

**MINUTES FOR THE REGULAR BUSINESS MEETING OF THE WHITFIELD COUNTY BOARD OF COMMISSIONERS HELD TUESDAY, JANUARY 14, 2014, AT 6:00 P.M. IN THE ADMINISTRATIVE BUILDING #2, 214 W. KING STREET**

**REGULAR BUSINESS MEETING**

The Chairman called the meeting to order.  
Pledge of allegiance to the Flag  
Roll call to determine quorum

**The following members were present:**

Mike Babb, Chairman  
Harold Brooker, Vice Chairman (Absent)  
Lynn Laughter, Member  
Robby Staten, Member  
Gordon Morehouse, Member

**Others Present:**

Mark Gibson, County Administrator  
Citizens  
Department Heads  
Press

**Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to amend the agenda. The motion was approved 3-0.**

**7 items were added from the potential additional items; (Election of Whitfield County Board of Commissioners Vice-Chairman, Public Works Surplus Funds Allocation, Public Works Consideration of “No Thru Truck Traffic” routes on select County roads, Public Works Vehicle Purchase, Tax Assessors Vehicle Purchase, Re-Appointment EMS Quality Review Committee a. Randy Kittle two year term, and Juvenile Court – Ratify Guardian ad Litem Contract)**

**1 Item was removed from the Agenda (Public Hearing – Closing of Road – Portion of Fleming Street)**

**Motion was then made by Commissioner Morehouse and seconded by Commissioner Staten to approve the amended agenda. The motion was approved 3-0, with Commissioners Morehouse, Laughter, and Staten in agreement. Approval of the agenda was unanimous.**

**Before proceeding into the meeting Chairman Babb took a moment to recognize the loss of a valued Whitfield County Employee, Mrs. Judy Swinney passed away on Saturday, January 12, 2014. Mrs. Swinney worked in the Whitfield County Clerk of Courts office, her husband Glen Swinney works in the Whitfield County District Attorney’s office. Mrs. Swinney served her community very well and will be missed dearly. Chairman Babb asked everyone to keep her family in their thoughts and prayers.**

**Mr. Danny Roach was named the Whitfield County Employee of the Month for November 2013. Mr. Roach works in the Fire Department.**

**PUBLIC HEARING:**

**1. Closing of Road – Hemlock Circle:**

Chairman Babb opened a public hearing for Closing of Road – Hemlock Circle.

Tim Burke came forward to ask the Board what the petitioner is planning on constructing on the property if the Road were to be closed.

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Attorney Dan Strain said the intention of the property owner is to build a single family house for his son and his wife.

A concerned citizen who lives in the Meadow Park area came before the Board to voice his concern about a ten or twelve inch pipe close to the construction site which sits next to a stream. He is concerned about storm water runoff during the construction and if the stream will be able to accommodate the waterflow from it. He also was concerned about the dirt not perking.

Chairman Babb responded to the citizen and told him that prior obtaining a building permit approval is needed from environmental health and a dirt perk test is done, if construction has begun they met these requirements and a house on this property will not cause that much water runoff. Chairman Babb let him that his concerns will be noted and they will be looked into.

Being that no one else can forward to speak, Chairman Babb closed the Public Hearing.

**APPROVAL OF MINUTES:** Motion was made by Commissioner Morehouse and seconded by Commissioner Laughter to approve the Regular Business Meeting Minutes of December 9, 2013 and the Special Called Meeting Minutes of December 16, 2013. The motion was approved 3-0, with Commissioners Staten, Laughter and Morehouse in agreement.

**BOARD APPOINTMENTS**

1. **Re-Appointment to the Dalton/Whitfield Joint Development Authority:** Motion was made by Commissioner Laughter and seconded by Commissioner Staten to re- appoint Mr. Kevin Harris to a two-year term to the Dalton/Whitfield Joint Development Authority. The term is effective as of January 31, 2014. The motion was approved 3-0, with Commissioners Laughter, Morehouse, and Staten in agreement.
2. **Re-Appointment to the Dalton/Whitfield Joint Development Authority:** Motion was made by Commissioner Laughter and seconded by Commissioner Staten to re- appoint Mr. Frank Robertson to a one-year term to the Dalton/Whitfield Joint Development Authority as the City/County appointee. The term is effective as of January 31, 2014. The motion was approved 3-0, with Commissioners Laughter, Morehouse, and Staten in agreement.

**FOR CONSIDERATION**

1. **Resolution Setting Qualifying Fees – 2014 Election:** Motion was made by Commissioner Morehouse and seconded by Commissioner Laughter to adopt a Resolution of the Whitfield County Board of Commissioners Fixing Qualifying Fees for Public Offices for the 2014 general primary, non-partisan, and general elections. The motion was approved 3-0, with Commissioners Laughter, Morehouse, and Staten in agreement. **(SEE EXHIBIT “A”)**
2. **Ratify – Continuation of Jail Food Services Contract:** Motion was made by Commissioner Staten and seconded by Commissioner Morehouse to approve the continuation of the Jail food services contract with Trinity Food Services Group Inc. There was a slight increase from the current per meal price of \$1.034 to \$1.052. This contract covers food, contracted labor and the administration of the food services program at the facility. Said contract will expire on December 31, 2014. The motion was approved 3-0, with Commissioners, Staten, Laughter and Morehouse in agreement. **(SEE EXHIBIT “B”)**

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3. **Ratify – Superior Court Interpreter Contract:** Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to approve the annual contract with KRNW Inc. for court interpreter services for the Whitfield County Superior Court. The contract is for \$67,200.00 per year and commences on January 1, 2014. The contract terminates on December 31, 2014. The motion was approved 3-0, with Commissioners Laughter, Morehouse, and Staten in agreement. **(SEE EXHIBIT “C”)**
4. **IT – Virtual Server Replacement:** Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to approve the purchase of two new servers from United Data Technologies (UDT) in the amount of \$25,016.90. The price is under State Contract Number R8575 the new hardware should allow for growth over the next five years without other server hardware expense. The motion was approved 3-0, with Commissioners Laughter, Staten and Morehouse in agreement.
5. **IT – Wireless Upgrade Project:** Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to upgrade the existing wireless network through United Data Technologies (UDT) for \$36,861.60. The existing equipment is no longer supported by Cisco and cannot be covered under any warranty. The IT department reviewed and tested several wireless technologies and decided on Cisco Meraki. Cisco Meraki offers a cloud based management solution reducing costs and the need for hardware. A RFP was published for specific model numbers and quantities and ignition configuration. Two responses were received one from UDT for \$36,861.60 and Interdev Managed Security for \$39,558.00. The motion was approved 3-0, with Commissioners Laughter, Morehouse and Staten in agreement.
6. **November 2013 Financial Statements:** Motion was made by Commissioner Laughter and seconded by Commissioner Morehouse to approve the November 2013 Financial Statements as presented by Finance Director, Alicia Vaughn. In discussion, Mrs. Vaughn reported that Local Option Sales Tax for November 2013 is \$880,544. Local Option Sales Tax for November 2013 show a decrease of 5% compared to Local Option Sales Tax Collections for October 2013; Local Option Sales Tax collections for November 2013 show a 7% decrease from November 2012. Year to date actual Local Option Sales Tax collections for 2013 of \$9,138,551 show a decrease of 34% compared to actual Year to Date Local Option Sales Tax for 2012 of \$13,880,073 for the same period. Year to date actual revenues of \$23,049,707 for November 2013 are less than year to date projected revenue \$22,933,122 by 1%. Year to date actual expenditures of \$32,937,306 for November 2013 are less than year to date projected of \$33,961,984 by less than 3%. The County began collecting the TAVT Tax on March 1, 2013. Collections for November were \$142,566. The motion was approved 3-0, with Commissioners Staten, Laughter and Morehouse in agreement. **(SEE EXHIBIT “D”)**
7. **Whitfield County Purchase Policy Revision:** Motion was made by Commissioner Morehouse and seconded by Commissioner Laughter to approve the revised purchasing policy for Whitfield County. The following changes were made: increased limits for quotes to \$2,500.00, increases limits for sealed bids to \$15,000.00 and added new sections to address used equipment, RFP's, Computer and Hardware purchases and Credit Card purchases. The motion was approved 3-0, with Commissioners Morehouse, Staten and Laughter in agreement. **(SEE EXHIBIT “E”)**
8. **Whitfield County Accounting Software Conversion Contract:** Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to award the contract to Harris Local Government for new financial software system to include content management for Whitfield County. The County's current

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financial software system is no longer receiving updates to functionality and does not include content management. The Finance Department received proposals from two companies. Harris Local government Software \$199,976.50 and annual maintenance \$30,495.75 and Tyler Technologies Software \$ 277,100.00 and Annual Maintenance \$53,139.00. The motion was approved 3-0, with Commissioners Morehouse, Staten and Laughter in agreement.

**(SEE EXHIBIT "F")**

9. **Board of Commissioners Vice Chairman Election:** Commissioner Morehouse nominated Commissioner Brooker for Vice-Chairman of the Whitfield County Board of Commissioners for 2014, there were no other nominations. A vote was taken and Chairman Brooker was re-elected 3-0, to be the Vice-Chairman of the Board for 2014.
10. **Public Works Surplus Funds Allocation:** Motion was made by Commissioner Laughter and seconded by Commissioner Morehouse to allocate the surplus equipment funds from 2013 and forward to Whitfield County Public Works Department Capital Purchases and Existing Lease purchase payments. Finance Director Alicia Vaughn made the Board aware that a Budget Amendment would be necessary to re-allocate these funds. The motion was approved 3-0, with Commissioners Morehouse, Staten and Laughter in agreement.

**Public Works – "No Thru Truck Traffic" Routes:** Motion was made by Commissioner Morehouse and seconded by Commissioner Laughter to approve select County Roads as "No Thru Truck Traffic" Routes. Three County Roads will be designated "No Thru Truck Traffic" Routes, a section of Lower Dug Gap Road from the Intersection with South Dixie Hwy to the intersection with Old Dug Gap Rd to include all of Old Dug Gap Rd. Curtis Road from intersection with South Dixie Hwy to the intersection with Lavista Rd and Suncrest Drive and a Section of Riverbend Road from intersection with Antioch Road to intersection with SR3/SBP. The motion was approved 3-0, with Commissioners Morehouse, Staten and Laughter in agreement. **(SEE EXHIBIT "G")**

11. **Public Works Vehicle Purchase:** Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to purchase a 2013/2014 Ford Expedition at the cost of \$35,945 from Brooker Ford to be used by the Public Works Director. The motion was approved 3-0, with Commissioners Laughter, Morehouse, and Staten in agreement.
12. **Tax Assessors Vehicle Purchase:** Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to purchase a 2014 Ford Explorer at the cost of \$26,837 from the low bidder, Brooker Ford to be used by the Tax Assessors Office. Three Bids were submitted, Brooker Ford \$26,837-2014 Ford Explorer, Langdale Chevrolet-2014 Chevy Traverse \$26,872, and Whiteside of Clairsville \$37,096-2014 Chevrolet Tahoe. The motion was approved 3-0, with Commissioners Laughter, Morehouse, and Staten in agreement.
13. **Re-Appointment to the EMS Quality Review Committee:** Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to re-appoint Randy Kittle to a two-year term to the EMS Quality Review Committee. The term is effective as of January 31, 2014. The motion was approved 3-0, with Commissioners Laughter, Morehouse, and Staten in agreement.
14. **Ratify the Juvenile Court Guardian ad Litem Contract:** Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to ratify the Contract of Employment between Whitfield County and

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Kermit McManus for Juvenile Court Guardian ad Litem services. Due to changes in the Juvenile Court law that went into effect January 1, 2014, a new contracted Attorney/Guardian ad Litem position was created to continue to provide competent legal representation for indigent cases and for all children as provided for in the new laws. The motion was approved 3-0, with Commissioners Morehouse, Staten and Laughter in agreement. **(SEE EXHIBIT “H”)**

15. **Close Road – Hemlock Circle**: Motion was made by Commissioner Morehouse and seconded by Commissioner Staten to execute the Decision/Certification documents in order to close Hemlock Circle. At the December 9, 2013 Board of Commissioners regular business meeting Dudley Lock petitioned the Board to close Hemlock Circle, Mr. Lock is the owner of all the contiguous property on Hemlock Circle. The motion was approved 3-0, with Commissioners Morehouse, Staten and Laughter in agreement. **(SEE EXHIBIT “I”)**

**PUBLIC COMMENT**

**ADJOURN** Unanimous

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MIKE BABB, CHAIRMAN  
WHITFIELD COUNTY BOARD OF COMMISSIONERS

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BLANCA CARDONA, COUNTY CLERK

DATE: / /