

# CITY OF LOCUST GROVE

REGULAR MEETING AGENDA  
MONDAY OCTOBER 4, 2021 – 6:00 P.M.  
PUBLIC SAFETY BUILDING – 3640 HIGHWAY 42 S.  
LOCUST GROVE, GA 30248

**CALL TO ORDER**..... Mayor Robert Price

**INVOCATION**..... City Manager Tim Young

**PLEDGE OF ALLEGIANCE**..... Councilman Taylor

**APPROVAL OF THE AGENDA**..... Mayor Robert Price (Motion Required)

**PUBLIC COMMENTS**..... Register with Clerk Before Meeting

**PUBLIC HEARING ITEMS**..... None

**APPROVAL OF THE MINUTES**..... 2 Items

1. September 7, 2021, Regular Meeting Minutes (Motion Required)
2. September 20, 2021, Workshop Meeting Minutes (Motion Required)

**ACCEPTANCE OF THE FINANCIAL STATEMENT**..... 1 Item

3. September 2021- Financial Statement

**UNFINISHED BUSINESS/ACTION ITEMS**..... 3 Items

4. Resolution approving the architectural plans submitted by Kajima Associates, Inc. for the Locust Grove Spec building, located at 2855 Highway 42 South – Industrial/Logistics facility - (Motion Required)
5. Ordinance to amend the City of Locust Grove personnel policy No. 701 “The Pay Plan” for approval of new salary schedule for addition of Fire Marshal position (Motion Required)
6. Ordinance to amend the City of Locust Grove personnel policy No. 701 “The Pay Plan”, to activate the Mechanic position, and for certain new progression positions into the PayScale (Motion Required)

**NEW BUSINESS/ACTION/DISCUSSION ITEM**..... None

**CITY MANAGER’S COMMENTS**..... Tim Young

- FY 2022 Budget Highlight
- Annexation objection from Henry County BOC and HCWA

**MAYOR’S COMMENTS**..... Mayor Robert Price

**EXECUTIVE SESSION** – (IF NEEDED)

**ADJOURN**

**POSTED AT CITY HALL –September 29, 2021, at 16:30**

ADA Compliance: Individuals with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, or the facilities are required to contact the City Clerk at (770) 957-5043 promptly to allow the City to make reasonable accommodations for those persons. Public Comment may be limited to no more than ten (10) minutes with up to 3 minutes per requesting applicant to speak. Please register your NAME and ADDRESS prior to the beginning of the meeting with the City Clerk.



## Community Development Department

P. O. Box 900  
Locust Grove, Georgia 30248  
Phone: (770) 957-5043  
Facsimile (770) 954-1223

# Item Coversheet

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**Item:** Resolution approving the architectural plans submitted by Kajima Associates, Inc. for the Locust Grove Spec Building, located on 2855 Hwy 42 South.

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:**

**Budget Item:** No

**Date Received:** August 31, 2021

**Workshop Date:** September 20, 2021

**Regular Meeting Date:** October 7, 2021

### Discussion:

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Kajima Associates Inc. of Atlanta, Georgia has submitted color building elevation renderings for a proposed warehouse building for Locust Grove Spec Building to be located at 2855 Hwy 42 S.

As part of the requirements for building permits for new structures or major renovations, it is necessary for the Mayor and City Council, acting in their capacity as the Architectural Review Board, to review the proposed building exterior elevations for comment and approval.

The general concept is to construct a single-story rectangular warehouse building accompanied by car parking and truck courts with appropriate truck docks, trailer storage, and employee parking as well as a sufficient driveway access into the site.

The applicant proposes a 369,300 +/- square foot building. The proposed building is being managed by alternating earth tone colors, primarily shades to be determined, with all four sides of the building concrete and metal roofing.

#### Chapter 15.44 Architectural Review

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##### 15.44.050 - Exterior materials standards.

A. Except where otherwise provided in this chapter or in the Code of Ordinances, the exterior architectural features of buildings and structures within multifamily, office/institutional, commercial, and industrial zoning districts shall adhere to the following minimum standards:

1. All primary/accent exterior siding materials shall be limited to:

Primary: Brick; natural stone including granite, marble, sandstone, field stone, or any other natural stone approved by the board; manufactured stone including imitation field stone, marble terrazzo, and wood and any other manufactured architectural finish stone approved by the board as a primary siding material.

Accent: Clay tile with baked-on enamel finish; architecturally treated decorative concrete block; architecturally treated slabs or block either fluted or with exposed aggregate; stucco; EFIS; masonry siding such as cement fiberboard siding ("hardiplank"), wood; or acceptable substitute approved by the board. "Tilt-up" concrete shall be permitted as a primary exterior siding material for buildings in industrial zoning districts or acceptable substitute as approved by the board.

2. All exterior siding material such as aluminum, steel, vinyl, mirrored or reflective glass, cinderblock, unfinished concrete, fiberglass or plastic are prohibited except that architectural fiberglass or plastic can be used to such extent that such material is used as detailing and decorative trim if approved by the board.

3. Fifty percent of the width of the front facade of the building shall consist of fenestration. All fenestration comprised of glass shall be multi-paned in appearance. Single-paned plate glass windows greater than six square feet in surface area without the appearance of being multi-paned shall be prohibited unless approved by the board.

4. All exterior painted surfaces, where visible from the public street shall be painted in earth tones. Colors shall be non-primary colors including darker and cooler shades of green, red, such as brick, yellow including beige, and lighter shades of brown including tan. However, white may be permitted if approved by the board. Corporate graphics, trademarks, corporate logos, corporate service marks and corporate branding items may be permitted by the board to the extent used for decorative trim or for signage as part of the overall exterior features.

5. Roofs on multifamily and commercial or office buildings shall generally consist of a pitch of 7/12 or greater with exception of porches and porticos and be comprised of

asphalt, cedar shake, cement tile material. Standing seam metal roofing shall be allowed as approved by the board. Flat roofs shall be permitted in larger commercial and industrial zoning where rooftop equipment is screened from view by raised parapet walls and shall be consistently flat across the building length with exception of features of fenestration to break up building mass and long, monotonous facades. Flat roofs may be permitted on larger multifamily and office buildings as approved by the board.

6. Burglar bars and steel roll down doors or curtains shall not be visible from the public street, with exception to buildings in industrial zoning districts as approved by the board.
  7. Service bays shall be designed so that the openings of service bays are not visible from a public street (i.e., side entry), with exception to buildings in industrial zoning districts as approved by the board.
  8. Fabric and canvas awnings and all other building materials must be of durable quality and shall be compatible with materials used in adjoining buildings.
  9. All exterior building elevations that face public streets and/or customer parking areas shall be designed so that there are no large expanses of blank walls. This requirement can be met by employing the use of architectural features including, but not limited to, the following: Doors, windows, pilasters, columns, horizontal and vertical offsets, material and color variations, decorative cornices, awnings, canopies, murals, and graphics.
- B. Additional requirements. Properties with material changes of structures lying within the historic preservation district overlay shall abide by the certificate of appropriateness process for the historic preservation district and follow the design guidelines as promulgated by the historic preservation commission. Properties within the Gateway Town Center and/or the Locust Grove Town Center LCI area shall abide by the applicable design guidelines in addition to this chapter.
- C. The exterior architectural features of buildings and structures within the office/institutional and commercial zoning classifications shall adhere to the following additional requirement:
- Front facades and any exterior sides facing public streets shall consist of a minimum of seventy percent of brick or natural or manufactured stone or a combination thereof, except where a building over three stories in height and/or greater than twenty thousand square feet in total building area may reduce this requirement as approved by the board where the structure provides adequate fenestration and design features or where a building is designed under LEED Silver, Gold, or Green standards.

### **Recommendation:**

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**Staff recommends Approval of the applicant's architectural plans submitted for the Locust Grove Spec Building located at 2855 Hwy. 42 South.**

**I MOVE TO (approve/deny/table) THE RESOLUTION APPROVING LOCUST GROVE SPEC BUILDING ARCHITECTURAL BUILDING ELEVATION SUBMITTED BY KAJIMA ASSOCIATES INC. DATED 8/31/21 FOR PROPERTY LOCATED AT 2855 HWY 42 SOUTH.**

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO APPROVE ARCHITECTURAL PLANS FOR THE PROJECT KNOWN AS LOCUST GROVE SPEC BUILDING LOCATED AT 2855 HWY 42 SOUTH IN ACCORDANCE WITH CHAPTER 15.44 OF THE LOCUST GROVE CITY CODE; TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE ANY DOCUMENTS NECESSARY TO CARRY OUT THIS RESOLUTION; TO REPEAL INCONSISTENT PROVISIONS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**W I T N E S S E T H :**

**WHEREAS**, the City of Locust Grove, Georgia (“City”) adopted Chapter 15.44 (“Chapter”) entitled “Architectural Review”, and;

**WHEREAS**, the purpose of the Chapter is to regulate the aesthetics, quality of exterior building materials and to the promotion of health, safety, prosperity and general welfare of the citizens of Locust Grove, and;

**WHEREAS**, the Mayor and City Council consist of the Architectural Review Board for the City of Locust Grove (“Board”) per Section 15.44.040, and;

**WHEREAS**, Kajima Associates Inc. of Atlanta, GA submitted color building elevation renderings for a proposed new warehouse Locust Grove Spec Building located at 2855 Hwy 42 S. attached hereto and made part thereof as **Exhibit “A”**, and;

**WHEREAS**, the Board may review and make comment on architectural plans and issue approval per Chapter 15.44 (“Chapter”) of the Code of Ordinances for the City of Locust Grove, and;

**WHEREAS**, the Board in the exercise of their sound judgment and discretion, after giving thorough thought to all implications involved, and keeping in mind the public interest and welfare to the citizens of the City, have determined this request for architectural review to be in the best interests of the citizens of the City, that this Resolution be adopted.

**THEREFORE, IT IS NOW RESOLVED BY THE ARCHITECTURAL REVIEW BOARD OF THE CITY OF LOCUST GROVE, GEORGIA, AS FOLLOWS:**

1. **Finding.** That the Locust Grove Architectural Review Board hereby finds that the Plans submitted by Kajima Associates Inc. appear to meet the requirements of Chapter 15.44 of City of Locust Grove Code.
2. **Conditions.** That the Locust Grove Architectural Review Board finding in Item 1 above is subject to the following conditions:
  - a. Final Colors. That final colors and type of materials be reviewed and approved by the Community Development Director to meet all requirements of Chapter 15.44

of City of Locust Grove Code as “earth tone” in nature.

- b. Material Changes. That any material deviations in exterior architectural features, materials, or colors as depicted in the plans in **Exhibit “A”** require review and approval by the Architectural Review Board.
  - c. Extension of Approved Plans. That the approval granted herein may be in effect for a period not to exceed eighteen (18) months from the approval date of this Resolution.
3. **Public Purpose.** The Board finds that the foregoing actions constitute a major stem in preserving the health, safety, well-being and economic vitality of the community and are, therefore, consistent with its public purposes and powers.
  4. **Authority.** That the Board hereby authorizes the City Clerk to affix a stamp of the date of approval on the revised architectural plans in accordance with Section 15.44.060 J, to affix the City Seal if necessary, to carry out this Resolution, and to place this Resolution and any related documents among the official records of the City for future reference.
  5. **Severability.** To extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.
  6. **Repeal of Conflicting Provisions.** All Board resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
  7. **Effective Date.** This Resolution shall take effect immediately.

THIS RESOLUTION adopted this 4<sup>th</sup> day of October, 2021.

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ROBERT S. PRICE, Mayor

ATTEST:

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MISTY SPURLING, City Clerk

(Seal)

APPROVED AS TO FORM:

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City Attorney

**EXHIBIT "A"**

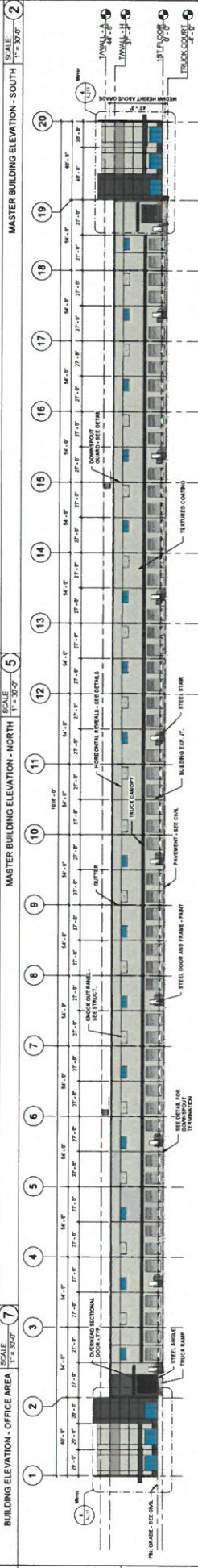
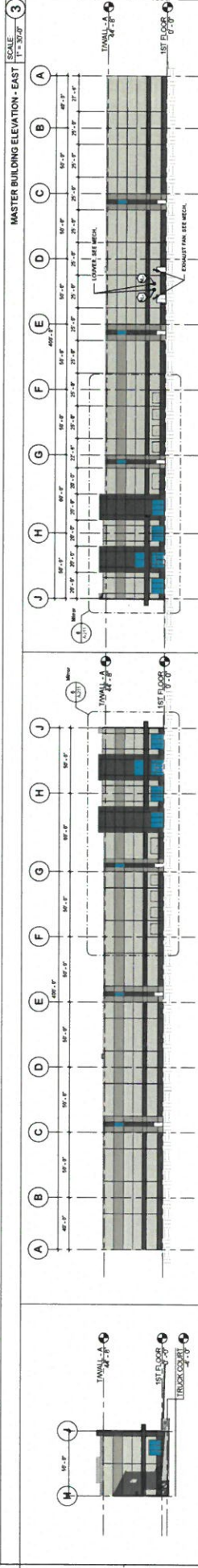
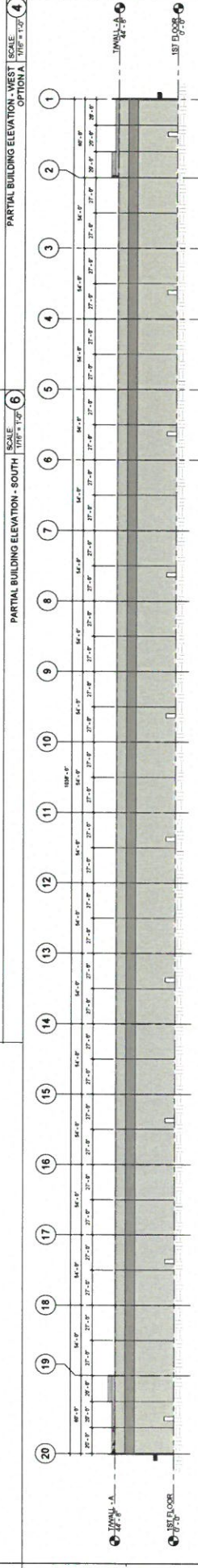
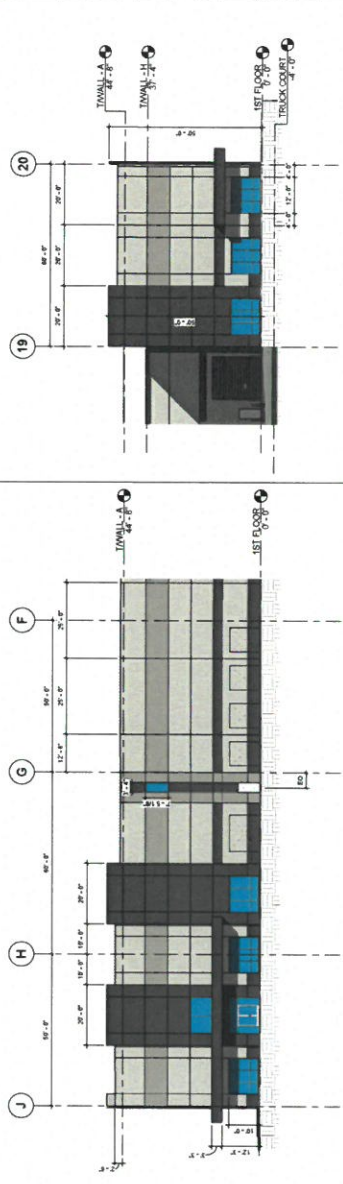




**COLOR LEGEND**

SITE CAST CONCRETE TILT-UP CONCRETE WALL  
PANELS WITH AN ARCHITECTURAL TEXTURED COATING

- P-1** SHERMAN-WILLIAMS  
SW 9015  
REPOSE GRAY
- P-2** SHERMAN-WILLIAMS  
SW 1170  
ACER
- P-3** SHERMAN-WILLIAMS  
SW 7000  
IRON ORE
- GUTTERS AND DOWNSPOUTS**  
DODGE COMPANY  
OFFICE CANOPY  
PAC-CLAD BRUSHED SLATE



**KAJIMA ASSOCIATES INC.**  
ARCHITECTURE & PLANNING INTERIORS  
1500 W. 10TH STREET, SUITE 1000  
DENVER, CO 80202  
TEL: 303.733.1100  
WWW.KAJIMAASSOCIATES.COM

**KAJIMA ASSOCIATES, INC.**  
1500 W. 10TH STREET, SUITE 1000  
DENVER, CO 80202  
TEL: 303.733.1100  
WWW.KAJIMAASSOCIATES.COM

**PROJECT:**  
LOCUST GROVE LAND PARTNERS, LLC  
STATE ROUTE 42  
LOCUST GROVE, IA

**LOCUST GROVE DISTRIBUTION CENTER**

**REVISIONS:**

DATE	REVISIONS
02/11/2021	ISSUED FOR PERMIT
02/23/2021	Revised for 2nd Architectural Review Board

**PROJECT INFORMATION:**

**PROJECT NAME:** MASTER BUILDING ELEVATIONS

**PROJECT NUMBER:** 802-100

**SCALE:** AS SHOWN

**CHECKED BY:** JA

**DRAWN BY:** TT

**DATE:** 02/23/2021

**A-211**

**FOR CONSTRUCTION**



**Urban Engineers, Inc.**  
 1904 MONROE DRIVE, N.E., SUITE 150  
 ATLANTA, GEORGIA 30324  
 PHONE: (404) 873-5874  
 www.urbanengineers.net

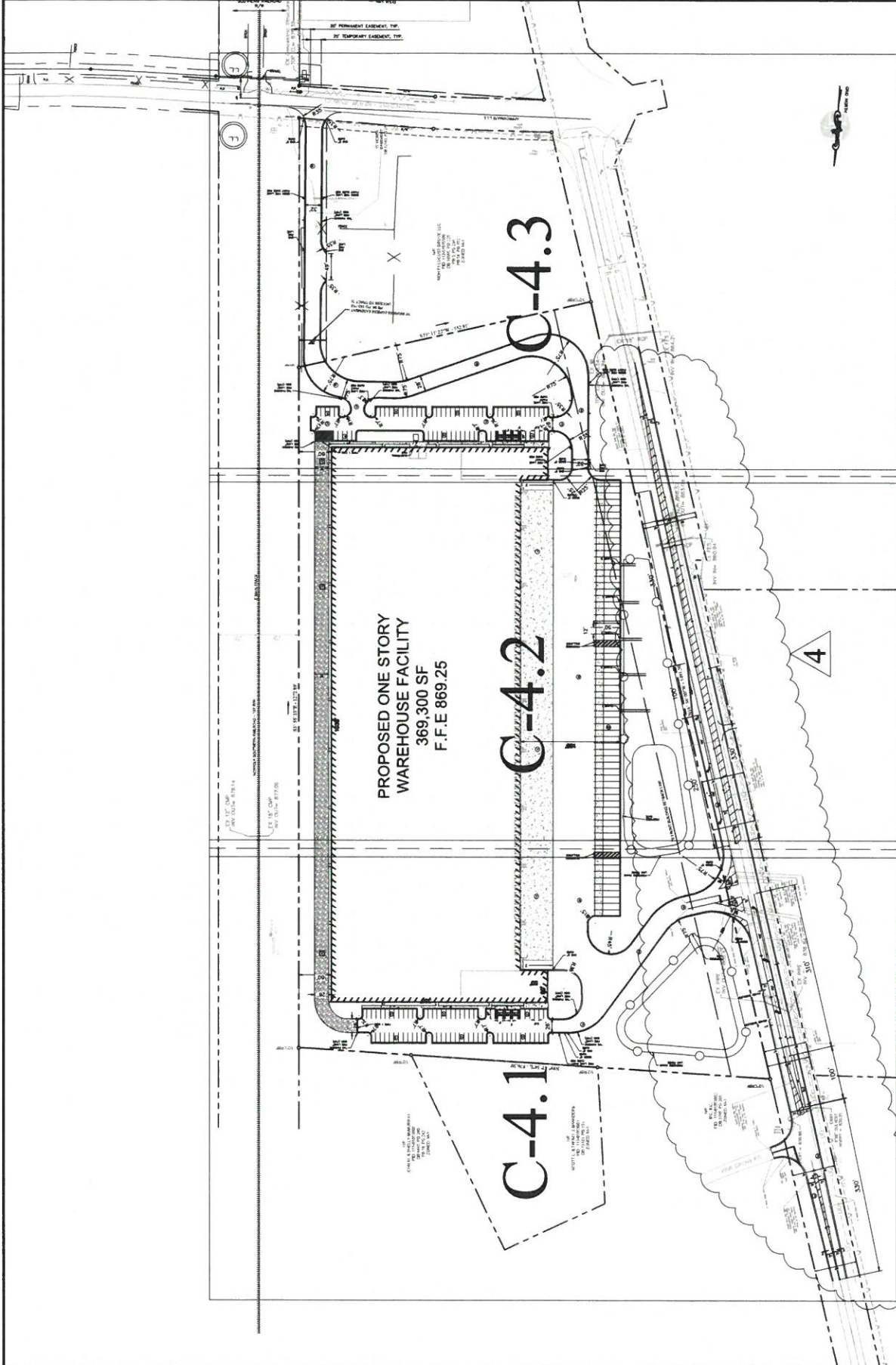


NO.	DATE	DESCRIPTION
1	04/23/2021	ISSUED FOR PERMITS
2	05/12/2021	REVISIONS
3	05/27/2021	REVISIONS
4	06/01/2021	REVISIONS
5	06/01/2021	REVISIONS
6	06/01/2021	REVISIONS
7	06/01/2021	REVISIONS
8	06/01/2021	REVISIONS
9	06/01/2021	REVISIONS
10	06/01/2021	REVISIONS

**OVERALL SITE PLAN**  
 LOCUST GROVE SPEC BUILDING  
 LGLP  
 LOCUST GROVE, GA

PROJECT No. U22008J5  
 LAND LOT(S) 233  
 DISTRICT 2ND  
 COUNTY HENRY  
 SCALE: 1" = 80'  
 DATE: 04-23-2021

DRAWING NO. **C-4.0**



24 HR CONTACT  
 NAME: TAYLOR HARREN  
 PH: 770-378-6118



NOTES:  
 1. SEE C-2.0 FOR PAVEMENT SECTIONS A.B. AND C.

**City of Locust Grove  
Council Meeting Minutes  
Public Safety Building – Courtroom Chamber  
3640 Highway 42 S. – Locust Grove, GA 30248  
Tuesday, September 7, 2021  
6:00 PM**

<b>Members Present:</b>	<b>Staff Present:</b>
Robert Price – Mayor	Tim Young – City Manager
Carlos Greer – Councilman	Bert Foster – Assistant City Manager
Willie Taylor – Councilman	Misty Spurling – City Clerk
Vincent Williams – Councilman	Jennifer Adkins – Assistant City Clerk
Rod Shearouse – Councilman	Daunte’ Gibbs – Community Development Director
Rudy Breedlove – Councilman	Jack Rose – Public Works Director
Keith Boone – Councilman	Derrick Austin - Police Chief
	Andy Welch - Attorney
	<b>Staff not Present:</b>
	Anna W. Ogg –Main Street Manager

Mayor Price called the meeting to order at 6:00 PM

Invocation given by Assistant City Manager Bert Foster

Councilman Breedlove led the Pledge of Allegiance.

**APPROVAL OF AGENDA** –

Mayor Price asked for a motion. Councilman Greer made the motion to approve the September 7,2021 meeting agenda.

RESULT	APPROVED AGENDA
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
VOTE	MOTION CARRIED - ALL IN FAVOR

**PUBLIC COMMENTS** –

Ms. Marie Brock: resident at 174 Lakeview Drive in the Skyland community, stepped forward to comment. Ms. Brock made a comment the Skyland community has turned into a truck stop. Tractor trailer trucks, and box trucks are tearing up the streets throughout and causing people to move. Ms. Brock said the Code Enforcement is doing a good job; however, something else must be done to eliminate the truck parking.

Mr. Young said we posted the position last week to hire a second Code Enforcement officer and discussion took place.

Ms. Brock said trucks are parked everywhere and said one specific house has three tractor cabs parked in the yard. Ms. Brock said she loves her home and the neighborhood and does not want to sell her home, but

this must be resolved. Mr. Young said we are working on trying to clean up that area and the clubhouse as well.

Councilman Boone made a comment about the trucks dropping trailers at the County line store on Highway 42 and discussion on who can regulate. Mr. Young said hopefully with an additional Code Enforcement officer we can accommodate more after hours and weekend activity.

Councilman Greer made a comment the trucks are very annoying; however, said we need to also consider the owner/operators of these trucks that live in the city. Councilman Greer said fuel costs have increased and discussion took place. Councilman Greer said we have discussed a location for truck parking a few times before at a location possibly on the south side of the city and asked is that still an option. Mr. Gibbs said the latest discussion is for potential truck parking at Walker Crossing; however, nothing beyond inquiry or interest in zoning codes. Discussion took place.

Mr. Young said we do recognize we need to address the issue and will look at what can be done regarding zoning violations after hours.

Councilman Greer said he understands it is a nuisance; however, we need to take everyone into consideration and review the population of truck drivers. Councilman Taylor said even if a location was provided for them to park there would still be a fee to park. Councilman Greer agreed but said at least the city would be providing a location. Nothing further.

## **PUBLIC HEARING ITEMS – NONE**

### **APPROVAL OF THE MINUTES –**

#### **1. AUGUST 2, 2021- REGULAR MEETING MINUTES –**

Mayor Price asked for a motion. Councilman Williams made the motion to approve the August 2, 2021, regular meeting minutes.

RESULT	APPROVED AUGUST 2, 2021 REGULAR MEETING MINUTES
MADE MOTION	COUNCILMAN WILLIAMS
2 <sup>ND</sup> MOTION	COUNCILMAN GREER
FAVOR	MOTION CARRIED – ALL IN FAVOR

#### **2. AUGUST 16, 2021- WORKSHOP MEETING MINUTES –**

Mayor Price asked for a motion. Councilman Greer made the motion to approve the August 16, 2021 workshop meeting minutes.

RESULT	APPROVED AUGUST 16, 2021 WORKSHOP MEETING MINUTES
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
FAVOR	MOTION CARRIED – ALL IN FAVOR

### **ACCEPTANCE OF THE FINANCIAL STATEMENT –**

#### **3. AUGUST 2021 FINANCIAL STATEMENT –**

Mayor Price asked for a motion. Councilman Greer made the motion to approve the August 2021 Financial Statement.

RESULT	APPROVED AUGUST 2021 FINANCIAL STATEMENT
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN BOONE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**UNFINISHED BUSINESS/ACTION ITEMS –**

- 4. Ordinance to modify zoning conditions for Oak Ridge Meadows POD E (a.k.a. Locust Grove Station POD E) located north of Locust Grove Griffin Road (Parcel ID: 130-01017000) -**

Mayor Price asked for a motion to deny the request. Councilman Greer made the motion to deny the request.

RESULT	REQUEST DENIED
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
FAVOR	MOTION CARRIED – ALL IN FAVOR

- 5. Ordinance to rezone 2.85 +/- acres located at 170 Pine Grove Road (Parcel ID: 127-02019004) in Land Lot 232 of the 2<sup>nd</sup> district –**

Mayor Price asked for a motion. Councilman Taylor made the motion to approve the request by approving ordinance #21-09-058.

RESULT	APPROVED ORDINANCE #21-09-058
MADE MOTION	COUNCILMAN TAYLOR
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED – ALL IN FAVOR

- 6. Ordinance to amend Chapter 17, Zoning Ordinance, adding Table 17.04.041, *Principal Uses aloud in each zoning district coupled with NAICS (North American Industry Classification Systems) codes –***

Mayor Price asked for a motion. Councilman Williams made the motion to approve the request by approving ordinance #21-09-059.

RESULT	APPROVED ORDINANCE #21-09-059
MADE MOTION	COUNCILMAN WILLIAMS
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED – ALL IN FAVOR

- 7. Resolution to create a streetlight district in Bunn Farms, Phase I, subdivision –**

Mayor Price asked for a motion. Councilman Taylor made the motion to approve the request by approving resolution 21-09-060.

RESULT	APPROVED RESOLUTION #21-09-060
MADE MOTION	COUNCILMAN TAYLOR
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**8. Ordinance to approve the preliminary plat for South Unity Grove Road subdivision, located on 490 South Unity Grove Road –**

Mayor Price asked for a motion. Councilman Shearouse made the motion to approve the request by approving ordinance #21-09-061

RESULT	APPROVED ORDINANCE #21-09-061
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**9. Resolution approving the architectural plans submitted for Chick-fil-A, located at 1005 Bandy Parkway –**

Mayor Price asked for a motion. Councilman Greer made the motion to approve the request by approving resolution #21-09-062.

RESULT	APPROVED RESOLUTION #21-09-062
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**10. Resolution approving architectural plans submitted for Locust Grove Phase II Building 3, located on Colvin Drive –**

Mayor Price asked for a motion. Councilman Shearouse made the motion to approve the request by approving resolution #21-09-063.

RESULT	APPROVED RESOLUTION #21-09-063
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN TAYLOR
FAVOR	MOTION CARRIED – ALL IN FAVOR

**11. Ordinance to amend No. 701 the section of the Personnel Policy entitled “The Pay Plan”, to approve the new salary schedule and for addition of the position of Fire Marshal –**

Councilman Greer made a comment he would like for each position being added be individual to its own ordinance [if there is more than one position being added]. Councilman Greer said there may be times when Council agrees only on one position out of multiple positions being added [such as in this request and only the Development Inspector was approved]. Councilman Greer said he also noticed the Captain position is included to place as inactive; however, this has not been discussed and said he would like to discuss prior to action being taken.

Mr. Young said we already had classification for Mechanic, and only added for mobility and advancement in pay and discussion took place. Councilman Greer said there are three different requests in this one ordinance.

Councilman Boone made a comment he would like the captain position to continue active.

Councilman Breedlove asked if the clerk level positions were added in this request and Mr. Young replied yes, we are just approving [advancement] pay scales for positions that already exist. Discussion took place.

Councilman Greer asked why is it necessary the captain position be placed inactive? Chief Austin stepped forward and said the decision to deactivate the captain position is because the position is currently vacant. Councilman Greer asked, “Will the position be filled again?” and Chief Austin replied not this fiscal year.

Councilman Williams asked the department had a Captain until recently, correct? Chief Austin said yes, the position was occupied until recently and discussion took place. Councilman Williams asked who will step in the interim should the Chief decide to leave? Chief Austin said Lieutenant Morris would be in charge in his absence according to the current organizational chart. Discussion took place about keeping the captain position active for the security of the position. Chief Austin said after reviewing the duties of the position; the decision was made to transition the previous captain to patrol. Chief Austin said the responsibilities were not enough for both [Chief and Captain] positions. Councilman Williams said we have four lieutenants and may need to consider having less lieutenants to regain a captain in the future and said he would like to revisit with more discussion.

Councilman Breedlove asked if we could approve this ordinance with exception of removing Captain position? Discussion took place and Mr. Young replied he will revise this ordinance accordingly to reflect changes discussed.

Mayor Price asked for a motion. Councilman Boone made the motion to Table the request until October 4, 2021.

RESULT	REQUEST Tabled FOR REVISIONS
MADE MOTION	COUNCILMAN BOONE
2 <sup>ND</sup> MOTION	COUNCILMAN GREER
FAVOR	MOTION CARRIED – ALL IN FAVOR

**NEW BUSINESS/ACTION ITEMS –**

**12. Ordinance to amend Police SOP Section P-005 – Patrol Operations –**

Mayor Price asked for a motion. Councilman Shearouse made the motion to approve the request by approving ordinance #21-09-064.

RESULT	APPROVED ORDINANCE #21-09-064
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN TAYLOR
FAVOR	MOTION CARRIED – ALL IN FAVOR

**13. Ordinance to amend Police SOP Section A-062 – Patrol Reserve Division –**

Chief Austin said we currently do not have a policy in place specific to our reserve officers. This is a new addition to be consistent with policy.

Councilman Greer asked what the annual salary is for a reserve officer. Chief Austin said we only provide their uniforms; they are not city paid employees. Councilman Greer asked what is the benefit for having reserve officers? Chief Austin said this allows the department to have certified officers as back-up without the overhead. The reserve officers are required to maintain the required 12-hour minimum training to maintain their certification which benefits them and the city. We currently have two reserve officers plus Code Enforcement Officer Fornal. Nothing further.

Mayor Price asked for a motion. Councilman Shearouse made a motion to approve the request by approving ordinance #21-09-065.

RESULT	APPROVED ORDINANCE #21-09-065
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN BREEDLOVE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**14. Resolution to accept an agreement for design services for the expansion of the Indian Creek Sewer Plant – Turnipseed Engineers –**

Mr. Young said this is an agreement for the work to begin the expansion of the sewer plant located at 1116 Locust Road. The sewer plant was originally designed with the intent of expanding from its original capacity to serve the growth of the city. The current flow is 700,000 gpd on the average now with peak flows over 1.1 MGD with infiltration into the system. The design capacity now is 1.5 MGD.

Mayor Price said this expansion should accommodate up to ten years according to growth. Nothing further.

Mayor Price asked for a motion. Councilman Breedlove made a motion to approve the request by approving resolution #21-09-066.

RESULT	APPROVED RESOLUTION #21-09-066
MADE MOTION	COUNCILMAN BREEDLOVE
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED – ALL IN FAVOR



**CITY MANAGER’S COMMENTS –**

Mr. Young said we received good news from GMA; the wave of Covid is decreasing. Piedmont Henry hospital announced they are over their capacity; however, they are still lagging with the wave of infections. One of our employees, Shane Hallford, is still out recovering from Covid symptoms, but he is home from the hospital with a few problems still lingering. Mr. Young said he is working on the budget and will have an update coming soon.

Mr. Young said Councilman Williams contacted him regarding relief for hurricane Ida victims and has some information he would like to share. Councilman Williams said someone contacted him from the American Legion Post of McDonough asking if they could use our facilities to store cases of water collected for those in Louisiana. The plan is to collect water until September 15<sup>th</sup>, and load onto a tractor trailer which will then deliver to Louisiana. Mayor Price made a comment the city could donate water as well.

Mayor Price asked for a motion to approve spending \$500.00 towards cases of water for donation on behalf of the city. Councilman Breedlove made the motion to approve the purchase.

RESULT	APPROVED
MADE MOTION	COUNCILMAN BREEDLOVE
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
FAVOR	MOTION CARRIED – ALL IN FAVOR

**MAYOR’S COMMENTS –**

Mayor Price asked Attorney Andy Welch to share comments.

Attorney Andy Welch stepped forward and gave an update we attempted purchasing 108 Roberts Road property; however, we were outbid. The property sold for \$26,000 and the city will be reimbursed for any nuisance fees incurred.

Further, the Mayor had asked if the city would still need to hold the general election being the three seats are unopposed. The state law automatically counts the unopposed for your vote; therefore, we do not have to hold the election. We do still have T-SPLOST; however, and campaigning could be an advantage to help encourage everyone to vote for T-SPLOST. Mr. Young said we need to let the elections superintendent know a decision soon to allow them to time to plan accordingly. Attorney Andy Welch said we have asked that there be separate machines for the city voters versus unincorporated area voters so the superintendent can certify the vote of city of Locust Grove voters. for the bond resolution for the city.

Councilman Williams said he is still going to campaign to encourage T-SPLOST voting. Attorney Andy Welch said he agrees because this will encourage people to go and vote. Councilman Greer asked if there will be two different machines and Mr. Welch said we have requested that the superintendent provide machines or some mechanism to accurately county the votes of city voters on the TSPLOST referendum. If the City does not hold the election, there will be no need for two different polling places. Mr. Young said the city has four county precincts which include parts of the city and parts of the unincorporated area, which is why we are looking into setting up city only polling places for the future so city and county issues can be voted on in one polling place rather than requiring city voters to vote into different polling places when there is a county-wide issue on the ballot during a municipal election year.. Mr. Welch said we will have more information soon and discussion took place. Mr. Welch said we will tell the election superintendent to set things up the most efficient way for them and the city for this coming election. Nothing further.



**City of Locust Grove  
 Council Workshop Meeting Minutes  
 Public Safety Building – 3640 Highway 42 S.  
 Locust Grove, GA 30248  
 Monday, September 20, 2021  
 6:00 PM**

<b>Members Present:</b>	<b>Staff Present:</b>
Robert Price – Mayor	Tim Young – City Manager
Willie Taylor – Councilman	Bert Foster – Assistant City Manager
Keith Boone – Councilman	Misty Spurling – City Clerk
Rod Shearouse – Councilman	Jennifer Adkins – Assistant City Clerk
Rudy Breedlove - Councilman	Daunte’ Gibbs – Community Development Director
Vincent Williams - Councilman	Jack Rose – Public Works Director
Carlos Greer – Councilman	Derrick Austin – Police Chief
	Anna W. Ogg – Planner II / former Main Street Mgr.
	Andy Welch - Attorney

Mayor Price called the meeting to order at 6:00 PM.

Invocation given by Community Development Director Daunte’ Gibbs.

Councilman Greer led the Pledge of Allegiance.

**APPROVAL OF AGENDA –**

Mayor Price asked for a motion to amend the agenda. Councilman Shearouse made the motion to amend and add item number three.

RESULT	APPROVED ADD ITEM THREE
MADE MOTION	COUNCILMAN SHEAROUSE
2 <sup>ND</sup> MOTION	COUNCILMAN GREER
VOTE	MOTION CARRIED - ALL IN FAVOR

Mayor Price asked for a motion. Councilman Greer made the motion to approve the September 20, 2021, meeting agenda as amended.

RESULT	APPROVED AS AMENDED
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN TAYLOR
VOTE	MOTION CARRIED - ALL IN FAVOR

**PUBLIC COMMENTS –**

- **Introduction of new hire – Officer William Wascom**

Chief Austin stepped forward to introduce Officer William Wascom to the department. Officer Wascom stepped forward. Chief Austin said Officer Wascom came from Henry County police department and we

are honored to have him in Locust Grove. Mayor and Council welcomed Officer Wascom to the City of Locust Grove.

- **Special recognition – Officer Damarkus Hutcherson –**

Chief Austin asked Officer Damarkus Hutcherson to step forward. Chief Austin said he received several letters from residents acknowledging good deeds that Officer Hutcherson willingly and selflessly took part in. Officer Hutcherson provided students with book bags for school and purchased boots for a lady to help with her starting a new job. Chief Austin presented Officer Hutcherson with a letter of appreciation from the city and thanked him for showing acts of kindness in the community. Nothing further.

**PUBLIC HEARING ITEMS – NONE**

**NEW BUSINESS/ACTION ITEMS –**

1. **Application submitted by T-Mobile for the purpose of demonstration and sale of wireless technology including cellular devices and home internet (Peddler License Application for door-to-door sales/promotion) –**

Community Development Director Daunte' Gibbs stepped forward and led discussion this is a request for a peddlers license from T-Mobile. Their plan is to go door-to-door to promote 5G and other sales or promotions. The city code only authorizes the applicant 14 days of door-to-door interaction and may not be renewed for six months before making another request. This request will expire on October 5<sup>th</sup> if approved.

Councilman Greer asked if the applicant is aware of the 14-day stipulation and Mr. Gibbs said he is not sure. Councilman Greer asked why they would ask for approval of one year and discussion took place.

Councilman Williams asked will this request supersede any HOA stipulations and Mr. Gibbs replied this will not override any HOA or private property solicitation.

*Councilman Boone made a motion to deny the request. Councilman Shearouse second the motion.*

Councilman Greer continued discussion and asked what is the drawback for approving? Discussion took place. Councilman Boone said he does not want people coming to his door for any type of sales.

Councilman Williams said this is a current tenant at Tanger Outlet and if this will help generate business; he is not opposed. Discussion took place about other similar providers in the city including Comcast Business, Charter fiber, AT&T Mobile.

Councilman Greer asked what the benefit is to approve, and Mr. Young said to offer other options that are possibly better.

Councilman Boone said he is opposed to any business (not specifically just wireless providers) that wants to generate business by going door-to-door.

Councilman Breedlove asked if anyone who solicits door-to-door without approval by the city is in violation and Mr. Gibbs replied yes. Discussion took place.

Councilman Shearouse asked how many people will be going door-to-door? Mr. Gibbs replied this is for approval of one person and probably the reason the applicant requested a time frame of one year. Nothing further.

Councilman Boone made the motion to deny the request with second by Councilman Shearouse. Councilman Taylor also not in favor of the request. The result was a 3/3 vote and Mayor Price broke the tie with his vote to deny the request.

RESULT	APPROVED (REQUEST DENIED)
MADE MOTION	COUNCILMAN BOONE
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
VOTE	MOTION TO DENY APPROVED – FOUR IN FAVOR (BOONE, TAYLOR, SHEAROUSE, MAYOR PRICE) AND THREE IN OPPOSED (BREEDLOVE, WILLIAMS, GREER) AND

**CITY OPERATION REPORTS / WORKSHOP DISCUSSION ITEMS**

Community Development Director Daunte’ Gibbs introduced Mrs. Ogg as the new Planner II in Community Development. Mr. Gibbs said Gewel Richardson; formerly the Planner II, accepted a new position in Oregon. We posted the position internally and Anna expressed interest in the position and applied. Mr. Gibbs said Anna is qualified for this position and had a successful interview with he, Tim, and Bert. She officially transitioned to the new position on September 17<sup>th</sup> and tonight is her last Main Street presentation.

**MAIN STREET OPERATIONS – ANNA W. OGG, PLANNER II/FORMER MAIN STREET MANAGER**

Mrs. Ogg said she didn’t know at the start of the month she would be in a new position and doing her last presentation. Mrs. Ogg gave an update we welcomed two new businesses in downtown [Southern Farmhouse Décor and T&T Meats]. Both businesses are eligible for rural zone tax credits; however, neither have submitted requests. Locust Grove Main Street awarded a \$2,000 façade grant to Planters Walk Antiques on Wednesday and Yoga in the Park continues downtown every Saturday along with Blue Grass music at the Train viewing platform. The Scarecrow Village begins Friday and join us on October 2, 2021 for a drive-in movie playing Casper the Friendly Ghost. Trunk of Treats will be October 29, 2021, but there will not be a haunted hayride. We have been accepting Christmas vendor applications for the Christmas event and volunteers are needed for all events. Nothing further.

**PUBLIC SAFETY OPERATIONS – CHIEF AUSTIN**

Chief Austin reviewed the monthly report and gave an update total collected in August 2021 was \$58,829.00. The department completed 261 training hours in August and nothing further.

**PUBLIC WORKS – JACK ROSE**

Public Works Director Jack Rose said they had one main sewer backup and continuing with grass cutting and normal maintenance. New meter installations are ongoing with the increase in development and all operations are normal. Nothing further.

## **ADMINISTRATION – BERT FOSTER**

Mr. Foster gave an update the Peeksville Road extension (joining Highway 42 at Peeksville and Cleveland Street) is still under review and will be bringing some points up to Council soon. We met with the project management team at Chase Maddox Park about the manufacturing of materials to resolve an issue with the track and will have an update soon. The extra lane on Highway 42 has an anticipated fall release date to begin early next year. The state website has links for updates related to the MMIP including timeline of completion. Tim also reached out to Norfolk Southern, and they should have easements back soon. The lightning arrestors are now installed on both buildings (City Hall and Public Safety), and we are waiting on the engineer plans for the Scatter Garden. The window seal project at City Hall is complete. We can now move forward with having contractors come in and assess internal damage from leaks in the utilities office along with the upstairs offices and schedule repairs sometime after Christmas. The railroad has not released approval to shut down the road at Colvin Drive and Davis Lake as of now, but upon approval, the road [Love's side] will shut down for about two weeks.

Councilman Greer asked if we have plans for locations for the walking trails and if we included in the LCI. Mr. Young replied, yes, they were included in LCI and the city's transportation plan. Mr. Foster confirmed there will be a trail by the Senior Center.

Councilman Boone asked when is the Chase Maddox Park dedication? Mr. Young said we are waiting on the installation of camera equipment and finishing of repairs of a section of the track and playground area. Councilman Boone asked when will the Chase Maddox sign be completed and Mr. Young said it has been backordered for two months now. Nothing further.

## **COMMUNITY DEVELOPMENT OPERATIONS – DAUNTÉ GIBBS**

Mr. Gibbs gave an update his department has issued a total of 2,245 permits including 377 new house permits for 2021. We have issued 319 COs [218 residential and 101 commercial permits] with 425 business licenses issued for 2021. We issued the CO to LaQuinta, and they should have their grand opening soon. Waffle House is almost complete, and Chick-fil-A is still waiting to confirm a contractor to begin construction. Nothing further.

*Attorney Andy Welch arrived at the meeting (6:47pm).*

Mr. Foster stepped forward and said he forgot to mention the "No trucks" signs are being installed at the Davis Lake and Colvin Drive intersection. We also met with the company who will be installing speed tables and they will be installing after the detour is completed. Nothing further.

## **ARCHITECTURAL REVIEW BOARD (ARB) –**

### **2. Architectural plans submitted by Kajima Associates, Inc. for the Locust Grove Spec building, located at 2855 Highway 42 South – Industrial/Logistics facility –**

Mr. Gibbs said Kajima Associates, Inc. submitted architectural plans for a proposed warehouse building (369,300 sq. ft. building), and this will be brought back at the October 4, 2021 meeting for action. Nothing further.

## **CITY MANAGER'S COMMENTS –**

Mr. Young made a comment the lady has arrived who submitted the recognition letter to the Chief about Officer Hutcherson. Chief Austin introduced Ms. Patricia and welcomed her comments.

Ms. Patricia said Officer Hutcherson helped her when she was going through a difficult situation. She was recently hired for a new job; however, would not be able to start unless she had the boots the company requires their employees to wear. She was at Wal-Mart where she approached Officer Hutcherson in the parking lot and asked if he or anyone had any boots to spare. Officer Hutcherson invited Ms. Patricia to follow him into Wal-Mart to purchase her new boots. Ms. Patricia said he is a very kindhearted employee, and she is so thankful for his generosity. She is now employed and has been able to move into a home because of the income she is now receiving. Nothing further.

- **Pay Plan No. 701 of Personnel Policy- Fire Marshal –**

Mr. Young said this is the item for activation of the Fire Marshal position and asked for any questions.

Councilman Greer asked what is the likelihood of hiring this position in house versus contracted out? Councilman Greer asked how we compare with Stockbridge or other cities to hire this position separately? Mr. Young said we are more comparable to Stockbridge in terms of housing but behind McDonough in terms of single-family and we are also permitting lots of buildings. He stated further that we are hoping we can hire someone in house for the ability to serve our population better. Councilman Greer asked how long we will sustain this position and Mr. Young said this should be a long-term position because we still have lots of growth and development sites in the city.

Councilman Boone asked how the city is in comparison to Stockbridge and McDonough with the pay scale for this position? Mr. Young said we anticipate we will be in the same range as those cities at Level 74. Discussion took place about arson and responsibilities. Mr. Young said this will be brought back for action on October 4, 2021 meeting with the requested information.

- **Pay Plan No. 701 of Personnel Policy – Progression of personnel and inactive/activated positions –**

Mr. Young said this to activate the mechanic position and pay progressions for existing staff. Mr. Young reviewed positions with progressions being added including master level for all administrative levels and some managerial levels. Nothing further and Mr. Young said this will be brought back for action on October 4, 2021.

- **FY 2021 – Budget update for the 3<sup>rd</sup> Quarter operating period –**

Mr. Young said this is an update and we are still revising and collecting data. The ARPA funds offset the balance with more revenues versus expenditures. We will have the final update on October 4, 2021 for action. We will also have the audit presentation for acceptance on October 4 and good news our fiscal position was positive by \$1.2 million which is up in terms of cash position from 2020. Mr. Young reviewed funds and said we spent some development impact fees on the park and will begin spending SPLOST V money as well.

Councilman Greer asked if we could use the ARPA funds for the sidewalks and Mr. Young said those funds can only be used for water, sewer, and storm water infrastructure in terms of capital items. SPLOST V is dedicated to Bill Gardner and Highway 42 with TSPLOST and DOT funds. Mr. Young said he is working on FY 2022 budget and nothing further.

**ADD ITEM –**

**3. Resolution for the elections superintendent to declare and certify the 2021 election and reallocate resources and voting machines for TSPLOST referendum. –**

Attorney Andy Welch said we discussed at the last meeting ideas regarding whether the Council wanted to hold the upcoming municipal election even though state law authorizes the certification of an election and not holding the actual election when it is uncontested. . Tim and I discussed what would work best for Elections Superintendent Ameika Pitts and her administration of the upcoming TSPLOST. We agreed to recommend to the Council that it would be best to not hold the municipal election in accordance with state law and redesignate the machines for TSPLOST to allow for a distinction on votes by the city and the unincorporated area relevant to the bonding of transportation projects in the City under the proposed TSPLOST.

Councilman Shearouse asked about the bond voting and Mr. Welch said the Locust Grove bond question and the County bond question are included as part of the overall TSPLOST question. Mr. Welch said there will be one question, one vote, and one polling place for each voter. If this is voted in favor, the city will issue bonds to have \$7.2 million to go immediately toward road projects rather than having to wait for TSLPOT proceeds to trickle in and accumulate over time thereby significantly delaying transportation improvements for the City. Councilman Boone asked if Mr. Welch needed a motion to approve the resolution. Mr. Welch responded he need a motion like he needed more cow bell. Nothing further.

Mayor Price asked for a motion. Councilman Greer made the motion to approve the request by approving resolution #21-09-067.

RESULT	APPROVED RESOLUTION #21-09-067
MADE MOTION	COUNCILMAN GREER
2 <sup>ND</sup> MOTION	COUNCILMAN BOONE
VOTE	MOTION CARRIED - ALL IN FAVOR

**MAYOR’S COMMENTS – NONE**

**EXECUTIVE SESSION – NONE**

**ADJOURNMENT-**

Mayor Price asked for a motion to adjourn. Councilman Shearouse made the motion to adjourn.

RESULT	ADOPTED
MADE MOTION	COUNCILMAN WILLIAMS
2 <sup>ND</sup> MOTION	COUNCILMAN SHEAROUSE
VOTE	MOTION CARRIED - ALL IN-FAVOR MEETING ADJOURNED @ 7:17 PM.

Notes taken by:

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Misty Spurling, City Clerk





## Administration Department

P. O. Box 900  
Locust Grove, Georgia 30248

Phone: (770) 957-5043  
Facsimile (770) 954-1223

### Item Coversheet

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**Item:** Pay Plan No. 701 of Personnel Policy – Fire Marshal

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Yes, General Fund (With future parallel fees to offset)

**Date Received:** July 27, 2021 / Updated August 11, 2021 / September 14, 2021

**Workshop Date:** August 16, 2021 / September 20, 2021

**Regular Meeting Date** September 7, 2021 – October 4, 2021

#### Discussion:

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Attached is the revised Ordinance to amend Chapter 701 of the Personnel Policy reflecting changes related to the new position of FIRE MARSHAL, The Fire Marshal has been added to Community Development to provide better service to our citizens while maintaining the high standards of safety. This position may, like some of our more technical ones, be sought by contractor if no qualified applicants are found in a reasonable time.

In reviewing our sister jurisdictions, we removed the 74 Grade Level to be consistent with our neighboring cities. McDonough's Fire Chief is inline with the Grad Levels of 71-73.

#### Recommendation:

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**APPROVE AN ORDINANCE TO AMEND THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO AMEND NO. 701 ENTITLED "THE PAY PLAN"; TO APPROVE THE NEW SALARY SCHEDULE FOR ADDITION OF "FIRE MARSHAL" POSITION; TO PROVIDE FOR CODIFICATION IN THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO AMEND NO. 701 ENTITLED “THE PAY PLAN”; TO APPROVE THE NEW SALARY SCHEDULE FOR ADDITION OF “FIRE MARSHAL” POSITION; TO PROVIDE FOR CODIFICATION IN THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove, Georgia (“City”) approved a Fiscal Year 2021 Operating and Capital Budget authorizing the expenditure for certain departments throughout the City and other operating and capital funds; and,

**WHEREAS**, the position of Fire Marshal is to be added into the Job Description for the Community Development Department of Section 701 the Personnel Policy, as shown in **Exhibit “A”**; as amended,

**WHEREAS**, the Salary Schedule per Section 701 of the Personnel Policy, as shown in **Exhibit “B”**; must show all classifications including new/idle positions as per the approved salary scale, as amended,

**WHEREAS**, pursuant to the Section 3.51 of the charter of the City of Locust Grove, Georgia, the Mayor and City Council hereby amend the Job Classification Manual and the Pay Plan to provide for these additional positions and pay classifications.

**THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS**

**SECTION 1. Additions of Position in Community Development.** The City of Locust Grove Personnel Policy is hereby amended by adding the new job description of “Fire Marshal” as attached hereto and incorporated herein as **Exhibit “A”**.

**SECTION 2. Adoption of the amended Salary Schedule to Section 701.** The following amended to Section 701 of the Personnel Policy entitled “The Pay Plan” is hereby amended by adopting the new Salary Schedule as attached hereto and incorporated herein as **Exhibit “B”** reflecting the addition of Fire Marshal within the pay scale.

**SECTION 3.** The City Clerk is hereby directed to record this Ordinance in the official minutes of the City.

**SECTION 4.** The Personnel Policy adopted and dated July 12, 2004 is hereby re-adopted in its entirety except as amended as the Personnel Policy of the City of Locust Grove.

**SECTION 5.**

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of

this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections, paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 7. Repeal of Conflicting Ordinances.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 8. Effective Date.** This ordinance shall become effective immediately as adopted by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this 4<sup>th</sup> day of October, 2021

\_\_\_\_\_  
ROBERT S. PRICE, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
MISTY SPURLING City Clerk

\_\_\_\_\_  
CITY ATTORNEY

(Seal)

**EXHIBIT "A"**

**AMENDMENT COMMUNITY DEVELOPMENT JOB DESCRIPTION  
TO ADD POSITION OF FIRE MARSHAL**

# **Community Development**

**Job Title: Fire Marshal**

**Job Summary:** The Fire Marshal directly oversees and manages fire prevention activities conducted by the City of Stockbridge, including fire investigations, plan review process, community education, fire code inspection / enforcement, permit issuance, educating citizens in the relevant areas of fire prevention, and is responsible for the overall administration of the Fire Prevention Division's programs and services; Works closely with the planning & zoning, businesses services, code enforcement, and building divisions; Coordinates and collaborates with the County's fire departments and fire agencies regarding fire code development, adoption of standards and fire code enforcement; advocates for fire service issues.

The Fire Marshall reports first to the Community Development Director to keep them informed of all functions and important matters concerning fire prevention activities. The majority of work is performed in an office environment with trips to locations within the surrounding community for the purpose of performing inspections, investigating fires and emergency scenes, and speaking before community groups.

**CLASS CHARACTERISTICS**

**FIRE MARSHAL** This is a skilled, technical position that is subject to appointment by the Mayor under the approval of the City Council and *may sometimes be subject to a contracted position.*

**Major Duties:**

*Essential functions will vary according to the work environment and may include, but are not limited to, the following:*

- Develop, implement, and oversee a comprehensive Fire Prevention Division and associated community risk reduction programs. Evaluate Fire Prevention Division activities and goals on a regular basis and make adjustments as appropriate. Coordinate the fire prevention activities with other programs of the City.
- Oversee and review annual inspection program. Interpret codes and provide mitigating solutions for Fire Prevention and Suppression personnel and building/business owners.
- Develop, implement and conduct procedural methods and practices for reviewing plans, conducting inspections and investigating fire loss incidents.
- Conduct field inspections of construction projects and inspect buildings and facilities as necessary. Evaluate and enforce existing fire safety conditions and Federal, State and local codes applicable to fire safety.
- Assist in the development and implementation of City policies, goals, objectives and priorities and recommend policy, procedure and ordinance revisions as necessary.

**Job Title: Fire Marshal (continued)**

- Prepare and administer Fire Prevention budget, based on goals and objectives of Fire Prevention Division and the City. Make presentations before the city council, boards and committees on fire prevention matters, as necessary.
- Meet with and assist architects, engineers, contractors and others involved in development and construction activities where fire codes, ordinances or standards may affect such activities.
- Provide fire prevention content training to City personnel.
- Conduct and oversee emergency scene and fire investigations, determine cause and origin, and coordinate activities with law enforcement.
- Maintain complete and permanent records of all Fire Prevention Division activities including: public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, the cause of fires occurring within the City, the owner and occupant of the property involved, and loss of such property and other information considered necessary.
- Submit monthly and annual reports to the Community Development Director summarizing fire prevention activities.
- Attend regional and state meetings of related agencies, and other relevant meetings/conferences to maintain current knowledge of regional affairs, with impact to Fire Prevention activities. Stay current with code interpretations, fire investigation and public education programs/techniques.

**Knowledge, Skill, and Abilities:**

*Knowledge of:*

- Principles, methods and practices of modern fire prevention management, fire suppression activities and investigation techniques;
- Pertinent Federal, State, and local laws, codes and regulations;
- Hazardous materials, associated properties of those materials, and the ability to apply applicable codes regulating those materials;
- Principles and practices of personnel management including training, performance evaluation, and conflict management;
- Fire investigation procedures;
- Budget preparation and administration;
- Current computer applications utilized by the City and utilize applications to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills;
- Business letter writing, basic report preparation, and principles and procedures of record keeping;
- Modern office procedures, methods and equipment.

*Skills in:*

- Effectively handling difficult or sensitive issues, using professionalism and an understanding of organizational culture;

**Job Title: Fire Marshal (continued)**

- Using interpersonal skills in a tactful, patient and courteous manner;
- Strong problem-solving skills including anticipating, analyzing, diagnosing and resolving problems;
- Using initiative and independent judgment within established guidelines;
- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups.

*Abilities to:*

- Evaluate programs, policies and procedures, analyze Fire Prevention Division activities and take effective action to improve Fire Prevention division operations or resolve problems;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, codes, adopted ordinances and safety rules;
- Perform under considerable stress while confronted with emergency situations related to the job of a Fire Marshal;
- Maintain confidentiality;
- Maintain and establish effective and cooperative working relationships with City employees, public and public officials and to work effectively in a team environment;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Conduct oneself in a professional manner as defined by City policy;
- Learn and possess working knowledge of geography and street locations of City response areas;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Supervisory Controls:** Work may be assigned by the City Manager in addition to overall tasks and direction within his/her own technical demands and skill for knowledge of necessary work tasks in this field. This position supervises assigned employees; provides technical support to operations personnel regarding code compliance matters; directs operations personnel during an incident's investigation phase.

**Minimum Qualifications:**

*Education/Experience:*

- 2 years of college level course work in Fire Science, Public Administration or related field AND 10 years of progressive experience in fire service with at least 5 years of experience in fire prevention involving fire investigation, code enforcement, public education, instructional techniques and methodology OR equivalent education / experience.



**Job Title: Fire Marshal (continued)**

- Supervisory experience is preferred.

*Certificates and Licenses:*

- A valid Georgia State Driver's License is required.
- International Code Council or IFSAC Fire Inspector I & II certifications are required.
- International Code Council Fire Plans Examiner, National Fire Protection Assessment certification or equivalent education/experience is required.
- IFSAC or IAAI Fire Investigator certification is preferred (Must attain within 12 months)
- NIMS certifications (as determined by the Fire Chief) are required within 90 days of hire.
- IFSAC Fire Instructor I certification is preferred.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, an employee is regularly required to talk and hear; use hands or fingers to handle and feel; and frequent use of the telephone and computer while communicating with internal and external customers; requires manual dexterity and visual acuity to operate personal computer or other standard office equipment, job site inspections and investigations. Employee may sit for several hours each day but will also need mobility and ability to stand and walk continuously for long periods of time. Employee may seldom lift, push, or pull up to 50-100 pounds in the course of an investigation. Work may occasionally require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

*This position will require the employee to perform strenuous work seldom, for extended periods of time, while performing some or all of the following:*

- Wear a respirator (SCBA);
- Wear and/or carry over 50lbs of protective clothing/equipment;
- Work in an overheated, extreme cold or wet environment;
- Work under adverse or stressful conditions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work area will encompass a wide variety of settings including: administrative duties in an office setting; occasionally works outside, in poor weather conditions, in hazardous traffic areas, in and around structures that may be hazardous

and/or unstable, and under unfavorable or unsanitary conditions, which may include biohazards, air and blood-borne pathogens. The noise level in the work environment is usually moderate but may reach extremes where hearing protection is required.

**Special Requirements/Tasks/Duties**

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the City's existing vehicle and umbrella liability insurance carrier.

**Pay Grade:** This is a pay classification range of Level 71 – 73, depending on level of qualifications and experience.

**EXHIBIT "B"**

**AMENDMENT TO PAY PLAN (SECTION 701) OF PERSONNEL POLICY) TO  
PROVIDE FOR THE NEW POSTION OF FIRE MARSHAL**

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position of Fire Marshal						
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour	
50	Part Time Seasonal Maintenance (inactive)	\$ 24,892.38	N/A	N/A	N/A	N/A	\$ 11.97	
51	Administration/Comm. Dev. Intern (PT - Inactive)	\$ 26,137.12	\$ 39,718.18	\$ 29,532.39	\$ 32,927.65	\$ 36,322.92	\$ 12.57	
52	Maintenance Worker I	\$ 29,090.01	\$ 41,704.85	\$ 32,243.72	\$ 35,397.43	\$ 38,551.14	\$ 13.99	
	Facilities Maintenance Technician I (inactive)							
	Stormwater Maintenance Technician I							
	CSR/Receptionist (PT/FT) Admin							
	Main Street Administrative Asst (PT/FT)							
53	Administrative Assistant I	\$ 30,544.51	\$ 43,790.47	\$ 33,856.00	\$ 37,167.49	\$ 40,478.98	\$ 14.68	
	Administrative Assitant I (Police/Public Safety)							
	Facilities Maintenance Technician II (inactive)							
	Business/Alcohol License Clerk I							
	Maintenance Worker II							
	Stormwater Maintenance Technician II							
	Permit Coordinator I							
	Utility Billing Clerk I							
54	Facilities Maintenance Supervisor (inactive)	\$ 32,071.73	\$ 45,978.85	\$ 35,548.51	\$ 39,025.29	\$ 42,502.07	\$ 15.42	
	Water Meter Maintenance Technician I							
55	Water/ Sewer Operator Trainee (provisional)	\$ 32,405.17	\$ 48,277.61	\$ 36,373.28	\$ 40,341.39	\$ 44,309.50	\$ 15.58	
	Stormwater Maintenance Technician III							
	Maintenance Worker III							
	Assistant Municipal Court Clerk I							
56	Administrative Assistant II	\$ 34,026.08	\$ 50,692.44	\$ 38,192.67	\$ 42,359.26	\$ 46,525.85	\$ 16.36	
	Permit Coordinator II							
	Utility Billing Clerk II							
	Business/Alcohol License Clerk II							
	Heavy Equipment Operator I							

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position of Fire Marshal					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Maintenance Crew Leader I						
	Water Meter Maintenance Technician II						
	Assistant Municipal Court Clerk II						
	Water/ Sewer Operator Trainee (confirmed)						
57	Accounts Payable Clerk I	\$ 35,727.45	\$ 53,227.15	\$ 40,102.37	\$ 44,477.30	\$ 48,852.23	\$ 17.18
	Municipal Court/Police Records Clerk I						
	Court Bailiff (uncertified)/PT						
58	Maintenance Crew Leader II	\$ 37,514.38	\$ 55,889.37	\$ 42,108.13	\$ 46,701.88	\$ 51,295.62	\$ 18.04
	Water/Sewer Operator III						
	Water Meter Maintenance Technician III						
	Heavy Equipment Operator II						
	Utility Billing Clerk III						
	Administrative Assistant III						
	Business/Alcohol License Clerk III						
	Permit Coordinator III						
	Accounts Payable Clerk II						
	Police Officer (In Training - Uncertified)						
59	Planning Technician (Comm. Dev. - FT) I	\$ 39,390.74	\$ 58,684.79	\$ 44,214.25	\$ 49,037.77	\$ 53,861.28	\$ 18.94
	Executive Administrative Assistant I						
	Assistant City Clerk I (non certified)						
	Municipal Court/Police Records Clerk II						
	Accounts Payable Clerk III						
60	Water/Sewer Operator II	\$ 41,360.35	\$ 61,619.12	\$ 46,425.04	\$ 51,489.74	\$ 56,554.43	\$ 19.88
	Code Enforcement Officer (uncertified)						
	Maintenance Crew Leader III						
	Planning Technician (Comm. Dev. - FT) II						
	Executive Administrative Assistant II						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position of Fire Marshal					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Assistant City Clerk II (non certified)						
	Municipal Court/Police Records Clerk III						
	Mechanic I						
61	Water/Sewer Operator I	\$ 43,428.30	\$ 64,699.98	\$ 48,746.22	\$ 54,064.14	\$ 59,382.06	\$ 20.88
	Police Officer I						\$ 19.88
	Mechanic II						
	Bailiff (P.O.S.T. Certified)						
	Code Enforcement Officer (POST certification)						
62	Public Works Manager	\$ 45,623.37	\$ 67,934.98	\$ 51,201.27	\$ 56,779.18	\$ 62,357.08	\$ 21.93
inactive	Corporal I						\$ 20.89
	Police Officer II						
	Fleet Manager - PW						
	Assistant City Clerk II (certified)						
	Utility Billing Manager I						
inactive	Purchasing Manager I (HS/AD 3/5 Years exp)						
inactive	Accounting Specialist I						
inactive	Planner I - no interest/study in future for need or req						
63	Investigator I	\$ 47,879.69	\$ 71,331.73	\$ 53,742.70	\$ 59,605.71	\$ 65,468.72	\$ 23.02
	Corporal II						
	Police Officer III						\$ 21.92
	Human Resources Specialist (2-5 Years)						
	City Clerk - (uncertified - HS/BA 2 - 5 years)						
64	GIS Coordinator/Stormwater Specialist	\$ 50,273.69	\$ 74,898.32	\$ 56,429.85	\$ 62,586.01	\$ 68,742.16	\$ 24.17
	Corporal III						
	Police Sergeant I						\$ 23.02
	Investigator II						
	Professional Standards Specialist - I (Police)						
	Building Inspector I (Residential/Commercial)						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position of Fire Marshal					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
Aug-21	Development Inspector (Storm/Erosion/Plans)						
	Assistant City Clerk III (post certification)						
inactive	Utility Billing Manager II						
inactive	Purchasing Manager II (BS/BA 3 Years exp)						
	Accounting Specialist II						
65	Planner II (A.I.C.P.)	\$ 52,787.36	\$ 78,643.24	\$ 59,251.33	\$ 65,715.30	\$ 72,179.27	\$ 25.38
	Human Resources Specialist II (5+ Years)						
	Main Street Manager/Economic Development						
66	Police Sergeant II	\$ 55,426.74	\$ 82,575.40	\$ 62,213.90	\$ 69,001.07	\$ 75,788.23	\$ 26.65
	Professional Standards Specialist - II (Police)						
inactive	Purchasing Manager - Certified CPM						\$ 25.38
inactive	Accounting Specialist Certified Financial CVI						
	Building Inspector II (Residential/Commercial)						
67	Chief Building Official	\$ 58,198.08	\$ 86,704.17	\$ 65,324.60	\$ 72,451.12	\$ 79,577.64	\$ 27.98
	Lieutenant I						\$ 26.65
	Planner III (A.I.C.P. with 3+ years experience)						
68	Asst. Community Development Director	\$ 61,107.97	\$ 91,039.38	\$ 68,590.82	\$ 76,073.67	\$ 83,556.52	\$ 29.38
69	Stormwater Utility Manager	\$ 64,163.37	\$ 95,591.34	\$ 72,020.37	\$ 79,877.36	\$ 87,734.35	\$ 30.85
	Lieutenant II						\$ 29.38
	Public Works Manager - Street Maintenance						
	Public Works Manager - Utilities Distribution						
	City Clerk - (Cert. or Uncert. - BA >5 years)						
70	Water and Wastewater Manager	\$ 67,371.55	\$ 100,370.91	\$ 75,621.39	\$ 83,871.23	\$ 92,121.07	\$ 32.39
	Police Captain						\$ 30.85
71	City Clerk (Certified 5+ Years)	\$ 70,740.13	\$ 105,389.46	\$ 79,402.46	\$ 88,064.79	\$ 96,727.12	\$ 34.01

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position of Fire Marshal						
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour	
	Police Captain II						\$ 32.39	
<b>Range</b>	<b>Fire Marshal DOQ1</b>							
72	Public Works and Facilities Director	\$ 74,277.13	\$ 110,658.93	\$ 83,372.58	\$ 92,468.03	\$ 101,563.48	\$ 35.71	
<b>Range</b>	<b>Fire Marshal DOQ2</b>							
73	Community Development Director	\$ 77,990.99	\$ 116,191.88	\$ 87,541.21	\$ 97,091.43	\$ 106,641.65	\$ 37.50	
<b>Range</b>	<b>Fire Marshal DOQ3</b>							
74	Police Chief	\$ 81,890.55	\$ 122,001.47	\$ 91,918.28	\$ 101,946.01	\$ 111,973.74	\$ 39.37	
	Public Safety Director (inactive)							
75	Human Resources Director (Inactive/Future)	\$ 85,985.06	\$ 128,101.54	\$ 96,514.18	\$ 107,043.30	\$ 117,572.42	\$ 41.34	
76	Finance Director (Inactive/Future)	\$ 90,284.32	\$ 134,506.62	\$ 101,339.90	\$ 112,395.47	\$ 123,451.05	\$ 43.41	
	Police Chief (over 5 Years)							
	Community Development Director (5+ Years/Cert)							
77	Assistant / Deputy City Manager (Active)	\$ 94,798.52	\$ 141,231.95	\$ 106,406.88	\$ 118,015.24	\$ 129,623.59	\$ 45.58	
78	City Manager I	\$ 99,538.46	\$ 148,293.55	\$ 111,727.23	\$ 123,916.00	\$ 136,104.78	\$ 47.86	
	Assistant / Deputy City Manager II (over 5 Years)							
79	City Manager II (over 5 Years)	\$ 104,515.38	\$ 155,708.23	\$ 117,313.59	\$ 130,111.80	\$ 142,910.02	\$ 50.25	
	Asst./Deputy City Manager III (Certified ICMA/GMA)							
80	City Manager III (Certified ICMA/GMA)	\$ 109,741.15	\$ 163,493.64	\$ 123,179.27	\$ 136,617.40	\$ 150,055.52	\$ 52.76	





## Administration Department

P. O. Box 900  
Locust Grove, Georgia 30248

Phone: (770) 957-5043  
Facsimile (770) 954-1223

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### Item Coversheet

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**Item:** Pay Plan No. 701 of Personnel Policy/Active/Progression Levels

**Action Item:**  Yes  No

**Public Hearing Item:**  Yes  No

**Executive Session Item:**  Yes  No

**Advertised Date:** N/A

**Budget Item:** Yes, General and/or Enterprise Funds with personnel assigned

**Date Received:** July 27, 2021 / Updated August 11, 2021/September 14, 2021

**Workshop Date:** August 16, 2021 / September 20, 2021

**Regular Meeting Date** September 7, 2021 and October 4, 2021 (Revised)

#### Discussion:

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Attached is the revised Ordinance to amend Chapter 701 of the Personnel Policy reflecting changes related to personnel staffing and mobility among existing employees. First is the activation of the budgeted position (current 2021 FY) of *Mechanic* that since FY 2017 has been supplemented by nearby repair shops, including small engine repair. The need is to handle more of the routine items (oil change/tire/small engine repair and maintenance for lawn care equipment).

Additionally, we added more progression in the pay scale as in prior year to allow more advancement beyond just beyond longevity as we grow our overall operations. This enables some further movement as we look at more of our overall operations before needing to promote fully to more of a supervisory role. Primary to this is our "Master Level" for much all of the Administrative personnel, Court Clerk, Meter Maintenance/Heavy Equipment Operator, and that of Lieutenant as well. After this, we will begin a thorough review of all our position levels and methods of advancement/achievement.

#### Recommendation:

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Recommend APPROVAL of Ordinance to Amend Section 701 of the Personnel Policy.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO AMEND NO. 701 ENTITLED “THE PAY PLAN”; TO APPROVE THE ACTIVATION OF THE “MECHANIC” POSITION; FOR CERTAIN NEW PROGRESSION POSITIONS INTO THE PAY SCALE IN ADMINISTRATION, COURT, PUBLIC SAFETY, PUBLIC WORKS INCLUDING SOME UTILITY FUNDED POSITIONS; TO PROVIDE FOR CODIFICATION IN THE CITY OF LOCUST GROVE PERSONNEL POLICY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Locust Grove, Georgia (“City”) approved a Fiscal Year 2021 Operating and Capital Budget authorizing the expenditure for certain departments throughout the City and other operating and capital funds; and,

**WHEREAS**, the position of “Mechanic” has been part of the Pay Scale for years, but is now requested as budgeted for hiring within the existing Fiscal Year; and,

**WHEREAS**, there are certain positions with Administration, Court, Public Safety, Public Works including some Utility Enterprise Fund staff that are recommended for further advancement given their longevity in positions as a bridge to promotion to more supervisory positions to be placed into the existing Salary Schedule; and,

**WHEREAS**, the Salary Schedule per Section 701 of the Personnel Policy, as shown in **Exhibit “A”**; must show all classifications including new/active/idle positions as per the approved salary scale along with any adjustments for progression as staff matures in their existing job assignments, as amended,

**WHEREAS**, pursuant to the Section 3.51 of the charter of the City of Locust Grove, Georgia, the Mayor and City Council hereby amend the Job Classification Manual and the Pay Plan to provide for these additional positions and pay classifications.

**THE COUNCIL OF THE CITY OF LOCUST GROVE HEREBY ORDAINS**

**SECTION 1. Activation of existing Mechanic Position as part of FY 21 Budget.** The position of Mechanic (60) is approved for employment selection within this Fiscal Year as approved and budgeted as attached hereto and incorporated herein as in the Position and Pay Plan “**Exhibit “A”**”.

**SECTION 2. Addition of new progression scales within the Pay Plan as part of retention and advancement of existing personnel.** The following positions are to be included into the Pay Plan as part of further advancement and progression for our more mature staff: *Master Level – Waters/Sewer Maintenance (59), Heavy Equipment Operator III (60), Master Level – Permit Clerk/Business License Clerk/Utility Billing Clerk/AP Clerk/Court Clerk (61), Assistant City Clerk Master (5+ Years Certified) and Human Resources Specialist Master (5+ Years) (66), Lieutenant III / Public Works Manager II – Street Maintenance / Public Works Manager II – Utilities Distribution (70), City Clerk II (Certified 5-10 Years) (72), and City Clerk III (Certified 10+ Years) (73)* as attached hereto and incorporated herein as in the Position and Pay Plan “**Exhibit “A”**”.

**SECTION 3. Adoption of the amended Salary Schedule to Section 701.** The following amended to Section 701 of the Personnel Policy entitled “The Pay Plan” is hereby amended by adopting the new Salary Schedule as attached hereto and incorporated herein as **Exhibit “A”** reflecting the addition of Fire Marshal within the pay scale along with adjustments to allow more progression in certain classifications.

**SECTION 4.** The City Clerk is hereby directed to record this Ordinance in the official minutes of the City.

**SECTION 5.** The Personnel Policy adopted and dated July 12, 2004 is hereby re-adopted in its entirety except as amended as the Personnel Policy of the City of Locust Grove.

**SECTION 6.**

A. It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

B. It is hereby declared to be the intention of the City Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other Section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the City Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other Section, paragraph, sentence, clause or phrase of this Ordinance.

C. In the event that any section, paragraph, sentence, clause or phrase of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the Ordinance and that, to the greatest extent allowed by law, all remaining Sections, paragraphs, sentences, clauses, or phrases of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 7. Repeal of Conflicting Ordinances.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 8. Effective Date.** This ordinance shall become effective immediately as adopted by the Mayor and Council of the City of Locust Grove.

SO ORDAINED this 4<sup>th</sup> day of October, 2021

\_\_\_\_\_  
ROBERT S. PRICE, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
MISTY SPURLING City Clerk

\_\_\_\_\_  
CITY ATTORNEY

(Seal)

**EXHIBIT "A"**

**AMENDMENT TO PAY PLAN (SECTION 701 OF PERSONNEL POLICY) TO  
REFLECTING ACTIVATED POSITION OF MECHANIC AND NEW DESIGNATIONS  
FOR FURTHER ADVANCEMENT FOR CERTAIN STAFF POSITIONS IN  
ADMINISTRATION, COURT, PUBLIC SAFETY, PUBLIC WORKS, INCLUDING  
SOME UTILITY ENTERPRISE FUNDED STAFF**

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
50	Part Time Seasonal Maintenance (inactive)	\$ 24,892.38	N/A	N/A	N/A	N/A	\$ 11.97
51	Administration/Comm. Dev. Intern (PT - Inactive)	\$ 26,137.12	\$ 39,922.34	\$ 29,583.43	\$ 33,029.73	\$ 36,476.04	\$ 12.57
52	Maintenance Worker I	\$ 29,090.01	\$ 41,919.22	\$ 32,297.31	\$ 35,504.62	\$ 38,711.92	\$ 13.99
	Facilities Maintenance Technician I (inactive)						
	Stormwater Maintenance Technician I						
	CSR/Receptionist (PT/FT) Admin						
	Main Street Administrative Asst (PT/FT)						
53	Administrative Assistant I	\$ 30,544.51	\$ 44,015.57	\$ 33,912.27	\$ 37,280.04	\$ 40,647.80	\$ 14.68
	Administrative Assistant I (Police/Public Safety)						
	Facilities Maintenance Technician II (inactive)						
	Business/Alcohol License Clerk I						
	Maintenance Worker II						
	Stormwater Maintenance Technician II						
	Permit Coordinator I						
	Utility Billing Clerk I						
54	Facilities Maintenance Supervisor (inactive)	\$ 32,071.73	\$ 46,215.20	\$ 35,607.60	\$ 39,143.47	\$ 42,679.33	\$ 15.42
	Water Meter Maintenance Technician I						
55	Water/ Sewer Operator Trainee (provisional)	\$ 32,405.17	\$ 48,525.77	\$ 36,435.32	\$ 40,465.47	\$ 44,495.62	\$ 15.58
	Stormwater Maintenance Technician III						
	Maintenance Worker III						
	Assistant Municipal Court Clerk I						
56	Administrative Assistant II	\$ 34,026.08	\$ 50,953.01	\$ 38,257.81	\$ 42,489.55	\$ 46,721.28	\$ 16.36
	Permit Coordinator II						
	Utility Billing Clerk II						
	Business/Alcohol License Clerk II						
	Heavy Equipment Operator I						
	Maintenance Crew Leader I						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Water Meter Maintenance Technician II						
	Assistant Municipal Court Clerk II						
	Water/ Sewer Operator Trainee						
57	Accounts Payable Clerk I	\$ 35,727.45	\$ 53,500.76	\$ 40,170.77	\$ 44,614.10	\$ 49,057.43	\$ 17.18
	Municipal Court/Police Records Clerk I						
	Court Bailiff (uncertified)/PT						
58	Maintenance Crew Leader II	\$ 37,514.38	\$ 56,176.66	\$ 42,179.95	\$ 46,845.52	\$ 51,511.09	\$ 18.04
	Water/Sewer Operator III						
	Water Meter Maintenance Technician III						
	Heavy Equipment Operator II						
	Utility Billing Clerk III						
	Administrative Assistant III						
	Business/Alcohol License Clerk III						
	Permit Coordinator III						
	Accounts Payable Clerk II						
	Police Officer (In Training - Uncertified)						
59	Planning Technician (Comm. Dev. - FT) I	\$ 39,390.74	\$ 58,986.44	\$ 44,289.67	\$ 49,188.59	\$ 54,087.52	\$ 18.94
	Executive Administrative Assistant I						
	Assistant City Clerk I (non certified)						
	Municipal Court/Police Records Clerk II						
	Accounts Payable Clerk III						
60	Water/Sewer Operator II	\$ 41,360.35	\$ 61,935.86	\$ 46,504.23	\$ 51,648.11	\$ 56,791.98	\$ 19.88
	Code Enforcement Officer (uncertified)						
	Maintenance Crew Leader III						
	Planning Technician (Comm. Dev. - FT) II						
	Executive Administrative Assistant II						
	Assistant City Clerk II (non certified)						
	Municipal Court/Police Records Clerk III						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
<b>ACTIVATE</b>	<b>Mechanic I</b>						
61	Water/Sewer Operator I	\$ 43,428.30	\$ 65,032.56	\$ 48,829.36	\$ 54,230.43	\$ 59,631.49	\$ 20.88
	Police Officer I						\$ 19.88
	Mechanic II						
	Bailiff (P.O.S.T. Certified)						
	Code Enforcement Officer (POST certification)						
<b>Progression</b>	<b>Master Level - Permit Clerk/Bus. License Clerk/ Utility Billing/AP Clerk</b>						
62	Public Works Manager	\$ 45,375.09	\$ 68,284.19	\$ 51,102.36	\$ 56,829.64	\$ 62,556.91	\$ 21.81
inactive	Corporal I						\$ 20.78
	Police Officer II						
	Fleet Manager - PW						
	Assistant City Clerk II (certified)						
	Utility Billing Manager I						
inactive	Purchasing Manager I (HS/AD 3/5 Years exp)						
inactive	Accounting Specialist I						
inactive	Planner I						
63	Investigator I	\$ 47,879.69	\$ 71,698.40	\$ 53,834.37	\$ 59,789.04	\$ 65,743.72	\$ 23.02
inactive	Corporal II						
	Police Officer III						\$ 21.92
	Human Resources Specialist (2-5 Years)						
	City Clerk - (uncertified - HS/BA 2 - 5 years)						
64	GIS Coordinator/Stormwater Specialist	\$ 50,273.69	\$ 75,283.32	\$ 56,526.10	\$ 62,778.50	\$ 69,030.91	\$ 24.17
	Investigator II						
	Professional Standards Specialist - I (Police)						
inactive	Corporal III						
	Police Sergeant I						\$ 23.02
	Building Inspector I (Residential/Commercial)						
Aug-21	Development Inspector (Storm/Erosion/Plans)						
	Assistant City Clerk III (post certification)						

The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
	Utility Billing Manager II						
inactive	Purchasing Manager II (BS/BA 3 Years exp)						
inactive	Accounting Specialist II						
65	Planner II (A.I.C.P.)	\$ 52,787.36	\$ 79,047.48	\$ 59,352.39	\$ 65,917.42	\$ 72,482.45	\$ 25.38
Progression	<b>Investigator III</b>						
	Human Resources Specialist II (5+ Years)						
	Main Street Manager/Economic Development						
66	Building Inspector II (Residential/Commercial)	\$ 55,426.74	\$ 82,999.86	\$ 62,320.02	\$ 69,213.30	\$ 76,106.58	\$ 26.65
	Police Sergeant II						\$ 25.38
	Professional Standards Specialist - II (Police)						
inactive	Purchasing Manager - Certified CPM						
inactive	Accounting Specialist Certified Financial CVI						
Progression	<b>Assistant City Clerk Master (5+ Years Certified)</b>						
Progression	<b>Human Resources Specialist Master (5+ Years)</b>						
67	Chief Building Official	\$ 58,198.08	\$ 87,149.85	\$ 65,436.02	\$ 72,673.96	\$ 79,911.91	\$ 27.98
	Lieutenant I						\$ 26.65
	Planner III (A.I.C.P. with 3+ years experience)						
68	Asst. Community Development Director	\$ 61,107.97	\$ 91,507.34	\$ 68,707.81	\$ 76,307.66	\$ 83,907.50	\$ 29.38
69	Stormwater Utility Manager	\$ 64,163.37	\$ 96,082.71	\$ 72,143.21	\$ 80,123.04	\$ 88,102.88	\$ 30.85
	Lieutenant II						\$ 29.38
	Public Works Manager - Street Maintenance						
	Public Works Manager - Utilities Distribution						
	City Clerk - (Cert. or Uncert. - BA >5 years)						
70	Water and Wastewater Manager	\$ 67,371.55	\$ 100,886.85	\$ 75,750.37	\$ 84,129.20	\$ 92,508.02	\$ 32.39
	Police Captain						\$ 30.85
New	<b>Lieutenant III</b>						\$ 30.85
New	<b>Public Works Manager II - Street Maintenance</b>						



The Pay Plan No. 701 of Personnel Policy		Year 2021 - Additional Position(s)/Master-Progression Levels					
Grade	Position	Beginning	Top Out	INC25%	Midpoint	INC75%	P/Hour
New	<b>Public Works Manager II - Utilities Distribution</b>						
71	City Clerk (Certified 5+ Years)	\$ 70,740.13	\$ 105,931.19	\$ 79,537.89	\$ 88,335.66	\$ 97,133.42	\$ 34.01
	Police Captain II						\$ 32.39
72	Public Works and Facilities Director	\$ 74,277.13	\$ 111,227.75	\$ 83,514.78	\$ 92,752.44	\$ 101,990.09	\$ 35.71
New	<b>City Clerk II (Certified 5-10 Years)</b>						
73	Community Development Director	\$ 77,990.99	\$ 116,789.13	\$ 87,690.53	\$ 97,390.06	\$ 107,089.60	\$ 37.50
New	<b>City Clerk III (Certified 10+ Years)</b>						
74	Police Chief	\$ 81,890.55	\$ 122,628.59	\$ 92,075.06	\$ 102,259.57	\$ 112,444.08	\$ 39.37
	Public Safety Director (inactive)						
75	Human Resources Director (Inactive/Future)	\$ 85,985.06	\$ 128,760.02	\$ 96,678.80	\$ 107,372.54	\$ 118,066.28	\$ 41.34
76	Finance Director (Inactive/Future)	\$ 90,284.32	\$ 135,198.02	\$ 101,512.75	\$ 112,741.17	\$ 123,969.60	\$ 43.41
	Police Chief (over 5 Years)						
	Community Development Director (5+ Years/Cert)						
77	Assistant / Deputy City Manager (Active)	\$ 94,798.52	\$ 141,957.92	\$ 106,588.37	\$ 118,378.22	\$ 130,168.07	\$ 45.58
78	City Manager I	\$ 99,538.46	\$ 149,055.82	\$ 111,917.80	\$ 124,297.14	\$ 136,676.48	\$ 47.86
	Assistant / Deputy City Manager II (over 5 Years)						
79	City Manager II (over 5 Years)	\$ 104,515.38	\$ 156,508.61	\$ 117,513.69	\$ 130,511.99	\$ 143,510.30	\$ 50.25
	Asst./Deputy City Manager III (Certified ICMA/GMA)						
80	City Manager III (Certified ICMA/GMA)	\$ 109,741.15	\$ 164,334.04	\$ 123,389.37	\$ 137,037.60	\$ 150,685.82	\$ 52.76