

4. Appearances

A. Tiffany Holmes – Development Authority – Update on Quitman Solar Project – Ms. Holmes updated the Board on the Quitman Solar Project. Application process will begin in January 2019 to hire skilled and unskilled Carpenters/Workers for major construction project. Pay will start at \$15/hr up to \$23/hr with Employer paid health insurance; and will employ 200 people. Applications will be accepted December 12 and December 13, 2018 from 9:30 am to 7 pm at the Brooks County Library located at 404 Barwick Road, Quitman, GA.

Ms. Holmes further reported the Adigen Chicken Project is under construction; concrete being poured. A planned opening date is March 15, 2019; and will employ 100 people.

B. Joe Leverett – Coroner - Coroner requested permission to put the Coroner's office in a vacant office in the 911 Center; and to address concerns and/or questions the Board may have. He informed the Board the cooler will be placed out back at the 911 Center; which will be more secure. There is no cost associated with the move in; but will incur cost to purchase the cooler. Chair advised to get three quotes for cooler purchase and Board will address them later. Mr. Wingate made the motion to approve the Coroner's office request to move into a vacant office at 911 Center; and the Board will address quotes later for the cooler, Mr. Jones seconded; vote was unanimous.

C. Steve Schreck – East Brooks Volunteer Fire Department - Administrator received a request from Mr. Steve Schreck to present comments/concerns for East Brooks Volunteer Fire Department. He is requesting a meeting with the Board in January 2019. He commented on the Chiefs meeting and comments made from the meeting.

D. Wesley Lyles – East Brooks Volunteer Fire Department – Wesley Lyles, Fire Chief, East Brooks Volunteer Fire Department requested to be on agenda to discuss concerns of the fire service. The Department has an active fire explorer program that prepares Explorers to become firefighters. They are in the process of challenging ISO again to get a lower rating. The closest fire hydrant is located in Valdosta about 6.2 miles; want to decrease the distance by putting in a definitive water source that can sustain water supply needs for current and future growth of community. Mr. Lyles asked for assistance with food, lodging, registration fees, and gas for the Explorer Program to compete in the Winterfest 2019 competition in Gatlinburg, TN.; says trying to raise funds thru fundraisers and donations.

Department needs radios; ones have only works in certain areas. Brush truck needs motor replaced; provided quotes. Board will look at these concerns at special called meeting to be scheduled.

E. Mary Henley/Joyce Moore – Library Etiquette – Administration received a request from Ms. Mary Henley/Ms. Joyce Moore regarding concerns and to provide information to the Board regarding the etiquette of the Head Librarian at the Brooks County Library.

Ms. Moore reported to the Board of the rude experience with Head Librarian, Scott Routsong after calling the Library to get email address to send document to be printed for her Father. Mr. Routsong refused to print the document for her Father due to an outstanding balance on Ms. Moore's account.

Presenting of Plaques of Service - Chair Exum presented plaques to outgoing Commissioners, Mr. S. L. Jones and Mr. Joe Wingate for their years of service to Brooks County. Ms. Exum stated she appreciate their contributions to the County and has greatly enjoyed working with them.

Mr. Cody stated he learned a lot from both Mr. Jones and Mr. Wingate; enjoyed working with them and appreciate all they did.

Mr. Maxwell stated he enjoyed working with both of them; they accomplished great things together.

5. New Business

A. GDOT – Roundabout Support Located at SR 122 at Moultrie Hwy & SR 122 at SR 333

Administration received notification from GDOT they are in concept of working on project located at SR 122 and SR 333 (Moultrie Hwy). A Traffic Engineering Study was done and determined that a roundabout is the preferred alternative for this intersection. Part of the process involves the signing and attesting of the attached Local Letter of Support. The Letter includes the agreement that the County is responsible for providing power for and maintaining lighting for this intersection.

After discussion, the Board had questions as to the cost of the roundabout and the details of what the County will be responsible for. Administration received a letter from GDOT after the agenda packet was completed, advising of a concept meeting scheduled for December 10th on the project to discuss the proposed design layout and typical section. Chair asked County Engineer, Mr. Ben DeVane and someone from the Road Department to attend the meeting for further information. Therefore, the Board voted unanimously to table this issue until after the meeting to get additional information before voting on it, Mr. Wingate made the motion; Mr. Cody seconded.

B. Magistrate Court – Request to Move Funds from Magistrate Court Budget Line Item

– Chief Magistrate Court Judge, David Crosby, submitted a request to administration for Board approval to move funds within Magistrate Court budget to purchase a computer and software for additional person in the office. A quote was received from SGRC for the amount of \$1452.00. Judge Crosby would like to move funds from Office Supplies line item to Computers (Capital Purchase) line item to purchase computer and software. Mr. Cody made the motion to approve the request to move funds within Magistrate Court budget from Office Supplies (531102) to Capital Purchase line item to purchase a computer and software, Mr. Maxwell seconded. Vote was unanimous.

C. Law Library – Request to Amend Budget to Purchase Speakers/Sound Panels, and Recording System for Courtroom, and Restoration of Plat Books – The Clerk of Court, Ms. Ginger Shiver, has informed the board that the Law Library Board has determined that there are surplus funds in the Law Library Fund and the board has approved the transfer of \$16,382.40 to the general fund to finance the purchase of a sound system in the amount of \$2,175.57 and acoustic panels in the amount of \$6,932.33 in the Superior Court and \$3,838.50 to scan four new plat books and \$3,436.00 for the restoration of five older plat books in the office of Clerk of Superior Court. The Library Board request that the Board of Commissioners amend the budgets of the Law Library to provide an appropriation for transfers to the general fund in the amount of \$16,382.40 with financing provided from surplus funds with corresponding appropriations for the purchased technical services in the Clerk of Superior Court in the amount of \$7,274.50 and capital appropriations in the Superior Court in the amount of \$6,107.90 financed by the transfer of surplus funds from the Law Library. Upon motion made by Mr. Maxwell, seconded by Mr. Cody, the board unanimously approved the request of the Law Library Board to amend the budgets of the Law Library to provide an appropriation for transfers to the general fund in the amount of \$16,382.40.

D. Extension Office – Announcement of New Brooks County 4-H Educator – Andrea Duncan - Ms. Stephanie Hollifield, Brooks County Extension Office, was not able to attend the meeting due to previous scheduled travel commitments. But she wanted to share with the Board that Ms. Andrea Duncan has assumed the duties as the new Brooks County 4-H Educator, to replace Ms. Carol Smith who has retired. Ms. Duncan assumed responsibility of the position on October 15, 2018.

E. MIDS Transportation, Inc. – Amendment to Third Party Operator Agreement (TPO)
Administration received Amendment #1-18 from MIDS Transportation, Inc. to amend the Third Party Operator Agreement between Brooks County and MIDS Transportation, Inc., section titled “Revenue and Expense Reporting and Invoicing”; sub-section “Expenses and Invoicing”. GDOT requested the amendment to be in compliance with the recent reimbursement policy changes. This project line item will help offset expenses. There will be no cost to Brooks County. On the motion by Mr. Maxwell, seconded by Mr. Jones, the Board unanimously approved Amendment #1-18 of the Third Party Operator Agreement between Brooks County Transit System and Brooks County Board of Commissioners for section titled “Revenue and Expenses Reporting and Invoicing”, sub-section “Expenses and Invoicing” to help offset expenses.

F. Certificate of Deposit Bids – Bids were received from several bidders. The County proposed two General Fund CDs estimated at a minimum of \$1.8 million, one Fire Fee Fund CD for \$250,000; and Property Account CD estimated at minimum of \$1.9 million. The bids were as follows:

Bidder	APR	APY
Edward Jones	2.61%	2.61%
Citizens National Bank	2.50%	2.52% (Property Account currently with CNB)
	2.00%	2.02% (Gen Fund CDs and Fire Fee)

Ameris Bank	2.50%	2.50%
Colony Bank	1.70%	1.70%

Administration requested an additional CD to be created to deposit funds from tax collections. Mr. Wingate made the motion to continue the General Fund CDs with Edward Jones; and to let the Property Account CD remain with Citizens National Bank; and to create the additional CD with Ameris Bank. Chair Exum called for a second; no second was made; therefore, motion died for lack of a second. Chair called for vote again. Mr. Maxwell made the motion to invest all CDs, two General Funds, Fire Fee, including Property Account; and the additional CD that will be created, with Edward Jones at the rate of 2.61% APR and APY, with no penalty for early withdrawal; and funds will be secured, Mr. Cody seconded. Chair Exum called for the vote, Mr. Jones, Mr. Cody; and Mr. Maxwell voted yes. Mr. Wingate voted no. Vote was 3 to 1.

G. County Office Telephone System Problems – Windstream – Brooks County Office has been experiencing problems with telephone system with Windstream. Windstream technicians stated to us our phones are outdated and are about to crash, and they do not have parts or cannot work on them; and we need to update the system. STS Telephone Service out of Valdosta can provide service for the type phones we have; and they have not stated that we need an updated system. STS asked Administration to contact Windstream and ask them to give them a call to discuss the problem. STS found the problem was with Windstream; a work order was placed with Windstream; and we received email the problem was solved.

6. Unfinished Business - None

7. County Administrator Notes/Comments

A. County Christmas Holidays – Christmas Holidays this year are: Christmas Eve, Monday, December 24th and Christmas Day, Tuesday, December 25th. Per Brooks County Personnel Policy, Article XVI Holidays, Section 16.03 Provisions:

“If either one of the Christmas Holidays fall on a standard work day, employees will be given the next regular work day off”.

The Board approved Monday, December 24th, Christmas Eve, Tuesday, December 25th, Christmas Day; and Wednesday, December 26, 2018 as Christmas Holidays to be observed by employees, on the motion by Mr. Maxwell, seconded by Mr. Jones. Vote was unanimous.

Employees will observe New Year’s Day Tuesday, January 1, 2019.

B. Annual Employee Christmas Dinner – The Annual Christmas Dinner for County Employees will be held December 14, 2018 from 12:00 pm until 2:00 pm in the Commissioners Meeting Room.

C. Employee Longevity Pay - Administration is requesting the Board's consideration for the annual employee longevity pay that is issued each year during December. The total amount is based upon each employee's time spent with the County.

For 2018, the amount is \$14,600. Board normally approves this amount from Contingency as it is not a budgeted amount.

Mr. Maxwell made the motion, Mr. Cody seconded, to approve the annual employee longevity pay which is based on each employee's time spent with the County; and funds will come from Contingency Fund. Vote was unanimous.

Executive Session – On motion by Mr. Cody, seconded by Mr. Maxwell, the Board closed regular meeting to go into executive session at 6:49 pm.

The Board went out of Executive Session and returned to regular meeting at 7:22 pm, on a motion by Mr. Maxwell, Mr. Cody seconded.

8. Commissioners Notes/Comments

A. Joe Wingate - District 1 – Commented that he appreciates the plaque; has enjoyed working with the Board; will miss it; and to continue the good work they are doing.

B. S. L. Jones, District 2 – Concerns regarding Studstill Road; asked Road Supervisor to check it out; and also check the end of bridge on Old Madison Hwy, it needs asphalt.

C. Willie Cody, District 3 – Commented to Mr. Jones and Mr. Wingate of the good job they have done while serving on the Board; and that he learned from both.

D. Myra Exum, District 4 – Advised the Board of need to schedule called meeting and/or work session.

E. James Maxwell, District 5 – Commented on concerns with Webster Road.

9. Executive Session – The Board returned to executive session at 7:22 pm. No action was taken.

10. Adjournment - Mr. Wingate made the motion to adjourn regular meeting at 7:30 p.m.; Mr. Cody seconded.

Ms. Myra Exum, Chair
Ms. Patricia A. Williams, Interim Administrator/County Clerk