

The Brooks County Board of Commissioners met for its Monthly Workshop and Regular Monthly Meeting on Monday, May 7, 2012 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; Mr. Joe Wingate, Vice Chairman; Mr. James Maxwell; Mr. Howard Lawson; and Mr. Willie Cody. Others present were: Mr. Robert D. O'Barr, County Administrator; Ms. Patricia Williams, County Clerk; Mr. Vann Parrott, County Attorney; Mr. Mark Deatcher, Public Works Director; and various residents.

### **Call to Order**

Chairman called workshop to order.

### **Workshop**

Public Works Director, Mr. Mark Deatcher, reported:

Mr. Deatcher stated there were no issues; department is in good shape.

The Mack truck is down and need repairs that are estimated to cost over \$10,000.

Mr. Deatcher along with Sheriff Dewey informed Board of a situation with Sheriff's Department vehicle repairs. The Maintenance is limited to repairs on the vehicles due to budget restraints in Sheriff's Department. The estimated cost to repair the vehicles until the end of fiscal budget year, June 30<sup>th</sup>, is \$15,000.00, per County Shop Foreman. The most costly item for Sheriff's Department are tires; due to law enforcement vehicle tires has to be replaced and not repaired if blows out or pick up a nail; cannot be patched.

Chairman commented on the TSPLOST; and funds being used for roads. There is a penalty for City/County if do not vote and TSPLOST pass. For Brooks County TSPLOST would bring in approximately \$636,000.00. TSPLOST is advertised thru the Chamber; County cannot promote it.

Chairman closed workshop at 5:25 p.m.

### **Call to Order/Prayer and Pledge of Allegiance**

Chairman called regular meeting to order; Mr. Wingate led all in attendance in Prayer and pledge of allegiance.

### **Approval of Agenda and Amendments**

On motion by Mr. Lawson, seconded by Mr. Cody, Board unanimously approved to amend the agenda to include under New Business: 1) EMS Service; 2) Sheriff's Vehicle Maintenance; 3) Johnny Whiddon and 4) Mike Smith. Vote was unanimous.

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### **Approval of Minutes**

On motion by Mr. Maxwell, seconded by Mr. Wingate, Board unanimously approved the following minutes with corrections, if any:

## **Appearances**

1. **Destination Brooks Update** - Not present.
2. **George Boston Rhynes** – Not present.
3. **County Website**

Southern Georgia Regional Commission submitted a proposal, upon request by County Administrator for a web page design for Brooks County. The one-time cost for web development is \$1,500.00; and if any updates, maintenance or additional modifications are needed, cost will be on an hourly basis at a rate of \$38.00 per hour. Initial set up includes logos, and all design work for Brooks County. Mr. Lawson made the motion to approve the proposal by SGRC for a Brooks County Website for a one-time cost of \$1,500.00; updates, maintenance or additional modifications at a cost of \$38.00 per hour; funds will come from contingency, Mr. Maxwell seconded. Vote was unanimous.

## **4. UGA Contract Renewal and Budget Change for Extension Office Request**

Mr. Johnny Whiddon, Extension Office, appeared to present renewal contract for 4-H Extension Associate. Current contract for 4-H Extension Associate, Ms. Carol Smith, expires June 30, 2012. The Board contracts with Board of Regents of the University System of Georgia on behalf of the UGA Cooperative Extension. The contract renews and is effective July 1, 2012 thru June 30, 2013, with a revised County budget in the amount of \$29,178.00. On motion by Mr. Cody, seconded by Mr. Lawson, Board unanimously approved renewal of contract with Board of Regents of the University System of Georgia on behalf of the UGA Cooperative Extension for 4-H Extension Associate in amount of \$29,178.00.

Mr. Whiddon also requested a budget change to Extension current budget due to maternity leave of Secretary, Ms. Andrea Duncan; she will be on leave 10 to 12 weeks. He is requesting assistance from current budget and next year's budget since time will be divided between both budgets. The request is for \$1,800.00 in current budget to be moved from "repairs and maintenance" line item to "other technical" line item to cover expense of a part-time secretary. Mr. Wingate made the motion, seconded by Mr. Maxwell, to approve the request to move \$1,800.00 in current budget from "repairs

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and maintenance" line item to "other technical" line item to cover expense of a part-time secretary for Extension Office while Ms. Duncan is out on maternity leave. Vote was unanimous.

## **5. Recreation Department**

Mr. Buddy Holwell, Recreation Board, appeared to present a draft copy of the Policy and Guidelines for Recreation Department for Board's review. He inquired whether

Board had a policy for field rental, if so, had fee been set. Board stated no; and to add field rental and fee per field to the Recreation Policy and Procedures for Recreation. Board stated the fee for use of field at night should be more.

The next issue discussed was communications for Recreation Department; a website had been discussed by Recreation Board and Director, Mr. Carl Rose. Board suggested checking with SGRC in regards to adding Recreation Department to the web design they proposed for the Brooks County website.

Mr. Holwell also informed Board of their discussion of need for a defibrillator. He stated the Board does not want to ask the County; but will try to seek another route, such as a grant or donations to not to use County funds. Mr. Holwell stated Recreation has a great Board and thanked Commissioners for their input.

Chairman closed regular meeting for public hearing.

### **Public Hearing – Rezoning Application from Agricultural (AG) to Business Retail (BR)**

Mr. Emanuel Zanders, Planner, SGRC, presented Petition by Holly McAllister for a change in zoning from AG (Agricultural) Zoning District to BR (Business Retail) Zoning District for a small country store on a 2 acre portion of parcel 123-5-7 located at 5075 Troupeville Road. Planning Commission met on April 24, 2012; voted unanimously to approve the rezoning request. Staff reviewed the petition and determined it is in compliance with the Standards for the Exercise of Zoning Powers; recommended approval of the petition by Holly McAllister for a change in zoning from AG to BR for a small country store on 2 acres of a portion of parcel 123-5-7 located on Troupeville Road.

Chairman asked if anyone in attendance was in favor or against the rezoning request; there were none.

Mr. Maxwell made the motion to approve petition by Holly McAllister for a change in zoning from AG (Agricultural) Zoning District to BR (Business Retail) Zoning District for a small country store on a 2 acre portion of parcel 123-5-7 located at 5075 Troupeville Road. Vote was unanimous.

Chairman closed public hearing; returned to regular meeting at 5:50 p.m.

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### **New Business**

#### **1. EMS Contract**

County Attorney, Mr. Vann Parrott, advised Board they may want to acquire services of someone with background to give some guidance on EMS contract.

Mr. David Crosby, South Georgia Ventures, Inc., presented report on ambulance activity for transports, 911 calls, unscheduled interfaculty transport, and medical transport. He explained to Board the vehicles does not belong to Brooks County and should have never had government tags. He further stated to Board, the vehicles are being reassigned, and will have Brooks County tags; but not government tags. He

stated the previous provider obtained government tags as an attempt not to pay tag fee. The grants were written to the provider, Brooks County has no obligation to trucks. Mr. Crosby also stated to Board if there are any problems or concerns to feel free to contact him; request any information or visit the facility.

Mr. Lawson made the motion to authorize County Attorney to seek out a consultant to hire to look at EMS services, Mr. Wingate seconded. Vote was unanimous. Mr. Mike Smith, 911 Director, informed Board of possibility of acquiring Mr. Robert Vick, EMS Director for the Georgia Office of EMS/Trauma/Region 8, to consult and it would be at no cost to the County.

## **2. Tax Commissioner Policy – Transfer of Tax Executions**

Tax Commissioner, Ms. Jerri Dukes, provided a copy of Policy Statement Regarding Transfer of Tax Executions for Board approval. This would disallow outside investors with no connection to property to come in and buy tax executions (liens). Mr. Wingate made the motion to adopt the Policy Statement Regarding Transfer of Tax Executions presented by Tax Commissioner, Mr. Maxwell seconded. Vote was unanimous.

## **3. SPLOST #4 CD Bid**

SPLOST #4 Certificate of Deposit (CD) was put out to bid to local banks. Bids submitted were for 12 months:

Citizens National Bank	APR .50%	APY .501%	No Penalty for early withdrawal
Colony Bank	APR .26%	APY .26%	No Penalty for early withdrawal
Ameris Bank	APR .50%	APY .50%	No Penalty for early withdrawal

On motion by Mr. Maxwell, seconded by Mr. Lawson, Board unanimously awarded SPLOST #4 CD to Citizens National Bank with APR .50% and APY .501%, no penalty for early withdrawal; and funds will be protected from loss by FDIC insurance and pledged securities.

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## **4.. County Road Contracts – DOT**

Department of Transportation sent letter informing Board of a County Contract being prepared for Brooks County covering 7.53 miles of leveling and plant mix resurfacing on portions of the following County roads:

Campground Road	Dry Lake Road	Old Coffee Road (N)
Cedar Hill Drive	Magnolia Church Road	Pauline Church Road
Coffee Road	Old Coffee Road (S)	Tallokas Road

Mr. Maxwell made a motion to authorize Chairman to sign DOT contracts when they are received so the process will not be delayed; and not have to schedule a special meeting, Mr. Wingate seconded. Vote was unanimous.

## **5. Barrett Easement**

During regular meeting on April 2, 2012, County Engineer, Mr. Ben DeVane, updated Board on ditch easement and drainage problem on Barrett property located on Hickory Head Road (CR 91). According to how the easement is written, it is a temporary easement; and legally County does not have an easement; the 200 feet referred to in the easement is not enough for Road Department to do what they need to do; they need guidance. The water drainage is causing damage to Mrs. Barrett's property; an easement is needed to correct problem. Board advised to get with County Attorney in regards to the easement and legalities.

County Attorney stated it needs to be determined how the problem was created. Was problem created by County while maintaining right-of-way? It may not be County problem. Mr. Parrott stated he would have to go and take a look. Mr. Maxwell asked County Attorney to get with County Engineer and Public Works Director to go out and check the Barrett property to see what can be done in order for County to be able to go on Ms. Barrett's property to assist with water drainage problem.

#### **6. Board of Health**

District Health Director, Dr. William Grow, sent letter to Board on behalf of Brooks County Board of Health requesting an additional contribution of \$5,000.00 to assist with operation of the FY 2012 Brooks County Health Department Budget. Dr. Grow stated if funds are awarded, they will be "one time" funds for FY 2012; any additional funding for future years will have to be requested at that time. On motion by Mr. Cody, seconded by Mr. Wingate, Board unanimously approved the request from Dr. Grow for additional funds of \$5,000.00 to assist Brooks County Health Department FY 2012 budget; funds will come from contingency.

#### **7. CERT Grant**

Brooks County received the 2011 Homeland Security Grant Program/Citizen Corps Program in the amount of \$9,620.00. The Grantee-Sub grantee Agreement governs the

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use of funding provided by DHS to help the County build and enhance capabilities to prevent, protect against, respond to, and recover from terrorist attacks, major disasters and other emergencies in accordance with the goals and objectives of the State Strategic Plan. County has to spend funds first; and get reimbursed. Mr. Mike Smith, 911 and EMA Director, requested approval of funds from contingency fund to implement the Community Emergency Response Teams (CERT) Program with expectancy of being reimbursed. Mr. Maxwell made the motion to approve the request of \$9,620.00 from contingency fund to implement CERT Program with expectancy of being reimbursed from GEMA, Mr. Wingate seconded. Vote was unanimous.

#### **8. Request of Funds for Sheriff's Department Vehicle Maintenance**

Sheriff Mike Dewey appeared to request funding of \$15,000.00 from contingency fund for repair and maintenance of vehicles until the end of fiscal year. During the workshop, Mr. Deatcher, Public Works Director, along with Sheriff Dewey informed Board of limited maintenance on the vehicles due to budget restraints in Sheriff's Department. The estimated cost to repair the vehicles until the end of fiscal budget year, June 30<sup>th</sup>, is \$15,000.00, per County Shop Foreman. Mr. Wingate made the motion to authorize \$15,000.00 from contingency for repair and maintenance of Sheriff's Department vehicles for remainder of fiscal year, Mr. Maxwell seconded. Vote was unanimous.

## **Old Business**

### **1. Memory Cards and Batteries for Elections**

Elections Supervisor, requested funds from contingency in the amount of \$5,178.20 to replace voting machine memory cards, Express Poll Batteries and Memory Cards; and AVTS Batteries. In 2007, the Elections offices were directed to have on hand enough voting machine memory cards to enable election runoff preparation without having to erase the cards used in primary or general election. In August 2011, Election offices were advised by both State and voting machine manufacturer to check and replace all batteries at or near expiration date prior to 2012 election cycle. Express Poll Memory cards now contain the entire State of Georgia Voter database, requiring then to have 4g of memory, at a minimum. The receipt and installation of the equipment must be accomplished prior to the onset of logic and accuracy testing on June 18, 2012. On motion by Mr. Lawson, seconded by Mr. Maxwell, Board unanimously approved the request from Elections Supervisor for \$5,178.20 from contingency to purchase batteries and memory cards to bring all voting equipment up to date and in compliance.

#### **County Administrator Comments:**

Administrator reminded Board of scheduling a workshop with municipalities for LOST negotiations; and will set a date and time.

An ad for a Position Announcement for a part time employee at the Nutrition Center will run in Quitman Free Press; this position is in current budget.

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Mr. Maxwell acknowledged presence of City of Quitman Council Member, Councilwoman Nikki Bradley. Ms. Bradley stated City of Quitman will receive certification for a Certified Literate Community.

#### **Executive Session – None**

Mr. Maxwell made the motion to adjourn regular meeting at 6:44 p.m.; Mr. Wingate`1 seconded.

Mr. S. L. Jones, Chairman  
Mr. Robert D. O`Barr, Administrator  
Ms. Patricia A. Williams, Clerk

