federal worker’s compensation laws, Georgia form O.C.G.A. § 13-10-91.

Section 2-252. Purchasing card.

Madison County Board of Commissioners offers two credit card programs for departments in conducting county business.

A “daily” purchasing card used by county employees to make official purchases at retail locations, over the phone or via the internet.

A “travel” purchasing card used by county employees while traveling on county business. The chairperson and commissioners each have a card assigned to them for the duration of term serving as elected official in the office of the Madison County Board of Commissioners.

The purchasing card will follow the rules and regulations of the purchasing policy and travel policy. The purchasing card is to be used by county employees while traveling on county business. The transactions that occur when purchasing goods or services with the use of a county credit card are secure with an electronic signature.