

The Brooks County Board of Commissioners met for its Monthly Workshop and Regular Monthly Meeting on Monday, December 2, 2013 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. Willie Cody, and Ms. Myra Exum. Others present were: Mr. Justin DeVane, County Administrator; Ms. Patricia Williams, County Clerk; Mr. Vann Parrott, County Attorney; and various residents.

Public Hearing – Special Exception Request – Wilmer Thrift

A. County Zoning Office received a request for a Special Exception from Wilmer Thrift to establish a feed and seed business on a seven acre parcel located within the Agricultural zoning district, located at 1100 Highway 122, Pavo, GA, in unincorporated Brooks County.

Todd Miller, Planner, Southern Georgia Regional Commission, presented the request to the Board. The Greater Brooks County Planning and Zoning Board unanimously voted to recommend approval of the petition during their November 19, 2013 meeting. Staff reviewed the petition and determined that it is in compliance with the Standards for Exercise of Zoning Powers and the Standards for Special Exception Review of Sections 14-2.8 E and F of the Brooks County Zoning Ordinance; and recommended approval of the petition.

Chairman asked if anyone present would like to speak on behalf or against the petition; and there were none. Board will vote during the regular meeting. Mr. Wingate made the motion to adjourn the public hearing at 5:02 p.m., Mr. Cody seconded.

Work Session – Chairman called workshop to order.

Reports from Committees/Departments

A. Mark Deatcher – Public Works – provided report on repairs and work completed for month of November:

- Reported road signs are continuing to be stolen; 12 signs were replaced due to theft.
- 8 County roads were completely side-armed; 4 driveways repaired.
- 4 locations where trees required removal/trim due to safety issues.
- Excavator repaired; and Fire Department Tanker #2 electrical issue resolved.
- Historical plaque for Rosenwald School in Morven erected.
- Normal motor grading/ditching; and road side mowing in progress.
- Need to come up with game plan to cut trees creating problem for farmers.

B. Ben DeVane – County Surveyor/Engineer

- Scruggs has completed 2013 LMIG projects.
- CDBG continues to be delayed by DOT.

- Working on bid packet for SAP project to stripe, place signs, etc. for 38.51 miles.

C. Mike Smith – Fire/EMA/911 Center – Stated calls are about the same for 911, EMS, and Sheriff's Department. Will email a copy of the monthly call reports to Administration to distribute to Board.

D. Stephanie Hollifield – Brooks County Extension Office

- Requested a part-time position from contingency funds for 4-H to assist Carol Smith, Brooks County 4-H, Extension Associate, will run ad for position in Quitman Free Press.
- Attending area and annual meetings; and timely production type meetings on a timely basis.
- 150 attendees for the 4H banquet; assisted with volunteer fire department activities.
- Preparing for annual show.

Chairman closed work session to go into the Regular Meeting at 5:33 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 and Amendment

A. December 2, 2013 Regular Monthly Meeting – Mr. Maxwell made the motion to amend the agenda; Ms. Exum seconded. Vote was unanimous. Mr. Wingate made the motion to amend the agenda to include the reappointment for Elections Board under New Business (5H); Mr. Cody seconded. Vote was unanimous.

3. Approval of Minutes

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

- A. November 4, 2013 Monthly Work Session and Regular Monthly Meeting
- B. November 12, 2013 Special Called Meeting

4. Appearances

A. Sandra Jones – Sabal Trail Pipeline Discussion- Administration received information from Ms. Jones regarding the Sabal Trail Pipeline and information she gathered concerning the proposed line that is being planned through surrounding Counties including Brooks. Ms. Jones provided details about the proposed line, including size and depth, hazards, and possible dangers as currently proposed. The intentions are to put new dedicated pipeline next to existing line laid in 1955; current line is 10 inch and new one 36 inch. If there is an explosion, potential impact area of the line is 1000 feet radius. Past ten years in Georgia; 82 pipeline incidents with three fatalities, eleven injured and 40 million dollars in property damage. Ms. Jones is requesting Board consideration to place County regulations on the pipeline project for safety of citizens of Brooks County.

5. New Business

A. Special Exception Request – Wilmer Thrift

On a motion made by Mr. Wingate, seconded by Ms. Exum; Board unanimously approved the request for a Special Exception to establish a feed and seed business on a seven acre parcel located within the Agricultural zoning district, located at 1100 Highway 122, Pavo, GA, in unincorporated Brooks County.

B. Bid Approval- Fritzke Farm Lease – The current farm lease expires December 31, 2013. Administration advertised the property for bid; and accepted proposals until 10:00 a.m. on December 2nd. Four bids were submitted:

1.	Sunrise Orchards, Inc. – Billy Drew	\$29,504.00
2.	Kevin Swilley (current lessee)	\$29,125.00
3.	Russ Butler	\$26,511.00
4.	Chris Exum	\$26,500.00

Mr. Maxwell made the motion to award the Fritzke Farm lease to highest bidder, Sunrise Orchards, Inc. in amount of \$29,504.00; seconded by Mr. Wingate. The lease will be for 3 years from January 1, 2014 until December 31, 2016. County Attorney revised the Lease Agreement due to the property being marketed for sale so the Lease may be terminated at any time by the County with a 60 day advanced written notice. In the event a crop has been planted, the County will reimburse the Lessee's actual cost invested in the planted crop up to the date of notice of termination up to a maximum cost of \$500.00 per acre. Vote was unanimous.

C. Budget Amendment – John Deere Grader – Notification was received from John Deere Credit regarding the payoff payment due in December for \$100,000.00. This payment was not included in the budget due to information available in March when the budget was prepared. Staff originally prepared an amortization table for the lease at nine years; but the lease was only for 60 months; and payment is due now. From recent pricing obtained by Administration on used graders, one this size and age would go for approximately \$140,000.00. On the motion made by Mr. Maxwell, the Board authorized amending the budget by \$100,000.00 from reserve to make final payment on the John Deere Grader, Mr. Wingate seconded. Vote was unanimous.

D. Budget Amendment – 4-H Part-time (Seasonal) Employee – Administration received a request from the Extension Office for funding and hiring of a part-time (seasonal) employee to assist with 4-H activities from January 1, 2014 until April 10, 2014 (14 weeks); will work 15-25 hours weekly depending on activity each week. Total cost plus taxes not to exceed \$3,014.20. Mr. Wingate made the motion to approve amending the budget to hire and fund a part-time employee (seasonal) to assist with 4-H activities from January 1, 2014 until April 10, 2014 in amount of \$3,014.20 from contingency fund; Ms. Exum seconded. Vote was unanimous.

E. Agency on Aging – Impact from Sequestration – Administration received a letter from Southern Georgia Area Agency on Aging dated November 12th regarding the effects of the recent government shutdown. Due to the anticipated loss from the possible upcoming second round of sequestration, a possible \$180,000.00 loss is expected to the nutrition programs in South Georgia area. If loss does occur, the agency will be forced to stop delivering hot meals on Friday and begin issuing shelf-stable meals when deliveries are made on Thursdays. After discussion, Mr. Wingate made a motion approving \$2,600.00 from contingency fund to assist with funding to provide meals for nutrition program due to the impact by sequestration, Mr. Maxwell seconded. Vote was unanimous.

F. SPLOST 6 – Administration informed Board of the time line for placing referendum on ballot for 2014 elections; the current SPLOST #5 will expire December 31, 2014. Administration has begun looking at SPLOST 6; and studying revenues for forecasting.

G. County Certificate of Deposit Renewal – Administration requested authorization to advertise for bids and award to the best proposal the Certificate of Deposit (CD) for Brooks County General Fund. Mr. Cody made the motion authorizing Administration to advertise for bids on the General Fund CD and award to best proposal, seconded by Ms. Exum. Vote was unanimous.

H. Board of Elections Re-appointment – Mr. Cody made the motion to reappoint Zurich DeShazor to the Brooks County Elections Board for a three year term beginning January 1, 2014 and expires December 31, 2016, Mr. Maxwell seconded. Vote was unanimous.

6. Unfinished Business

A. Budget Amendment – Fund Position for Elections Office – Elections Supervisor presented this item during last month's meeting; Board tabled it for more information. Mr. Collins was not present to provide additional information; therefore, Mr. Maxwell made a motion to table the item; Ms. Exum seconded. Vote was unanimous.

7. County Administrator Notes/Comments

A. Christmas Bonuses and Comp Time - County Administrator requested approval for Employee Christmas Bonuses to be paid from contingency fund. The total for bonuses is \$15,500.00 figured at traditional pay scale (based upon years of service). On a motion by Mr. Wingate, seconded by Mr. Maxwell, Board unanimously approved Christmas bonuses for employees for a total of \$15,500.00 to be funded from contingency.

Comp Time – Administrator also requested Board consideration of a one-time payoff of employee comp time. As of November 8th payroll, County has \$26,976.71 worth of comp time on the books. Administration is proposing to either completely pay the comp time, and abandon the comp time policy; and strictly use overtime where available or determine an amount that will pay off a significant portion of the outstanding time. After discussion, Mr. Cody made the motion to completely pay the comp time; abandon the comp time policy; and strictly use overtime where available; seconded by Mr. Wingate. Vote was unanimous.

B. FY2014 CDBG Applications – Proposed Target Areas/Projects – Southern Georgia Regional Commission provided notification regarding possible applications for FY2014 projects. Administrator has looked at a few areas during November. Oliff Road that runs between Studstill and Crosbystown Road has about 20 residents; and could be a decent road paving and drainage project.

C. Fire Station 1100 Update - Fire Station 1100 is now recognized as an official fire department. All equipment is in and will be loaded onto the truck this week. We will also have an official visit from the State to obtain our Fire Department ID number. Would like to have Commissioners meet at the Station this week for photo-op.

D. January 2014 Regular Meeting Agenda Deadline – With the holiday schedule this year, the County will be closed on January 1, 2014, which is also the Wednesday prior to the next Board meeting. Generally, the Wednesday prior to meetings is the cut off deadline for appearances on the agenda. Administrator advised the cut off deadline will be Tuesday, December 31 at 12:00 p.m. for the January 6th meeting.

E. New County Personnel Policy Manual – Administration is working on a new personnel policy; a draft is being circulated thru departments.

8. Commissioners Notes/Comments

A. Joe Wingate - District 1 – Commented on the unveiling of the Historical Marker at Barney Colored Elementary School in Barney, GA on December 7, 2013 at 1:00 p.m.

B. S. L. Jones, District 2 – No comment.

C. Willie Cody, District 3 – Commented to Ben DeVane to stay on DOT regarding the CDBG project.

D. Myra Exum, District 4 – Commented also on the unveiling of the Historical Marker at Colored Elementary School in Barney on Saturday.

E. James Maxwell, District 5 – Presented Betty Mitchell, Probation Officer, with the Judicial Alternatives of GA. Currently, they are contracted with City of Quitman to provide probation services; and would like to do the same for Brooks County. Ms. Mitchell stated she has noticed the problem with travel to Valdosta for probationers of Brooks County. County Attorney stated the proposal would have to be presented to the State Court Judge and Sheriff to see if they would agree, he suggested Administration meet with State Court Judge and Sheriff; and advised Ms. Mitchell to provide a written proposal to present.

9. **Executive Session** - None

10. **Adjournment**

Mr. Cody made the motion to adjourn regular meeting at 7:32 p.m.; Mr. Wingate seconded.

Mr. Sanford L. Jones, Jr., Chairman

Mr. Justin DeVane, Administrator

Ms. Patricia A. Williams, Clerk