

The Brooks County Board of Commissioners met for its Monthly Workshop and Regular Monthly Meeting on Monday, April 7, 2014 at 5:00 p.m. in the Commissioners Meeting Room located at the Brooks County Office Building. Commissioners present were: Mr. S. L. Jones, Chairman; Ms. Myra Exum; Vice Chairman; Mr. James Maxwell; Mr. Willie Cody, and Mr. Joe Wingate. Others present were: Mr. Justin DeVane, County Administrator; Ms. Patricia Williams, County Clerk; and various residents.

### Public Hearing – None

### WORKSESSION

Chairman called workshop to order.

### Reports from Committees/Departments

**A. Public Works** – Glenn Walker provided report on repairs and work completed for month of March:

- Received 100 road requests; closed nine roads; installed 19 driveways.
- 19 road repairs
- Excavator tracks have been put back together.

**B. Ben DeVane – County Surveyor/Engineer**

- Completed drawing for drainage situation on CR 305; met with Administrator and Ms. Fuller to review. Waiting on weather, needs three or four good weather days to complete.
- 2014 LMIG packet is being worked on; the CDBG is taking lot of time.
- CDBG- Contracts have been signed; Preconstruction Conference has been held; and Notice to proceed ready no later than April 21, 2014. Suggested letters to property owners to let them know of starting date; and to remove anything on right-of-way that needs to be removed.
- Safety Action Plan – bid awardee, Peek Pavement Marking, has contracts and insurance certificate; expect to come in this week; and will start within a week and a half.

**C. Stephanie Hollifield– Extension Office–Not Present (Handout Provided)**

**D. Tom Fields – Fire Department** – Mr. Thomas Fields, Fire Chief, Brooks County Fire Department, thanked the Board for the opportunity to serve as first Fire Chief for Brooks County. A memo was provided for review of options to assist in a resolution of the ISO rating issues for the County specific to Barwick and Pavo areas. He has looked at areas that could possibly be resolved the quickest; and concentrate on the harder areas next. There are two possible options to help Barwick and Pavo to reduce their ISO ratings. First option is to help each city reactivate their FDID numbers. If so, the county line will not be a factor because their jurisdiction will be the city limits. Second option would be to build a station on the Brooks County side and equip to be a fire department station. With this option we would have to spend money to equip the station, purchase fire engine, and build the station. Administrator and Mr. Fields will meet with Barwick and Pavo to discuss the possibilities.

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**E. Mike Smith – EMA/911 Center** – Mr. Smith had no report, stated things are going well.

**F. Pam Jones – Chief Tax Assessor** – Ms. Jones stated numerous returns were

received during the sign up period January thru April 2014 for covenant applications. When a covenant lease is signed the property owner is promising to keep using their property in the qualifying use for 10 years; and the ability to sell or develop the property will be restricted during that time. The Tax Assessor Board will review the applications at their meeting scheduled for April 8, 2014.

**G. Natalie Singletary – Family Connection Director** – Ms. Singletary was hired as the Director of Family Connection in March 17, 2014; to replace Danielle DeLoach. Ms. Singletary introduced herself and enlightened the Board on her education, experience, and grant writing. Previously, she was employed with Cook County Family Connection where she gained valuable experience securing and implementing grants.

Chairman closed work session to go into the Regular Meeting at 5:49 p.m.

**1. Call to Order**

**A. Prayer & Pledge** – Mr. Wingate led all in attendance in prayer and pledge of allegiance.

**2. Approval of Agenda**

**A.** April 7, 2014 Regular Monthly Meeting – Mr. Maxwell made the motion to approve the agenda; Mr. Wingate seconded. Vote was unanimous.

**3. Approval of Minutes**

On a motion by Mr. Cody, seconded by Ms. Exum; the Board unanimously approved the following minutes as presented:

A.	Executive Session & Special Called Meeting	February 27, 2014
B.	Monthly Workshop & Regular Monthly Meeting	March 3, 2014
C.	Special Called & Executive Session	March 20, 2014
D.	Special Called Meeting	March 25, 2014
E.	SPLOST 6 Work Session	March 31, 2014

**4. Appearances**

**A. Danny Sapp – Property Tax Reimbursement Request** – Administration received a request from Danny Sapp for consideration to be reimbursed for taxes that were over paid on house property. Previously, Tax Assessor's Office had a square footage of 2,632 for his residence at 642 Sapp Road, but the actual square footage is only 2,100. The error has been corrected in the database for 2014, for 2013 taxes, the error was caught prior to Mr. Sapp paying his property taxes for 2013, therefore; he paid the correct amount based on 2,100 square footage. County has authorized reimbursements for property taxes for previous three years (in this case, 2013, 2012, and 2011); however, Mr. Sapp is requesting reimbursement for 2012, 2011, and 2010. Tax

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Assessor's Office can only go back three years on the digest and make changes; so the 2010 period would be closed. Amount overbilled for 2012 is \$226.29; and 2011 is \$245.31; total of \$471.60. Mr. Maxwell made the motion to reimburse Mr. Sapp in the amount of \$471.60 for property tax reimbursement for 2012 (\$226.29) and 2011 (\$245.31), Mr. Cody seconded, vote was unanimous.

**5. New Business**

**A. Georgia DOT 5311 TPO Contract Amendment with MIDS, Inc.** – Administration received a package from MIDS, Inc. with several amendments to the TPO Agreement. The amendment will correct the insurance issues the County has with MIDS, Inc. regarding the insurance reimbursements. Board discussed the “Auditing” section (#2) which states: “TPO shall use monthly P&L (Profit & Loss) data computed by a licensed CPA firm to prepare all monthly financial reporting”. Board felt this financial reporting would be prepared by same individual that does the accounting; and would be operating under their own rule. Administrator recommended to amend the Agreement for this year; and to prepare a new agreement at the end of the year when the transit system will be put out to bid. It was also proposed to delete #2 until a new contract is done. After discussion, a motion was made by Ms. Exum to approve #1 and #3 of Amendment from MIDS, Inc. for the remaining of this year, Mr. Cody seconded. Vote was unanimous.

**B. Sabal Trail Pipeline Resolution** – A copy of a resolution from Colquitt County regarding the Sabal Trail Pipeline was received by Administration. The resolution adamantly urges that the pipeline be buried with a minimum of 5 feet of cover for only certain parcels of land. A majority of parcels in Brooks County would be covered by this resolution, the County may consider asking for the 5 feet cover throughout Brooks County, regardless of property type or use. The Board can approve or disapprove the resolution regarding the Sabal Trail Natural Gas Pipeline. Mr. Wingate made the motion to approve the Sabal Trail Natural Gas Pipeline Resolution for Brooks County, Mr. Maxwell seconded. Vote was unanimous.

**C. UGA Ag Extension Employee Renewal Contract Renewal-4-H Extension Associate** Administration received a request for Contract Renewal between the UGA Cooperative Extension and Brooks County Board of Commissioners. The renewal is for the 4-H Extension Associate position, currently held by Carol Smith. A budget sheet is attached to include the County’s contributions, Administrator recommended to table this item until specific details for each department has been determined since we are in the budget process. Contract has to be returned to UGA by June 2, 2014. On a motion by Mr. Maxwell, seconded by Mr. Wingate, Board unanimously approved to table this item until such time specific details for each department has been determined.

**D. Appointment to Board of Elections** – Board of Elections (BOE) has a vacancy due to resignation of Ms. Nancy Duncan. Three names were mentioned to fill the vacant seat: Almarie Golden (Mr. Maxwell), Karen Murray (Mr. Wingate), and Wayne Carroll (Mr. Jones). Mr. Carroll’s name was withdrawn from the list; he did not wish to serve. Mr. Wingate made the motion to appoint Karen Murray to the BOE, Ms. Exum seconded.

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Chairman called for the vote. Mr. Wingate, Ms. Exum, and Mr. Jones voted in favor. Mr. Maxwell voted no; and Mr. Cody abstained. Vote was 3 to 1.

**E. Appointment to Brooks County DFACS Board** – Administration received a letter from Rhonda Wheeler regarding the upcoming expiration of Linda Peterson’s position on the DFACS Board, which is in District 1. Ms. Peterson was appointed last April to complete the term of a vacant seat on the Board; and she has expressed interest in serving another term. Mr. Cody made the motion to re-appoint Linda Peterson to the DFACS Board, Ms. Exum seconded. Vote was unanimous.

**F. Fire Department 5 Year Master Plan** – Administration prepared a 5 Year Master Plan for Brooks County Fire Department which provides the Board a baseline guide for improvements to be made within the County, improvements including response times and ISO ratings for property owners. Administrator asked the Board to adopt a plan so that the Department can better serve the citizens of Brooks County; and that changes can be made to the Plan as needed. Chairman was not satisfied with the funding; however; the Board commended Administrator on preparation of the Plan. After discussion, the Board unanimously tabled this item on a motion by Mr. Maxwell, and seconded by Mr. Wingate.

6. **Unfinished Business** - None

7. **County Administrator Notes/Comments**

**A. SPLOST Six – Initial Startup Meeting** – The initial startup meeting with municipalities was held March 31, 2014. Administration provided information on last 12 months of SPLOST income, the current breakdown and population breakdown calculations. A meeting will be scheduled soon with City of Quitman to see what projects they want to do.

**B. FY 2015 Budget Process**– It is time to start preparing for the FY2015 budget process. Administrator has delivered departmental budgets to the departments; and all have been returned. Administrator stated he is waiting on health insurance renewal information to include in the budget.

**C. Inmate Database and Sex-Offender Website** – Quotes were received by Administration from SGRC to build a new system for the Jail website which includes the Inmate listing and the Sex-Offender website. If access can be gained from the existing server, Regional Commission can rebuild both systems and design a system where they would be able to maintain and make repairs. The current database does not allow them this access and the RC is no longer able to continue band-aiding the current database as it is. Prior to the meeting, Administrator spoke with the Sheriff and has worked out a solution to fund the project out of Federal Drug Seizure and left over funds in CID vehicle budget. The cost to restore the Inmate Database is \$4,100; and the registered Sex Offender database would cost \$4,600, total cost of \$8,700.

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8. **Commissioners Notes/Comments**

**A. Joe Wingate - District 1** – Commended and thanked Glenn Walker, Road Superintendent, on good job doing in Road Department; commended Administrator on the 5 Year Plan for Fire Department; and commended Tom Fields and Mike Smith on what they are doing to try and lower ISO ratings for Brooks County. Thanked Ms. Duncan for serving on Board of Elections.

**B. S. L. Jones, District 2** – Had a road issue; spoke with Administrator, and it has been resolved.

**C. Willie Cody, District 3** – Thanked Glenn Walker for good job.

**D. Myra Exum, District 4** – Commended Road Superintendent on speed of response to road calls, stated glad to have new Fire Chief and Fire Fighter aboard. Also, reminded Board of the County participation in the Relay for Life this year.

E. **James Maxwell, District 5** – Stated the County needs healing. Commented on knowing history and doing research before putting information out to public in black and white because it can come back to haunt you.

9. **Executive Session** - None

10. **Adjournment**

Mr. Cody made the motion, seconded by Ms. Exum, to adjourned the regular meeting and go back into a work session at 6:58 p.m.

**Board of Elections – Jan Baker and Zurich DeShazor** – Mr. DeShazor commented on article in Quitman Free Press, stating everything in the article has been clarified by himself and Ms. Baker. He stated all employees in the BOE Office are State certified. He commented that remarks have been made to make BOE not look qualified or educated enough to do the job.

Ms. Baker stated that if Board does not think she is qualified to serve on the BOE, she does not want to be on the Board because education seems to be a factor by continuously being brought up.

Mr. Wingate stated he did not mean to offend anyone.

Mr. Maxwell made a motion to adjourn work session at 7:07 p.m.; Mr. Cody seconded.

Mr. Sanford L. Jones, Jr., Chairman  
Mr. Justin DeVane, Administrator  
Ms. Patricia A. Williams, Clerk