

The Brooks County Board of Commissioners met for its Monthly Workshop and Regular Monthly Meeting on Monday, July 6, 2015 at 5:00 p.m. in the Commissioners Meeting Room located at the Brooks County Office Building. Commissioners present were: Ms. Myra Exum, Chairperson; Mr. Joe Wingate, Vice Chairman; Mr. James Maxwell; Mr. Willie Cody; and Mr. S. L. Jones. Others present were: Mr. Justin DeVane, County Administrator; Ms. Patricia Williams, County Clerk; Mr. Vann Parrott, County Attorney; and various residents.

PUBLIC HEARING – 5:00 P.M.

A. Request for Special Exception – Mack and Pamela Ross

Planning and Zoning received a request from Mack and Pamela Ross for a Variance of 30 feet from the 60-foot road frontage requirement, in order to build a single-family home and private farm on a property that is a non-conforming lot of record located on Renfroe Road in unincorporated Brooks County.

Ms. Sherry Davidson, Planner, SGRC, presented the request; and informed the Board of Staff recommendations for approval. The SGRC staff recommended approval of the requested variance because it meets the strict standards of hardship and uniqueness; and is created by the regulations of the Code.

A sign-in sheet was prepared; but no one in attendance signed to speak for or against. Chairperson asked if any one present wanted to speak for or against the request. There were none. The public hearing closed at 5:05 p.m. to go into the Monthly Work Session.

WORK SESSION

Reports from Committees/Departments

A. Destination Brooks – Skillet Festival – Morgan Bland updated the Board on the upcoming Skillet Festival to be held October 17, 2015 at Courthouse Square. Many of the vendors from 2014 have signed up for this year's 5th Festival Event.

B. C. Stephanie Hollifield – Extension/4-H – Was not present; but provided copy of Brooks County Ag Connection highlighting monthly activities and points of interests for the month of June.

C. Tom Fields – Fire Department

- Barney Station complete, waiting on ISO; hope to at least get a temp rating of 9 until a full review is conducted.
- Received Bid for Training Center; items to be constructed at Waters Industrial Park.

D. Public Works – Glenn Walker, Road Superintendent, reported on work completed for month of June:

- 64 work orders completed; new side arm is in; and now have two operating.

- 17-911 calls for trees down and putting signs out.

F. Ben DeVane – County Engineer

- Bond and contract documents are ready for Guard rail project; will prepare Notice to Proceed.
- Right-of way plans done for Old Thomasville Road, which has three property owners.
- Right-of way plans complete for CR 61; working on plats; and 95% of engineer survey complete.
- Burton Road (CR 39) is complete; need authorization to proceed with Road Department or get a contractor.
- 2014 LMIG is underway, Barwick Road paved; base on Ferris Road. Jackson Road to CR 176 has been paved.

Chairperson closed work session to go into the Regular Meeting at 5:26 p.m.

1. **Call to Order** – Ms. Exum called meeting to order.

A. **Prayer & Pledge** – Brother Clay Phillips, Rose City Church of God, led all in attendance in prayer and pledge of allegiance.

2. **Approval of Agenda**

A. **July 6, 2015 Regular Monthly Meeting** –Mr. Wingate made the motion to approve the agenda as is, Mr. Cody seconded. Vote was unanimous.

3. **Approval of Minutes**

On a motion by Mr. Wingate, seconded by Mr. Cody; the Board unanimously approved the minutes of the Regular Monthly Meeting as presented for:

| | |
|---|---------------|
| Work Session & Regular Monthly Meeting | June 1, 2015 |
| Executive Session | June 1, 2015 |
| FY2016 Budget Work Session & Special Called Meeting | June 8, 2015 |
| FY2016 Budget Work Session & Special Called Meeting | June 16, 2015 |
| Public Hearing & Special Called Meeting | June 25, 2015 |
| Executive Session | June 25, 2015 |

4. **Appearances**

A. **Y-ME (Young Men Excelling) – Request to Adopt a Section of County Road**

The Y-ME (Young Men Excelling) requested consideration from the Board to allow the group to adopt a section or two of County roads to use as part of their program for young men. Y-ME requested permission to adopt a section of Webster Road and Barwick Road to use with their program. The Requestor, Ms. Carmelyta Spencer-Gatlin, was not present. Mr. Maxwell made the motion to approve the request and adoption of a section of Barwick Road to use with their Y-Me program, seconded by Mr. Jones. Vote was unanimous.

B. Facilities Request – Agnes Kimbrough - Administration received a request for the use of the Courthouse grounds from a Ms. Agnes Kimbrough. She is requesting the use of the grounds on July 28 from 5pm to 8pm for a Back to School Supply Drive. Mr. Maxwell made the motion to grant request for use of Courthouse grounds for a Back to School Supply Drive on July 28, 2015 from 5pm to 8pm. Vote was unanimous.

C. Facilities Request – LaCrystal Degale - Administration received a request for the use of the Courthouse grounds from Ms. LaCrystal Degale. She is requesting the use of the grounds on July 25th from 11am to 2pm for a church youth group fundraiser. They will have hot dogs and drinks for sale and will also have carnival games available. Mr. Maxwell made the motion to grant approval of request from Ms. Degale to use Courthouse grounds for a church youth group fundraiser on July 25, 2015 from 11am to 2 pm. Vote was unanimous.

5. New Business

A. Request for Special Exception – Mack and Pamela Ross

Mr. Maxwell made the motion to approve the request of Mack and Pamela Ross for a Variance on a parcel located on Renfroe Road for a Variance of 30 feet from the 60-foot road frontage requirement in order to build a single-family home and private farm on a property that is non-conforming lot of record. On a motion by Mr. Maxwell, the Board unanimously approved the petition request for a Variance of 30 feet from the 60-foot road frontage requirement located on Renfroe Road in unincorporated Brooks County, seconded by Mr. Jones.

B. Adoption of FY2016 County Budget and Resolution - Administration is requesting the Board's approval of the FY2016 Budget and adoption of the FY2016 Budget Resolution for the County General Fund and all Special Revenues.

| <u>Fund</u> | <u>Budget</u> |
|----------------------|---------------|
| General Fund | \$9,326,241 |
| Law Library | \$2,000 |
| Drug Seizure | \$12,000 |
| Drug Education (SRO) | \$103,917 |
| Victim Witness | \$64,757 |
| Federal Seizure | \$6,000 |
| E-911 | \$585,415 |
| 10% Jail Fund | \$25,000 |
| Fire Department | \$442,237 |
| Commissary | \$22,500 |
| Family Connection | \$45,000 |
| Solid Waste | \$897,224 |
| Recreation | \$130,000 |

Mr. Cody made the motion to adopt and approve the FY2016 General Fund Budget and Resolution and all Special Revenue Funds, Mr. Wingate seconded. Vote unanimous.

C. Proposed Amendment to Alcohol Ordinance – Provision for One-Day Alcohol Sales Permit - Administration received a requested for one-day alcohol sales in Brooks County. The County's ordinance does not provide consideration for such a request, therefore Administration contacted the County Attorney to consider language for an amendment for temporary permit should the Board wish to consider the option to allow a one-day exemption. County Attorney prepared an amendment to the County's Alcohol Ordinance, Section 6-47 Temporary Permit for Charitable Organizations for Board's review and adoption. After discussion, the Board approved the amendment of the Beer & Wine Ordinance, Section 6-47, with an application fee of \$50.00 on a motion by Mr. Maxwell; and seconded by Mr. Jones. Vote was unanimous.

D. Request for One-Day Alcohol Sales Permit – Mr. Anthony Harmon and Mr. Glenn Kringle - Administration received a request from Mr. Harmon and Mr. Kringle, representing the Iron Order Motorcycle Club, to allow the sale of alcohol by the cup at a fundraising event to be held at Mr. Kringle's residence at 2079 Troupeville Road on July 18, 2015 from 5pm to 11pm. Mr. Wingate made the motion approving the one-day alcohol sale to allow sale of alcohol by the cup on July 18, 2015 from 5 pm to 11pm for the fundraising event for a school supply drive with the ride ending at the residence of Mr. Kringle. Mr. Kringle would need to submit the application since the event will be on his property at 2079 Troupeville Road; Mr. Jones seconded.

E. EMS Contract Changes/Revisions – South Georgia Ambulance - Administration received a request from David Crosby, South Georgia Ambulance, to consider allowing the contract his company holds with the County to be turned over to Grady EMS, who would continue to operate and employ all of the SGA staff and continue using the name of South Georgia Ambulance. Grady EMS would also be willing to utilize a third truck during peak hours and would agree to a reduction in price if the County would grant an extension to the existing agreement for five years. Grady EMS would offer the County an agreement for \$375,000 per year, in exchange for the extension and changing the language in the contract for termination. If approved, Grady EMS would take over August 1st. County Attorney advised the Board the provision of the extension of the existing agreement for five years would not allow the next Board to terminate the agreement; and one Board cannot bind another. After discussion, the Board authorized County Attorney to make revisions to termination clause; and bring back to Board on Thursday. Mr. Compton, Grady EMS, stated he is negotiable to verbiage. Mr. Wingate made the motion to table this item until the special called meeting scheduled for Thursday at 5 pm., Mr. Cody seconded. Vote was unanimous.

F. Appointment to Library Board - Administration received a request from Laura Harrison to re-appointment Ms. Peggy Wilson to a second term on the Library Board. Ms. Wilson has expressed a willingness to continue serving. Mr. Jones made a motion to re-appoint Ms. Peggy Wilson to second three-year term on the Library Board (July 1, 2015 – June 30, 2018); Mr. Cody seconded. Vote was unanimous.

G. EIP / RLF Loan Guidelines and Board Appointment - Brooks County received an EIP (Employment Incentive Program) loan grant from the Department of Community Affairs in June to benefit Elec Tec Inc. The County will receive \$400,000 to be loaned to the Company for the purchase of the building. As the Company repays the loan, the funds are placed in a Revolving Loan Fund (RLF) to be used later for future industries and business in Brooks County. Loans are made at 3% to help attract businesses to our community.

The Board must adopt RLF Guidelines and establish an RLF Board to review applicants. The guidelines were provided to the Board from the County Attorney, with examples provided from DCA and the City of Quitman. In addition to the guidelines, the County must also provide DCA with information on servicing the loan. Citizen's National Bank currently provides this for the City on another EIP grant and is willing to offer the same to the County. The Candidates who have interest in serving are:

Gina Wynn
Andrea DeSantiago
Delphanie McGhee
Greg Squires
Chuck Ramsey

After discussion, the Board tabled the item until the special called meeting on Thursday, July 9, 2015 on a motion by Mr. Wingate; and seconded by Mr. Cody. Vote was unanimous.

H. Selection for Architect Firm - Administration received Qualifications from six architectural firms regarding the County's request for assistance to review/repair County buildings using SPLOST and other various funds. Top two firms scored were Studio 8 and McCall and Associates. McCall and Associates scored the highest and is willing to provide preliminary reports and information to the County at no cost as long as McCall staff can be utilized. They would also be willing to appear at meetings when necessary and present findings based on getting any needed design work and construction oversight later on. Should any additional services be needed, such as structural engineers, those costs would be passed on directly to us. Mr. Jones made the motion to accept McCall and Associates as the Architectural Firm to review/repair County buildings using SPLOST and various funds, seconded by Mr. Wingate. Vote was unanimous.

I. Bid Award and Approval for Fire Department Four (4) Cargo Shipping Containers for Training Center (SPLOST 6) - Chief Fields of the Fire Department is requesting bid approval on 4 cargo shipping containers that will be used to construct a live fire practice burn building for the Fire Department. The funds were included in SPLOST 6 to construct a fire training center, and the use of several containers installed together to form a training structure is very common. Chief Fields found 4 bids for four containers

shipped; the lowest being E & S Equipment and Sales. Their quote was \$2300 per 40' container including delivery for a total of \$9,200. The training center will be located next to the County Jail. On a motion by Mr. Maxwell, seconded by Mr. Wingate; the Board unanimously awarded and approved purchase of four (4) cargo shipping containers to be used to construct a fire training center from E & S Equipment and Sales for \$9,200 (from SPLOST 6) including delivery.

J. Bid Award and Approval for Pavo Fire Department - Administration received only one bid for the construction of the Pavo Fire Department. Brown Construction, who built the Burton Road Department, was the only bidder with a bid of \$99,700. This bid does not include additional parking area and DOT driveway. County Engineer is working on that permit separately. On the motion made by Mr. Wingate, seconded by Mr. Maxwell; Board unanimously awarded and approved the bid to Brown Construction Company, Sparks, GA, for Pavo Fire Department / Voting Precinct in amount of \$99,700.

K. Volunteer Firefighter Policies - Chief Fields is presenting the guidelines for the Volunteer Firefighters in Brooks County. These policies, should they be accepted by the Board, will be added to the Administration's office Master Personnel Policy Manual book, which includes the County's Personnel Policies that became effective July 1st, 2015. Mr. Maxwell made the motion to accept/approve the Brooks County Fire Department Standard Operating Guidelines & Procedures for Brooks County; Mr. Wingate seconded. Vote was unanimous.

6. Unfinished Business - None

7. County Administrator Notes/Comments

A. Brooks County Defined Benefit Retirement Plan - Administration received an email from Brent Williams regarding the County's Defined Benefit Retirement Plan, Adoption Agreement; and IRS Form 2848; which is a limited power of attorney which gives outside counsel for ACCG permission to file our restated Plan with the IRS on behalf of Brooks County jurisdiction regarding the Plan. The County will need to adopt the new revised benefit plan and can make changes to the plan; if so desire. Board agreed unanimously to table discussion; and possible changes; until the special called meeting scheduled for Thursday, July 9, 2015.

8. Commissioners Notes/Comments

A. Joe Wingate - District 1 - Mention the difference in time frame between City and County related to Sunday Beer and Wine sales. City starts at 1:30 pm and County is 12:30 pm.

B. S. L. Jones, District 2 - No comments.

C. Willie Cody, District 3 - No comments; wants Engineer to continue work on Old Thomasville Road.

D. Myra Exum, District 4 – No comment. Reminded Board of special called meeting scheduled Thursday, July 9, 2015 at 5:30 pm.

E. James Maxwell, District 5 – No comment.

9. Executive Session – None

10. Adjournment

Mr. Maxwell made the motion to adjourn regular meeting at 6:34 p.m.; Mr. Cody seconded.

Ms. Myra Exum, Chairperson

Mr. Justin DeVane, Administrator

Ms. Patricia A. Williams, Clerk