

The Brooks County Board of Commissioners met for its Monthly Work Session and Regular Monthly Meeting on Monday, November 7, 2016 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 HEARINGS**

### **A. Brooks County Comprehensive Plan 5-Year Update Kickoff**

Ms. Sherry Davidson, Planner, Southern Georgia Regional Commission, presented 5-year update kickoff for the 2017 Joint Comprehensive Plan Update for Brooks County and the cities of Barwick, Morven, Pavo and Quitman.

There will be three workshops; the first workshop is scheduled for November 17, 2016 from 10:00 am to 12:00 pm. The first workshop will be discussing issues, opportunity, and goals. Second will be about policy; and the third workshop will be land use element. The Plan is due June 2017; but need to get to DCA by April 2017 for review. Ms. Davidson provided work books to the Board which will be used during the workshops.

**B. Special Exception – Billy Rountree** - Building and Zoning received an application for Special Exception from Mr. Billy Rountree who wishes to operate an event venue in an existing structure on 10 acres of land located on his property within the Agricultural zoning district. The location of the proposed operation is at the intersection of Hempstead Church and Hall Road. The structure was originally used by the previous owners for family functions, due to the construction of the building and the deck area, which was not built originally to hold the load of a crowd of people on it. After review by an engineer, the previous owners added additional support to the structure that was sufficient at that time. Another review has been conducted and found that it is fit for use as a commercial venue. The SGRC Staff recommended approval of the Petition. The Planning Commission voted to approve on October 18, 2016.

There was no one present who opposed the Petition by Mr. Rountree. Chair closed the public hearings at 5:05 p.m. to go into the work session.

**WORK SESSION** – Chair Exum called Work Session to order.

## **Reports from Committees/Departments**

**A. Jarod Lovett – Advanced Disposal Solid Waste** – Mr. Lovett presented an update on the curbside service. He stated they are replacing drivers, helpers; and decreasing issues by 82%. Mr. Lovett further stated they are doing better service and clearing up issues and they arise.

**B. Stephanie Hollifield – UGA Extension** – Ms. Hollifield presented monthly newsletters for October and November 2016.

- October continued to be filled with harvest decisions related to peanut, soybean, and cotton harvest.
- Brooks County 4-H and FFA had a successful time at the annual Georgia National Fair & Livestock Show showing market hogs.
- Brooks County 4-H celebrated National 4-H week October 2<sup>nd</sup> through October 8<sup>th</sup>.
- Brooks County 4-H along with Brooks County UGA Cooperative Extension Service had a booth at the Brooks County Skillet Festival on October 15, 2016.
- Provided copy of FY18 Budget Request.

**C. Glenn Walker - Public Works** – Glenn Walker, Road Superintendent, provided report on work completed for month of October:

- Received 2-911 calls for trees being down, 45 work orders.
- There were 15 roads done with Side Arm. All trees from storm have been done.
- Ochlawilla Church Road is complete; moving on to Rocky Ford Road and will be on Barrett Road by next Monday.
- Will be on Son Wright Road after Barrett Road is complete.
- Will look at Duckworth Road in the coming weeks.

**D. Ben DeVane – County Surveyor/Engineer** – Presented the following:

- H & H Paving is widening the remainder of Grooverville Road and paving driveway turnouts.
- Change Order #1 is complete; and H & H did a good job.
- Haddock Road off of Empress Road has been paved, cleared, and pipes installed. Brooks County will do the work. The old road will be given to Mr. Wilcox and Brooks County will take the new road.
- The LMIG 2017 master list has been prepared, includes 32 projects. Also prepared a construction and paving project list.

Chair closed Work Session to go into the Regular Meeting at 5:27 p.m.

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

**A. Prayer & Pledge** – Pastor Michael Lane, Morning Star Baptist Church; led all in attendance in prayer and pledge of allegiance.

**2. Approval of Agenda**

**A. November 7, 2016 Regular Monthly Meeting** – Mr. Wingate made the motion to approve the agenda, Mr. Cody seconded; vote was unanimous.

### **3. Approval of Minutes**

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

A. Work Session & Regular Meeting

October 3, 2016

### **4. Appearances**

**A. Gary Christian-** Administrator received a request from Mr. Gary Christian concerning the need for bathrooms at the Webster Street fields that are part of the City-County Joint Recreation. As you are aware, the Boys & Girls Club is contracted to maintain the fields, however; no bathrooms were there at the time of the agreement and the utilities would need to be installed, along with a building to house them. A possible solution could be to place a porta-potty. The County currently has one at each recycle center for staff and they run about \$55.00 a month. The other option that would need to be considered would be who would be responsible for keeping the bathroom clean in between service calls.

Board discussed who would use the bathroom, where they would be placed; and would the bathroom be used only when the field is in use? Mr. Cass Burch stated he knows someone that owns a porta-potty business based in Brooks County; and offered a year's funding for the porta-potty to be placed on the fields. The Board thanked Mr. Burch for his contribution.

**B. Matt Moehle – Concerns Regarding Dewberry Road -** Administrator received a request from Mr. Matt Moehle, Arrowhead Farms, who is requesting the Board consider improvements to drainage structures on Dewberry Road and improve the ditches. Mr. Moehle stated the culverts are small for water flow after rain; and creates a safety issue. He further stated that following rain the road becomes impassable; and vehicles slide into the ditch. After discussion, the Board asked Mr. Glenn Walker to get with Mr. Moehle and take a look at the situation.

### **C. Tom Lovett – Road Closure Request (Portion of Monument Church Road)**

Mr. Tom Lovett, 250 Monument Church Road, submitted a request for the Board to consider closing or restricting public access to the South end of the road located between Highway 84 and Morning Star Church Road. He stated that hunters shoot deer at night, it is a trash dumping site; and is convenient for illegal transaction. Mr. Cody commented that it is an outlet to Troupeville Road and only outlet to come in; and to close would mean no access for members of Morning Star Church. The motion was made by Mr. Maxwell; seconded by Mr.

Cody, to deny Mr. Lovett's request to close a portion of Monument Church Road. Vote was unanimous.

**D. John Quarterman – WWALS Watershed Coalition** - Administrator received a request from Mr. John Quarterman of the WWALS Watershed Coalition to appear before the Board to discuss the installation of informational kiosks and road signs at landings sights along the Little and Withlacoochee Rivers between Lowndes and Brooks County. The Coalition is asking for Brooks County to pay \$2,750 for highway road signs and two info kiosks. The kiosk are \$1,000 a piece, but if the Board chooses, a cheaper alternative could be installed until later. The County also needs to note that the landing on Lawson Pond Road is on private property, and I believe that the landing on SR76 at the Cook County line is concrete on the Cook side.

After discussion, it was determined that all the boat ramps/landings are on private property and not belong to Brooks County. The Board expressed their support for the water trail; but did not provide any funding for highway road signs and kiosks; but did adopt the resolution. On a motion by Mr. Wingate, the Board unanimously approved the Resolution to Support the Withlacoochee and Little River Water Trail, seconded by Mr. Cody.

## **5. New Business**

**A. Special Exception – Billy Rountree** – Mr. Wingate made the motion to approve the Special Exception request by Mr. Billy Rountree to operate an event venue in an existing structure located on Hempstead Church Road at the intersection of Hempstead, Burton, and Hall Roads, Mr. Jones seconded. Vote was unanimous.

**B. Re-appointment to Tax Assessor Board – John Stalvey** – Administration received a request from the Tax Assessor to re-appointment John Stalvey to the Assessor's Board. Mr. Stalvey's term expires at the end of the year. Mr. Jones made the motion to re-appointment Mr. John Stalvey to the Brooks County Board of Tax Assessors for another three year term, Mr. Wingate seconded. Vote was unanimous.

**C. Road Adoption Request – Radford Road** - Administration received an application from Susan Radford, representing the family of Will E. Radford, to adopt Radford Road under the County's new Adopt-A-Road policy. Ms. Radford is representing the Radford family, most of which still live along the road, to serve as the agents assisting the County to keep the roadway beautified for all motorists. The application (permit #2016-11-1/114) is for Radford Road, Regular Monthly Meeting November 7, 2016 Page 4 of 9

beginning at the Madison Highway intersection, to the Greenville Highway. The motion was made by Mr. Jones, seconded by Mr. Wingate, to approve the adoption of Radford Road by the family of Will E. Radford, vote was unanimous.

**D. Narcotics Office Space – Sheriff’s Department** - Administration has been working with the Sheriff’s Department to solve several problems concerning the offices within the Sheriff’s Department. Two main issues with the department is the lack of sufficient office space for the CID/Narcotics officers and adequate file storage. Four narcotics investigators share single office with an evidence closet. We also have a significant issue with the lack of file storage room in general. The Sheriff’s Department reports and evidence take up a tremendous amount of room, and without some relief, the department may be faced with findings from GCIC inspections for their inability to maintain their records properly. I have been looking into used modular trailers, they typically run around \$10,000, plus setup for utilities. I would also like to explore the possibility of a new unit, and see what the cost is for that. Many units can be setup to function as the permanent setup if desire and look just like a regular building. The Board authorized Administrator and Sheriff to get cost; and get back to them.

**E. Purchase Approval – 2005 Ford Ranger** - Administration is requesting approval from Contingencies to purchase a 2005 Ford Ranger from State Surplus for the Building and Zoning Inspector’s Office. The vehicle Billy has is beyond repair and is currently using a vehicle from the Road Department. The Ford Ranger we found has 39,000 miles and is only \$7,550. It is 4x4 and extended cab with a bed cover, and is in very good shape. The truck is located in Alma, GA and the department says it was only driven on the highway. Mr. Maxwell made the motion to purchase the 2005 Ford Ranger from State Surplus in amount of \$7,550 for Building and Zoning Office with funds from Contingency, Mr. Cody seconded. Vote was unanimous.

**F. Purchase Approval – 2006 Dodge Charger** - Administration is requesting approval from the Victim Witness Fund to purchase a used 2006 Dodge Charger for Ms. Peggy Wilson. The vehicle is located in Tampa, FL, from the vender that we have purchased vehicles from in the past. The car has 74,000 miles and is ready to go. The vehicle is available for \$6,500 and was an administrative vehicle (it does not look like a patrol vehicle). The Victim Witness fund was budgeted \$12,000 for a vehicle purchase. On a motion by Mr. Cody, seconded by Mr. Maxwell, the Board unanimously approved the purchase of a 2006 Dodge Charger from Tampa, FL in amount of \$6,500 for with funds from Victim Witness.

**G. FY2017 LMIG List Approval** – County Engineer, Ben DeVane presented two lists for Board consideration for the 2017 LMIG project. He recommended approval of the first six roads on the resurfacing list, and one from the construction list.

**Those roads are as follows:**

Road Name	Begin Point	End Point	Mileage
BCR 136 Pleasant Hill	GAY ROAD	CULLEN ROAD	1.1
BCR 167 Beatty Road	BARWICK ROAD	HOWARD ROAD	1.0
BCR 92 Pidcock Road	SLAUGHTER CREEK	BARRETT ROAD	0.5
BCR 124 Dunn Road	500' FROM SR76	CSX RAILROAD	1.3
BCR 39 Burton Road	VENNIE LANE	WALKER LANE	1.0
BCR 275 Grooverville Rd	LIBERTY CHURCH RD	THOMAS CO. LINE	1.0
Green Lake Circle	VALDOSTA HIGHWAY	VALDOSTA HIGHWAY	0.5
		Total Mileage	6.4

The first six roads would be considered resurfacing projects. The final road, Green Lake Circle, would be considered a construction project. Due to the short length of that road and the current condition of the grading there, that project could be done within the scope of the LMIG project funds.

Mr. Wingate made the motion to approve the FY2017 LMIG List, Mr. Jones seconded. Chair called for the vote. Mr. Wingate, Mr. Maxwell, Mr. Jones voted in favor. Mr. Cody opposed. Vote was 3 to 1.

**6. Unfinished Business**

**A. Surplus Land – Highway 76 Property** – Only one bid was received for the properties located on Highway 76 at the edge of Quitman. The sole bid was for the smaller tract of land, Tract 1, located on the South side of Highway 76 for \$2,000 by James C. Brown, III. The motion was made by Mr. Maxwell to approve the bid from James C. Brown, III in amount of \$2,000 for 0.710 acres known as Tract 1 on Highway 76. Chair called for vote. Mr. Maxwell, Mr. Cody, and Mr. Jones voted in favor. Mr. Wingate opposed. Vote was 3 to 1.

**7. County Administrator Notes/Comments**

**A. Employee Longevity Pay** – Administration is asking for the Board's consideration for the annual Longevity Pay issued to employees each year in December. The amount for this year's fund is \$13,750. Typically, this is funded by the Board from the Contingency fund. The Board unanimously approved the

annual Longevity Pay for employees in amount of \$13,750 from the Contingency fund on a motion by Mr. Cody, seconded by Mr. Maxwell. Vote was unanimous.

**B. Dump Truck Financing** - Administration has requested some financing options from a local bank in town to see if there is a possibility to acquire two dump trucks for the Road Department. All three units that the road department has are riddled with various problems or issues, some which can be attributed to past operators, but other issues simply caused by the tremendous wear and tear these vehicles receive during a work week.

I had some quotes established for us (using budget numbers to protect the quotes received from one bank incase Board wants to bid this out) and depending upon the length of financing the County would be interested in, we could purchase two trucks from the State Contract pricing in a range from \$4,500 a month to \$2,500 a month, between 60 months and 120 months financing, or also work in a balloon payment option somewhere along the way as well. Previous leasing option that we considered was about \$20,000-25,000 a year for one truck. We feel that the trucks will have a useful live past 10 years, so purchasing is a safe option.

After discussing, the Board authorized Administrator to explore other options and get with other local banks for their rates.

**C. Landfill Manager Position** - Administration and Public Works would like to ask the Board to create the position of Landfill Manager, to be funded by the Solid Waste Fund. The positions duties would be responsible for the day-to-day operations and upkeep of the Landfill Facilities and also serve as liaison for the recycle center when they are in need of services from other departments. Since I have been in the position of Administrator, the landfill site always has maintenance or issues that become neglected and eventually an EPD finding on their visits. In hopes of one day ending these findings (fortunately, nothing serious) I would liken the Board to create a position that the primary responsibility of that person to ensure that the Landfill is following all of the guidelines in the landfill closure policy. Each time EPD visits our site they are findings that should be avoidable, but are not corrected until EPD comes because no one is responsible for the upkeep.

I am recommending that a position and salary range be created for the Landfill Manager, appoint the current Road Department employee (Robert Vann) that is being trained for the site to assume that role, and be accountable to the County Administrator and Board of Commissioners. This employee will be also

responsible for the inert landfill site on Johnson Short Road and may assume other responsibilities as time goes forward (should the County open yard waste site or anything waste related, or consider training this person to certify our fuel sites, which we currently rely on our fuel providers to do). I recommend a starting salary range of \$24,500 to \$28,000. On the motion made by Mr. Wingate, seconded by Mr. Cody, Board approved creating the position of Landfill Manager to be funded by Solid Waste Fund with salary range of \$24,500 to \$28,000. Mr. Wingate, Mr. Cody, and Mr. Maxwell voted in favor. Mr. Jones not in favor; vote was 3 to 1.

**D. EMS Contract Renewal Period** – Administration reminded the Board that the period deadline to cancel the automatic renewal of the EMS contract is approaching for consideration at the end of December.

**E. Airport Hangar Agreement** – County Attorney, Vann Parrott, advised the Board of the economic opportunity that is accessible for a hangar at the Airport. Currently, there is no fuel or hangars at the airport. Mr. Parrott informed the Board of a proposal by Mr. Cass Burch to build and pay for a hangar at the airport; estimated at \$8,000. This would require entering into an intergovernmental agreement between Brooks County and the Development Authority. The agreement would be for 15 years with a tax abatement; but would generate revenue. Mr. stated the Board needs to approve willingness to consider the offer by Mr. Burch. He will get with Development Authority; draft an agreement and have for the Board by next week.

Mr. Wingate made the motion authorizing County Attorney to proceed with the intergovernmental agreement between Brooks County and Development Authority regarding building a hangar at the Airport; seconded by Mr. Jones. Vote was unanimous.

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

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

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

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

**D. Myra Exum, District 4** – No comment.

**E. James Maxwell, District 5** – No comment.

**9. Executive Session – None**

**10. Adjournment** - Mr. Maxwell made the motion to adjourn regular meeting at 7:22 p.m.; Mr. Cody seconded.

Ms. Myra Exum, Chairperson  
Mr. Justin DeVane, Administrator  
Ms. Patricia A. Williams, Clerk