

The Brooks County Board of Commissioners met for its Monthly Workshop and Regular Monthly Meeting on Monday, May 4, 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; and various residents.

## **PUBLIC HEARING – NONE**

## **WORK SESSION**

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

**A. Stephanie Hollifield – Extension/4-H** – Provided copy of Brooks County Ag Connection highlighting monthly activities and points of interests for the month of April:

- Stephanie and Ben attended UGA's ANR Agent meeting/training at Lake Blackshear.
- During the month of April devoted a large number of work hours to preparing and planting research plots for 2015.
- Dr. Paul Bertrand, UGA tobacco specialist, visited on April 6<sup>th</sup> to assist in planting tobacco variety disease trial.
- Dr. Mark Abney, UGA Peanut entomologist, visited on April 20<sup>th</sup> to view sites selected for 2015 burrower bug research.
- Provided the first publication of "UGA Brooks County Extension Community Connection which includes a variety of topics related to yards, gardens, and 4-H activities. The publication was distributed through a homeowner mail list and area businesses.

**B. Public Works** – Glenn Walker, Road Superintendent, reported on work completed for month of April:

- 71 work orders received, 12 roads with potholes; 6 driveway repairs; 11 side arm work orders.
- 18 repairs; 3 ditches repaired; 5 roads bladed; 4 driveways installed; 6 pipes cleaned; 9 washouts; 15 -911 calls; and replaced 5 signs.
- Mr. Wingate inquired about Burton Road, Mr. Maxwell inquired on Grooverville Road; Ms. Exum informed of stop sign needed at Sims and Pauline Church Road; and Mr. Cody questioned regarding Old Thomasville Road, Son Wright and Shiver Road.

**C. Ben DeVane – County Engineer**

- Guard rail project bids were received; talked to three contractors; but only one submitted a bid.
- Surveying Old Thomasville road; working towards acquiring ROW deeds.

• 2014 LMIG has begun starting on Giddens Road; worked up a Change Order

No.1 for 1200 feet around the curve for additional \$15,936.80. H&H Paving agreed to amount since the equipment will already be at the site.

- Worked up Change Order No. 2 for turning lane at North Brooks Elementary School. The additional cost will be \$14,005.50 using bid prices. H&H Paving will charge an additional \$1,000 for moving equipment from one site to another. Administrator will get with Board of Education to see if they will assist with the cost.
- Burton Road (CR 39) has depression in Road, is an ongoing problem with pond; keeps it saturated.
- Need to get with property owners to acquire ROW for Son Wright Road.

**D. Tom Fields – Fire Department** – stated still waiting on ISO; has been assured it will be any day now will get a rating.

- Prepared documents for consolidation of Barwick, Dixie, Tallokas and Sand Hill Volunteer Fire Departments; they are all on board for consolidation.
- Has found second truck; meets requirements; and is in the price range amount.

Chairperson closed work session to go into the Regular Meeting at 5:58 p.m.

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

**A. Prayer & Pledge** – Minister Bobby Christian led all in attendance in prayer and pledge of allegiance.

2. **Approval of Agenda**

A. May 4, 2015 Regular Monthly Meeting – Mr. Maxwell made the motion to approve the agenda as presented, Mr. Wingate seconded. Vote was unanimous.

3. **Approval of Minutes**

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

Regular Monthly Meeting	April 6, 2015
Special Called Meeting	April 22, 2015

4. **Appearances**

**A. Invitation for Elected Officials to Attend VFW Events** – Mr. Kenneth Armstrong, VFW, submitted a request to appear to invite elected officials to attend the Memorial Day services and the Veteran’s Day services held each year and show their support.

5. **New Business**

**A. Bid Award for Guard Rail Project** – Administration received requested bids on the proposed Guard Rail Improvement project for 2015, with a submission deadline of April 28th. Project is to be funded from SPLOST 5 funds and 8 sites were selected for \$226,157.

Due to available funds, Board discussed possibly reducing the project to 4 sites; which will decrease the cost to approximately one-half of the amount. After discussion, on the motion by Mr. Cody; seconded by Mr. Maxwell, the Board unanimously accepted the bid from Standard Utility and approved reducing the Guard Rail Project from 8 sites to 4 sites; which will include: Site 1: BCR 305, Dixie Road @ Piscola Creek Guard Rail, Site 2: BCR 245, Old Madison Road @ Piscola Creek Guard Rail; Site 3: BCR 195, Dixie-Barwick Road @ Evergreen Branch Guard Rail; and Site 6: BCR 269, Dry Lake Road @Pride Branch Guard Rail; County Engineer will re-work the bid for 4 sites and get with the Contractor; and come back to the Board. Vote was unanimous.

**B. FY2016 Agreement for Services Area Agency on Aging** - Administration received the FY2016 Contract renewal for the Area Agency on Aging from the Southern Georgia Regional Commission. This contract is renewed on an annual basis and provides the agreement that operates the programs for the Senior Citizens Center. Mr. Wingate made the motion to accept the FY2016 Contract renewal form Southern Georgia Regional Commission for operation of the programs for the Senior Citizens Center, Mr. Cody seconded.

**C. Change Order No. 1 Approval – FY2014 LMIG Project** - Administration received a change order from County Engineer, Ben DeVane, to add the remaining portion of the Grooverville widening project to the FY2014 LMIG project that H & H Paving will begin construction on shortly. The change order is for an additional \$15,936, and is based on the bidder prices. This will complete the Grooverville Road widening all the way around the curve; from CR 91 Ferris Road to 50 feet past Mailbox 1913. Funding is to come from SPLOST 5 funds. On a motion by Mr. Maxwell, Board unanimously approved Change Order No. 1 for FY2014 LMIG Project for additional \$15,936.80, Mr. Cody seconded.

6. Unfinished Business - None

7. County Administrator Notes/Comments

**A. Pavo Voting District/Fire Station** - Administration is requesting permission from the Board to begin the process of advertising and bidding for the construction of a Fire Station/Voting Precinct Building in Pavo, to be located on a piece of property that will be donated to the County on Highway 122 in the City of Pavo. The proposed piece of property, is flat, and does not have a grade to the highway which would require less effort on the County to make a suitable DOT entrance to the property. Additionally, we

will be granted more room and space to build a proper building that will be able to serve two functions instead of one.

Due to the timeframe required to move a polling place, Administrator and Fire Chief is asking to begin the advertising process now, so that the building construction can take place immediately after the approved FY2016 budget. Elections office is hoping to be in this building for the upcoming elections in 2016.

Building to be constructed will be similar to the Station on Burton Road near Barney. This project will include a finished, ADA accessible bathroom as required by the State for a polling place. The fire department would use the building primarily to house a single pumper, and other vehicles as needed.

On the motion by Mr. Wingate, the Board accepted the donation of the property to build a voting precinct/fire station in Pavo; and to proceed with bidding/advertising process, seconded by Mr. Maxwell. Vote was unanimous.

**B. R & S Sports Invoices** - Administration received past due bills from R & S Sports on equipment and other items purchased by Carl Rose, the former Recreation Director. Back in November, the County issued a payment to R & S for the remainder amount that was owed on items that the County had valid purchase order numbers for. At that time, the County paid \$2,393.80 out of a total of \$10,832.85. R & S had at the time combined all the past due items into two or three bills, therefore; our accounting staff had to try and decipher what P.O. numbers we did have went to what items.

R & S claims that the County owes \$8,439.05 on items purchased by Mr. Rose. Those items do not have valid P.O.s and on the invoices simply have "Carl Rose" or "All-stars" entered into the P.O. number blank. Since these purchases occurred in the FY2014 budget, which has been audited and closed, the Board must make the decision to reimburse these invoices and to do so without P.O. numbers in place.

Administration has spoken to the County Auditor and has been advised that R & S could also help by providing information on how the items were delivered or picked up and whether or not they require a signature when the items are delivered. Administrator has requested that info from R & S but as of April 29<sup>th</sup>, not received any additional information. Although some of the items may be traced back to the recreation department, other items cannot be easily traced or located, therefore making it impossible for staff to locate that the items are in the possession of the County. Mr. Maxwell made the motion to deny the reimbursement of \$8,439.05 to R & S Sports for past due FY2014 invoices for Recreation Department that have no P.O. numbers in place; and to check into the matter further, seconded by Mr. Cody. Vote was unanimous.

**C. Monthly Work Session Meetings** - Administration is interested in scheduling a monthly work session that could also serve as a regularly called extra monthly meeting if needed. Since 2013, there have only been a few months that the Board did not meet at least twice a month. This would allow us to have a set schedule for the most part

each month or in the event that an item is tabled, a faster response could be returned rather than waiting a full month. Administration would advise to try and prevent scheduling a meeting that falls on top of another meeting in Brooks County.

After discussion, the Board agreed to the third Monday of each month as the day to schedule for extra meetings and/or work sessions.

**D. Mowing Services** - Administration has received a quote from the Behavioral Health Center for mowing the Courthouse and Library lawns. For mowing only, twice a month at both locations, the center would charge \$350 a month. Yearly, that would be \$4,200. They may be able to offer more services in the future, but right now the crew is only big enough to handle mowing jobs. The Board approved the Behavioral Health Center for mowing the Courthouse and Library lawns on a month to month basis. Board also discussed possible lease options for a mower to be used by Maintenance Supervisor.

#### **8. Commissioners Notes/Comments**

**A. Joe Wingate - District 1** – No comments.

**B. S. L. Jones, District 2** – No comments.

**C. Willie Cody, District 3** – Commented on Shiver Road.

**D. Myra Exum, District 4** – Advised Board of survey from ACCG on policy committee issues.

**E. James Maxwell, District 5** – Inquired about fees at Recreation Department.

#### **9. Executive Session – None**

#### **10. Adjournment**

Mr. Maxwell made the motion to adjourn regular meeting at 6:50 p.m.; Mr. Wingate seconded.

Ms. Myra Exum, Chairperson

Mr. Justin DeVane, Administrator

Ms. Patricia A. Williams, Clerk