

The Brooks County Board of Commissioners met for its Monthly Work Session and Regular Monthly Meeting on Monday, November 4, 2019 at 5:00 p.m., in the Commissioners Meeting Room located at the Brooks County Office Building. Commissioners present were: Mr. James Maxwell, Chairman; Mr. Patrick Folsom, Vice Chairman; Mr. Willie Cody; and Ms. Myra Exum. Mr. Rhett Rowe was not present due to illness. Others present were: Ms. Jessica McKinney, Administrator; Ms. Patricia Williams, County Clerk; Mr. James Burchett, County Attorney; and various residents.

PUBLIC HEARING - None

WORK SESSION – Chairman called Work Session to order.

Reports from Committees/Departments

Tiffany Holmes – Development Authority – Presented a Quarterly Update:

- A. Fiscal YTD Budget Expenditures for nine months ending September 30, 2019: Year to Date actual expenses: \$99,602.24; Year to Date budget: \$99,491.59; Year to Date variance: \$110.65.
- B. Businesses Showing/Have Shown Interest
 - a. Downtown Development – Façade Improvement Grant Program
 - b. Retail & Commercial Development – Local Restaurant expected to open February 1, 2020
 - c. Industrial Development – Shown Interest are: plastics industry, firearms industry; and training facility
- C. Businesses Considered: Considers anybody/business that considers us. Provided a Calendar of Events, Board updates; and emphasized the vital importance of the upcoming Census 2020.

Ben DeVane – County Surveyor/Engineer

A. Urgent Considerations – 2018 LMIG – Contractor, H&H Paving is on site at Blue Springs to complete the project; paving should be completed today; and leveling should be finished by Thursday. Afterwards will begin striping, dressing ditches up. Contractor is in default; as of October 20, 2019 he will be liquidated; due to not meeting the October 19, 2019 deadline to complete the 2018 LMIG Road projects. Mr. Head has asked for an extension; it was denied. Therefore, he will be fined \$500 every day until completion. H & H Paving pulled equipment and employees off of the LMIG projects to go work in another County; and missed the deadline.

B. Open/Upcoming Road Projects – On Tallokas and Branch Road, it will cost approximately \$7,200 for the project; the Road Department has made a cut, and inquired if it would be added as a change order; or if Board will accept as payment.

- Shelley Road is on the 2018 LMIG Striping List – Contractor called County Engineer to take a look at the road and damage; after looking at it; he determined it would be pulled off the striping list; and added to an upcoming list to include repairing the edges of the road.
- Working on the 2019 LMIG, measuring and checking length accuracy.

- The Right-of-way has been staked on Ellenburg Road.
- CR 111 (Milton Road) – deeds and plat research complete; property is in same family; will go down and explore.
- Ag Building Assessment – County Engineer did an assessment on the Ag Building site, at request of Administrator, to see if a building can be built on the property without tearing the current building down. Per County Engineer, it can be done without tearing current Ag Building down; it will not interfere with Health Department driveway.
- Property owner requested to close part of Pine Branch Road. County Engineer will get with the owner, look at maps to see what can do; and where stand from an engineering standpoint.
- Commissioners requested County Engineer to take a look at Grooverville Road at Hickory Head Road.

JJ Allen – Road Superintendent

- No urgent considerations.
- Currently at 69% of FY19-20 Budget
- Current Road Conditions/Hazards: Augusta Road, Burton Road; and Branch Road
- Continuing to work on parking lot at Bus Barn at High School
- Began today separating into two crews; stated it works better to work in crews; the work continue without delays. There are three different crews in areas cleaning right-of-ways and pipes; crews are stationary in one area.
- The Side Arm has been repaired and working.
- Hired a Certified Mechanic for first time in the Shop.
- Has 17 employees, has hired two Truck Drivers, Mechanic, and Equipment Operator, one in Shop; and will hire 2/3 more.
- Commissioner Exum requested Road Superintendent to check/look at Lawson Pond Road; there are pot holes near the bridges.
- Reported there are no delays in work.

Jordan Smith – Fire Department

- No urgent considerations.
- Total calls responded to (October/YTD) 83 for September and October.
- There were 29 accidents occurred from Sunday to Sunday.
- Assisted in a mutual aid structure fire for Cook County.
- There was a fire a BCT Gin, it was contained, there were no injuries.
- 95% of Volunteers and Part-time Paid Firefighters are certified, total number of Volunteers and Paid is 41; and three of those are not certified. Have an opened position being posted on Facebook.
- Volunteer Firefighters are managing the stations on the weekend.

- The funds for Hickory Head Station has been moved from current budget; Board asked Administration to check to see where it is.
- Requested a letter be sent to the State regarding the Morven Fire Department's Intergovernmental Agreement with Brooks County.
- Board requested letter to GDOT regarding accidents on Highway 133 @ Highway 122.
Administrator asked Chief Smith if she were to go to the GFSTC website, will she be able to see certifications for firefighters; and he responded "yes" she would.

1. Call to Order – Chairman called meeting to order.

A. Prayer & Pledge – Pastor Jim Pitts, Morven Baptist Church, led all in attendance in prayer and pledge of allegiance.

2. Approval of Agenda

A. November 4, 2019 Regular Monthly Meeting – Mr. Cody made the motion to approve the agenda; Ms. Exum seconded. Vote was unanimous.

3. Approval of Minutes

On a motion by Mr. Cody, seconded by Ms. Exum, the Board unanimously approved the following minutes:

- Monthly Work Session & Regular Meeting October 7, 2019

4. Appearances

A. Chamber Request to Use Courthouse Grounds – Administration received a request from Quitman-Brooks Chamber for use of Courthouse Grounds for the Christmas Community Celebration. Chamber Director, Kathryn Patrick, could not be present. Administrator presented the request. The Chamber would like to use the Courthouse Grounds for the Christmas Celebration to try and recover from not being able to have the Skillet Festival in October due to the weather. They have invited the vendors to participate in the Christmas Celebration. Ms. Exum made the motion to approve the request from the Chamber to use Courthouse Grounds for the Christmas Community Celebration on December 21, 2019, Mr. Cody seconded. Vote was unanimous.

5. New Business

A. Transit Resolution Approval – Each year the County has to prepare and send a Transit Grant Application to GDOT for the County's 5311 Transit Program; which MIDS Transportation, Inc. is the provider of transit services for Brooks County. The Resolution Authorizing the Filing of an Application with GDOT and U.S. Department of Transportation has to be approved by the Board. On the motion by Ms. Exum, seconded by Mr. Cody, the Board approved the Resolution Authorizing the Filing of an

Application with GDOT and U.S. Department of Transportation for a grant for the Brooks County 5311 Transit Program for FY2021. Vote was unanimous.

B. County Holiday Schedule/Communication Approval – County Administrator presented the Holiday Schedule/Office Closures for the 2019 Thanksgiving and Christmas Season. These are the designated dates all offices will be closed:

November 28, 2019 – Thanksgiving Day
November 29, 2019 – Day after Thanksgiving
December 23, 2019 – Bonus Christmas Holiday Leave Day
December 24, 2019 – Christmas Eve
December 25, 2019 – Christmas Day

In addition to the designated holidays, New Year's Eve and New Year's Day was included. For those employees on 24/7 operations, a holiday dinner will be planned for them to show our gratitude.

Mr. Cody made the motion to approve the designated dates for the Thanksgiving and Christmas Season presented by Administrator; and included New Year's Eve and New Year's Day, Ms. Exum seconded. Vote was unanimous.

C. County Holiday Employee Appreciation Event Approval – County Administrator presented the date, time, and early office closures for the Employee Holiday Appreciation. The event will be held Friday, December 13, 2019 from 5:30pm until 7:00pm; and early office closures at 3:00pm; the date, time, and early office closure was unanimously approved by the Board on the motion by Ms. Exum; and seconded by Mr. Cody.

D. Fire Department Capital Request – Fire Chief, Jordan Smith, presented a request for a capital purchase to buy Extrication equipment for Fire Department. If the request is approved, he will move the old equipment to the Jackson Road Station. Mr. Smith stated the equipment would save time if someone is trapped in a vehicle. The Extrication he is interested in purchasing is refurbished; the cost is \$10,490.00. Quotes for new equipment were also presented in amounts of \$24,100.00 and \$27,040.00. Board reviewed the quotes and inquired about the warranty; due to warranty information being vague. Fire Chief advised the Board he could get a representative to come and clarify the warranty. After discussion, the Board unanimously tabled this issue until more information on the warranty can be clarified on the motion by Ms. Exum and seconded by Mr. Folsom.

6. Unfinished Business - None

7. County Administrator Notes/Comments

A. Building Assessment – The Consultant for the County, Excellence Exceeded, is conducting a building assessment for the County. Administrator is awaiting the report;

but it has been delayed due to the passing of Scott Johnson's mother; she will contact him later in the week for an update.

B. Website Launch – Administrator informed the Board that the County's website has been launched and is up and running. All emails will be changed from current email addresses to brookscountyga.gov.

C. Animal Control Committee – County Administrator in process of creating a Committee for Animal Control; needs one more to add.

D. Vehicle Needs Assessment – Administrator will look at all vehicles in the County.

E. RFP – Property/Liability & Workers' Compensation, CD Investments; and County Farm Lease – Administrator informed the Board that Requests for Proposal has been issued and advertised for Property/Liability & Workers' Compensation, CD Investments; and County Farm Lease. All bids are due by 12:00 noon on November 22, 2019; and will be awarded at the December regular monthly meeting.

F. GCCMA Conference November 12-15 – Administrator advised the Board she will be out of the office attending the GCCMA Conference in Lake Lanier November 12-15.

Administrator emphasized that all employees are not allowed to drive County vehicles after hours, unless you are a Department Head; and required to drive vehicles home or after hours.

8. Commissioners Notes/Comments

A. Rhett Rowe - District 1 – Was not present due to illness.

B. Patrick Folsom, District 2 – No comment.

C. Willie Cody, District 3 – No comment.

D. Myra Exum, District 4 – No comment.

E. James Maxwell, District 5 – No comment.

9. Executive Session – None

10. Adjournment - Mr. Folsom made the motion to adjourn regular meeting at 6:48 p.m.; Ms. Exum seconded.

Mr. James Maxwell, Chairman
Ms. Jessica McKinney, Administrator
Ms. Patricia A. Williams, Clerk