

The Brooks County Board of Commissioners met for a Special Called Meeting/Work Session Monday, October 27, 2025, at 4:15 p.m., at the Brooks County Administrative Building, in the Commissioners Meeting Room, located at 610 South Highland Road, Quitman, GA. Commissioners present were: Mr. Patrick Folsom, Chairman, was not present; Mr. James Maxwell, Vice Chairman, Mrs. Myra Exum; Mr. Willie Cody; and Mr. Lee Larko. Others present were Mr. Buddy Johnson, County Administrator; Ms. Patricia Williams, County Clerk; Ms. Kim Daniels, Human Resources; Ms. Janice Jarvis, Finance Director; and Mr. Jason Kemp, County Attorney; and various residents.

SPECIAL CALLED MEETING/WORK SESSION

I. CALL TO ORDER

A. Prayer/Pledge – Commissioner Larko lead all in attendance in prayer and pledge of allegiance.

II. CONSENT AGENDA – One Motion for Approval on all Items - No items for approval

III. TOPICS FOR MOTION/DISCUSSION

A. Resolution – Ameris Bank – Banking Services (Maybe Formal Action after Discussion) – On the motion by Mr. Larko, the Board approved the Resolution for Banking Services for the Commercial Credit Card Account with Ameris Bank with a monthly spending limit of \$600,000.00, Mr. Cody seconded.

B. Resolution – Magistrate Court – Technology Fee (Formal Action after Discussion) – Magistrate Court Judge, David Crosby, presented a Resolution to Request Legislation to Provide for a Technology Fee to be Charged by the Magistrate Court for approval. The Clerk of Magistrate Court will be authorized to charge and collect the technology fee to be set by the Chief Magistrate in an amount not to exceed \$10.00 for filing of each civil action or proceeding with the court and not to exceed as a \$10.00 surcharge upon each fine assessed by the court. Mrs. Exum made the motion to approve the collection of the technology fee to be set at \$10.00 by the Chief Magistrate for filing of civil actions or proceedings with the court and not to exceed as a surcharge upon each fine assessed by the court, Mr. Cody seconded the motion.

C. Farmers Market – Commissioner Larko – Mr. Larko requested this topic for discussion. He presented suggestions from Mrs. Carol Sapp for the operations of the Farmers Market to be taken into consideration. Mr. Larko suggested creating a committee for the Farmers Market. County Administrator commented it should fluctuate like a department head, like a co-op option. Administrator Johnson further stated that he needs the Board to set the specific hours for the time frame of use of the Farmers Market, who will open/close, the days open; this will give him authority to control the operation of the Market. After discussion, the Board agreed to put this item on the regular meeting agenda for November 3, 2025.

D. Meals on Wheels – Rate Increase Proposal - Discussion – County Administrator met with John Hobdy, Jr., Regional Manager SGRC Region, and RMS, Inc. RMS deliver meals to the Senior Community. A rate increase proposal was presented stating that after reviewing costs and to

continue providing services we deserve, RMS must adjust its rates. Beginning November 1, 2025, RMS's rate for meal delivery will increase from \$1.75 to \$15.00 per meal. Administrator Johnson stated that he does not know if we can get on board with such an increase; and has no problem with preparing an RFP for service less than \$15.00. He will ask RMS to extend service to the end of November. County administrator has the authority to put out an RFP without a motion.

E. Washington Street Gym – Go Fund – Commissioner Maxwell – Vice Chair Maxwell requested this item be added for discussion. Mr. Maxwell stated that while touring the Washington Street Gym, suggestion of a go fund for the renovations of the gym was discussed. County Attorney will look into this option and find out if this is something the Board want to do and if it is legal. Mr. Maxwell commented that this can be discussed later, think about it, nothing to be decided tonight. He thought this would be an opportunity to fund the renovation project at the gym.

F. FY2026 LMIG Project Application – Information was presented to the Board for the FY2026 LMIG project for submission to GDOT before February 1, 2026. The project will be for widening, resurfacing, and restriping Barwick Road from the Quitman City Limits to East Main Street to East Coffee Road. The estimated construction cost is anticipated to be \$3,977,000.00.

IV. PRESENTATIONS - NONE

V. REPORTS FROM COMMITTEES & DEPARTMENTS

A. Brooks County Finance Department – Janice Jarvis, Finance Director – Provided Finance Director report for September 2025, included copies of revenues and expenditures (all funds) for the current fiscal year through September 2025. Normal percentage of funds expended, and revenues collected for this portion of the fiscal year is 25%. The Fiscal Year books are being closed this week. Preliminary audit work has begun and will kick into high gear next week. The audit for FY2025 is due no later than December 31, 2025. Staff will be busy working with the auditors over the next three months to facilitate the audit being completed and filed in a timely manner. The Enterprise Funds are out of compliance, due to being over the budget. Finance Director needs the Board to approve closing the books.

Upcoming major projects for the Finance Department:

- Electronic Requisitions and Purchase Orders
- Three to Five Year Capital Budget
- Accounts Payable Conversion from paper checks to ACH and purchase cards

B. Brooks County 911/EMA – LaToya Hampton, Director – Director Hampton provided a report on projects and activities for 911/EMA for September 2025.

- 911 – September calls for service: 2194
- Two full-time hires, and one PRN assistance from HR, Kim Daniels

Brooks County EMA

- September 27, 2025, marks the one-year anniversary for Hurricane Helene. Last year this time we were in a disarray, but Mr. Johnson helped bring chaos to calm in three days.
- There are two disturbances going on, Imelda and Humberto, but they are fighting each other and headed to the Island of Bermuda
- September 15-26, 2025, finished intruder drill at all Brooks County Schools
 - Teacher presses the button eight times to start the process
 - Shows on screen inside the office
 - Phone call from the alarm company
 - Rapid SOS response
- September 22, 2025, VOAD meeting with State GEMA, Family Connections and other counties EMA to discuss long-term recovery
- September 6, 2025, assisted Quitman Church of God, Morven Baptist, Family Connections and the Brooks County School System in giving 200 citizens hurricane preparedness bags as well as food, water, tarps, clothes and books
- Fire Department assisted in getting the supplies ready for the citizens. Thanks to Chief Weeks and his team
- Thanks to Brooks County Road Department for assuring that the towers lawn is mowed at the North Tower
- Finishing up FEMA Hurricane Idalia paperwork
- Preparing for the next two months of the season

C. Brooks County Fire Department Report – Chief Weeks – Chief Weeks provided a report of activities for the Fire Department from September 2025.

- Received 71 calls for service from August 25, 2025, through September 29, 2025
- One structure fire, 32 medical calls, one vehicle fire, three vehicle accidents, eight brush fires, no extrications, four fire alarms, 13 canceled/nothing found, two controlled burns, 3 trees down, there was one electrical equipment issue, for other there was none.

Structure Fires

4300 Dixie Road – Storage shed fire

Training: We have been training in hose management, handling flammable and combustible liquids and structural fire control.

Public Activities: None

Updates: None

Employee Update: Capt. Daniel, Lt. Thompson, and Firefighter Wester have tested and are NPQ Fire Officer I. We have three other members that are scheduled to retest in October. We have hired three part-time Firefighters this month and are still looking for one full-time Firefighter.

E. Brooks County Public Works Department Report - Kyle Christian - Project Manager – Provided the Road Department report for September 2025:

- During the month of September, the Road Department received 39 work orders and completed 66 work orders. The dry weather helped us to get quite a few pipes installed and we were able to work on other projects.

- **District 1:** Graded roads, added material where it was needed to fix washouts and build up roads, cleaned ditches and culverts, busted beaver dams, removed fallen trees, and installed new road signs. We repaired numerous potholes throughout the district.
- **District 2:** Built up roads, graded roads, removed fallen trees, cleaned ditches and culverts. We installed a 160' driveway pipe on Patrick Road. Repaired potholes throughout the district and did extensive shoulder repair on Empress Road. We harvested 32 loads of sand from Rocky Ford Road, 10 loads of sand from Baden Road, and seven loads of sand from Ochlawilla Road.
- **District 3:** Built up roads, graded roads, cleaned ditches and culverts, busted beaver dams, installed new road signs, and repaired potholes. We built up and re-established the ditch line on Dewberry Road. We added material to a washout on Lisa Lane. We began a cleanup on Baker and Perdue. We did a cross-drain replacement on Simpson Road and harvested 6 loads of sand from Hassell Road.
- **District 4:** Built up roads, graded roads, clean ditches and culverts, busted beaver dams, installed road signs, repaired potholes, and added materials where needed for washouts. We installed pipes on Brookfield Drive, Duckworth Road, and Duncan Road. We built up Rizer Road bringing in 70 loads of clay.
- **District 5:** Graded roads repaired and installed signs, busted beaver dams, repaired potholes, cleaned ditches and culverts, and added materials to roads. We harvested 22 loads of sand from White Road. We installed a driveway extension on Grooverville Road and a cross drain on Bethlehem Church Road.
- We are continuing to clean out ditches and existing pipes as well as installing new pipes where needed and helping water to flow when it rains. We are also harvesting sand and reusing it in areas that need it. We will continue to keep Brooks County beautiful one road at a time.

VI. FORMAL ACTION REQUESTS – Commissioners Discussion with Action

A. FA064-2025 – Approve FYE 2025 End of Year Budget Amendments - On the motion made by Mr. Maxwell, seconded by Mr. Cody, the Board unanimously approved the FYE 2025 Final Budget Amendments.

B. FA065-2025 – Jennifer Reese – Ameris Bank – Restructuring the County’s Depository Accounts

During the August work session, Jennifer Reese presented to the Board ways to minimize fees and increase earnings on the county’s bank accounts with Ameris Bank. She has met with the Finance Director several times to discuss the options. The ACH credit origination makes business easy by automatically paying invoices with a one-time setup and avoiding the cost of late checks and wire transfers. Positive Pay reduces the chances of check fraud and ACH monitors electronic transactions to catch fraudulent transactions before they occur. Ms. Reese presented information on the Ameris Bank’s Visa Commercial Card and the benefits it provides, features, and flexibility that personal and small business can’t match. The use of the commercial card will decrease the number of checks written by utilizing the commercial card, increase revenue by earning monthly rebates because of expenses paid via commercial card, and control spending limits. The motion was made by Mr. Larko

to approve the restructuring of the County's Depository Accounts and approve/adopt the use of the Ameris Bank's Visa Commercial Card Solutions, Mr. Cody seconded.

C. FA066-2025 - Extension Office - New Contract - Copier Replacement from Lightning Damage - Colson Business Systems - The copier at the Extension Office was damaged by lightning and had to be replaced; and created a new contract for Board approval. The Kyocera MZ3501ci copier has a 63-month lease at \$119.75 per month, by adding the Extension Office service portion of \$33.93, the budgeted amount is \$153.68 per month. The new copier lease with Colson Business Systems for the Extension Office was approved on motion by Mr. Maxwell, seconded by Mr. Larko.

D. FA067-2025 - Change Order - Barwick Road Project - A Change Order was presented to the Board for the 2025 LMIG Pipe Crossing for Barwick Road. The Scruggs Company provided a quote for services in the amount of \$18,467.02. Mr. Cody made a motion to approve the Change Order for Barwick Road in the amount of \$18,467.02, Mr. Maxwell seconded the motion.

E. FA068-2025 - Web-Based Digital Map (GIS) for Brooks County Zoning - SGRC - Southern Georgia Regional Commission presented an Agreement for Technical Assistance for Board approval. The proposal was presented to the Board during the August work session by Justin Jacobs, Regional GIS Coordinator. SGRC will provide the services for \$1,000.00. The Board approved the Agreement for Technical Assistance from SGRC on the motion by Mr. Larko, Mr. Cody seconded.

F. FA069-2025 - Zoning Ordinance Amendment to Permitted Use - County Attorney presented to the Board for approval. Mr. Larko made the motion to approve the Zoning Ordinance Amendment to Permitted Use for Special Exceptions (SE) in Agricultural District (AG), Mr. Maxwell seconded.

VII. WORK SESSION & NEW BUSINESS

- Regular Meeting Agenda Review - October 6, 2025 - The Board reviewed/discussed the agenda for the upcoming meeting. Items added:
- Tax Assessors Board Appointments

Administrator Johnson - Updates (Community and Commissioners)

Commissioners Matters

- District 1
- District 2
- District 3
- District 4
- District 5

The Board closed the work session to go into executive session on the motion by Mr. Maxwell, seconded by Mr. Larko.

VIII. EXECUTIVE SESSION

A. Real Estate – Mr. Maxwell made the motion to go out of executive session, Mr. Larko seconded. There was no action taken by the Board.

IX. ADJOURNMENT

The Board adjourned the meeting at 5:58pm, on the motion by Mr. Larko, seconded by Mr. Cody.

Mr. Patrick Folsom, Chairman

Mr. James (Buddy) Johnson, County Administrator

Ms. Patricia A. Williams, County Clerk