

The Brooks County Board of Commissioners met for its Monthly Workshop and Regular Monthly Meeting on Monday, May 6, 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; and various residents.

### **Call to Order**

Chairman called workshop to order.

### **Workshop Session**

#### **Reports from Committees/Departments**

- A. Lauren Basford – Destination Brooks – Not present
- B. Mark Deatcher – Public Works – No items/issues to report.
- C. Ben DeVane - County Surveyor/Engineer reported:
  - Clay Bank Subdivision survey has been done to create drainage easement, and has been given to County Attorney. Signs do not match the road names on plat of the subdivision. Recommend the Board request road name to be as is on the plat during their acceptance of the road.
  - Has looked at Ms. Fuller’s continuing problem and suggests moving onto the County right-of-way, digging ditch; cutting through driveway and patching back.
  - 2013 LMIG not ready to put out for bid yet still working on. Complimented the Road Department on a job well done.
  - Prepared a proposed list for the 2014 LMIG.
- D. Mike Dewey – Sheriff - was not present.
- E. Mike Smith - 911/Emergency Management/Fire
  - Reported number of calls during month of April for City and County, which he says he is able to do with the new equipment in 911 Center. 24 fire calls, 219 basic 911 calls; Law Enforcement received 1,958 for City and County.

Chairman closed workshop at 5:19 p.m.; and opened the regular meeting.

#### **1. Call to Order**

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

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#### **2. Approval of Agenda**

- A. May 6, 2013 Regular Monthly Meeting - Mr. Wingate made the motion to approve the agenda as written, Mr. Cody seconded. Vote was unanimous.

### **3. Approval of Minutes**

A. April 1, 2013 Regular Monthly Meeting - On a motion by Mr. Cody, seconded by Ms. Exum, the Board unanimously approved the minutes of April 1<sup>st</sup> Regular Monthly Meeting with correction. Vote was unanimous.

### **4. Appearances**

A. Asuncion Ellis – Executive Director, Court Appointed Special Advocates (CASA) Kids Program. Administration received a letter requesting/seeking financial support from Brooks County for the program. The program serves as courtroom advocacy for best interest of abused and neglected children in Brooks County Juvenile Court deprivation proceedings. CASA has provided federally mandated Guardian and Ante Litem services for 5 ½ years to Brooks County children in the State’s custody at no cost. Ms. Ellis provided a copy of their Operating Budget for 2013. Mr. Wingate suggested Ms. Ellis contact Lauren Basford, in an effort to assist with community resources and fund raising. County Administration will provide Ms. Ellis with contact information for Ms. Basford.

B. Danielle Deloach – Executive Director, Brooks County Family Connection. Ms. Deloach was not present; Administrator explained the request to the Board on her behalf. The request is for assistance from the County to act as Fiscal Agent for a planning grant. The primary reason for the request is due to the audit requirements with the grant. The grant will be used to study and determine what steps would be needed to install a “Telemedicine Clinic” (clinic where the patient and a doctor work through a video connection with a nurse assisting the student) at the County Schools. The grant amount would be for \$10,000 max. Mr. Wingate made the motion approving the request to serve as Fiscal Agent for the School Based Health Clinic Planning Grant, Mr. Maxwell seconded. Vote was unanimous.

C. Brooks County Recreation Board – Football Program – Mr. Casey Knight, Recreation Board Member, appeared to request Board approval for Recreation Board to initiate the process to proceed with creating a football program. The Recreation Board would like to pursue the possibility and would like authorization to study the possibility from the Board. Brooks County Youth Center approached the Recreation Board about bringing their youth football program to Brooks County Recreation Department. Recreation Board will get with the two leagues to discuss; look into; learn about the finances. Mr. Maxwell made the motion authorizing Recreation Board to proceed with the process to create a football program under Recreation Department; and report back to the Board within 60 days; which will be at the July monthly meeting; Mr. Wingate seconded. Vote was unanimous.

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### **5. New Business**

A. UGA Ag Extension Agent – New Hire – Administrator is seeking Board approval to give UGA Extension Service authorization to begin hiring process for a new County Ag Agent. County Administrator and Laura Perry of UGA has discussed the Ag Agent position and has a candidate. Ms. Exum made the motion authorizing Ms. Perry to hire new Ag Agent for Extension Service, seconded by Mr. Wingate. Vote was unanimous.

B. Proposal from J & J Heating and Air – CID Building AC Unit – CID Department had two A/C units go down this past month. One was determined to be caused by lightning strike and was replaced by our insurance. The second unit has a long history of repairs and service calls; the unit is 24 years old and not cost effective for repair. J & J Heating and Air presented a proposal to replace the unit for \$5,425. Mr. Maxwell made the motion to accept proposal from J & J to replace/install the A/C unit at CID in amount of \$5,425, Mr. Cody seconded. Vote was unanimous. The funds will come from the Building & Plants maintenance line item.

C. Budget Amendment – Radio Repeater – Mike Smith, 911/Fire/Emergency Management, requested a budget amendment to use SPLOST #5 funds to purchase a radio repeater for use with the County's radio system. The equipment will allow direct communication between EMS, Fire, and Law Enforcement responders within Brooks County to surrounding Counties such as Thomas, Lowndes, Cook and Colquitt. Currently, responders from Brooks must radio through dispatch to relay messages to surrounding agencies. The cost for repeater and installation is \$7,886.65. Mr. Smith stated the cost will be at a lesser cost of \$7,039 instead. On a motion by Mr. Wingate, seconded by Mr. Cody, Board unanimously approved to amend the SPLOST #5 budget for Fire Department to purchase and install the repeater for \$7,039.

## **6. Unfinished Business**

A. GDOT LMIG Program – FY 2014 LMIG Projects – County Engineer provided a list of road projects for 2014 LMIG for Board review. The list consists of ten road projects; total of 7.48 miles. Mr. DeVane also provided an estimate for total funding of \$794,794.88; with an estimate of funding by GDOT of \$450,238.51 (which was amount for 2013 LMIG); County portion is 30% of estimated cost. On a motion by Mr. Maxwell, seconded by Ms. Exum, Board unanimously approved the 2014 LMIG Projects List as presented.

## **7. County Administrator Notes/Comments**

A. Adoption of Conflict of Interest Policy – During the April meeting, Administrator presented a sample Conflict of Interest Policy provided by County Auditor, Mr. Gary Zeigler, for Board's review to take action at this month's meeting. County Administrator inquired if Board had questions, comments or input after their review. Board was satisfied with policy as provided, therefore; Ms. Exum made the motion to adopt the Conflict of Interest Policy as presented to be part of a complete update of County's Personnel Policies, Mr. Cody seconded. Vote was unanimous.

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B. Georgia Forestry Commission – Annual Service Fee – Administration received a letter from Georgia Forestry Commission regarding fees associated with wildfire suppression support. The price is ten cents (\$0.10) per acre; Brooks County has 187,553 acres @ \$0.10/acre; total annual fee is \$18,755.

C. Board of Tax Assessors – Upcoming Appointments – administration was asked to verify current terms being served on the Board of Tax Assessors. Mr. John Stalvey's term will end December 31, 2013.

D. DCA CDBG Immediate Threat and Danger Grant (ITAD) – County Administrator has discussed applying for an ITAD Grant from DCA with the Regional Commission

preparing the application. The grant will be 50/50 grant with a maximum project cost of \$100,000. Grant funds would be used for assistance with replacing and improving road washouts due to recent flooding and making upgrades where needed. The fee to write grant normally exceed 3% of the total grand amount; and can be designated as site improvement from SPLOST #5.

**8. Commissioners Notes/Comments**

A. Joe Wingate - District 1 – Complimented County Administrator on efficiency and comments during meetings; and doing a good job. Also expressed concerns for worn out equipment at Road Department, suggested conducting a study and look at lease with purchase to own; and set a plan so Public Works Director can have equipment to work with. Complimented Public Works Director on job well done with getting through all the rain; have not received as many calls.

B. S. L. Jones, District 2 – Complimented County Administrator on his efficiency and doing a good job.

C. Willie Cody, District 3 - Agreed with Mr. Wingate regarding worn out equipment at Road Department; and need for more man power.

D. Myra Exum, District 4 – No issues. Complimented County Administrator and is pleased with his performance.

E. James Maxwell, District 5 – Commented on need for women to be appointed to serve on Boards.

**9. Executive Session - None**

**10. Adjournment** - Mr. Wingate made the motion to adjourn regular meeting at 6:30 p.m.; Ms. Exum seconded.

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