

The Brooks County Board of Commissioners met for its Monthly Work Session and Regular Monthly Meeting on Monday, September 12, 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. SPECIAL EXCEPTION REQUEST – MARY ANN BRASINGTON** - Ms. Brasington is requesting a Special Exception Request for 2358 Old English Road, in unincorporated Brooks County, to operate a refrigeration and appliance repair business on the property that is zoned Agricultural. Ms. Sherry Davidson, Planner, SGRC, presented the Petition. The parcel is 7.72 acres and was recommended for approval by the SGRC. It was also approved by the Brooks County Planning and Zoning Commission as recommended on August 23, 2016.

Chair asked if there was anyone present who would like to speak in favor of or against Ms. Brasington's petition; there were none. Board will vote on this request during the regular meeting. Ms. Exum closed the public hearing at 5:01 p.m. to go into the Work Session.

### **WORK SESSION**

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

**A. Ben DeVane – County Engineer** – Reported the 2015-2016 LMIG project is underway; and Contractor is completing the surface pavement first.

- Driveway aprons are being paved.
- Grooverville will be widen to Thomasville line at Box 1913.
- 10% of bid is being held until completion; approximately \$190,000.
- The graded lime rock base on Ramsey Road held up good after the storm.
- CR 375, Greenlake Circle, estimated cost to pave 25 feet would cost approximately \$117,947 in construction cost.
- Met with five members of Sabal Trail; will establish a pipeline in the Industrial Park; will clean and move in within three weeks. Looked at the change, and has been approved.

**B. Stephanie Hollifield – UGA Extension** – Ms. Hollifield presented copies of monthly newsletter, UGA Extension Brooks County Ag and 4-H Clover Connection; which included review of activities for August.

- The Brooks County Extension Office was a busy time as row crops reached late growth stages and four research plots were harvested and/or finalized.
- UGA Peanut Entomologist, Dr. Mark Abney, met with Stephanie, Ben and local peanut producers to apply final Lorsban insecticide application and set field cups in research plot.
- Provided Vegetable Garden Calendar (Summer & Fall) information.
- Visited Randy Dowdy's field to witness and be official for the GA soybean yield contest. Randy Dowdy broke another crop yield record. This time he hit 171-bushel soybeans on his farm in Brooks County.
- 4-H news: Nine Junior and Senior 4-Her's cheered on the UGA Bull Dogs for their second win of the season.
- Provided the Economic Importance of Food and Fiber as a Spotlight on Brooks County, GA. It provided trends in Brooks County, number of farms, Land in Farms, Harvested Cropland & Farms by Size, Agriculture in Georgia, County Economic Modeled; Brooks County Employment.

**B. Glenn Walker - Public Works** – Glenn Walker, Road Superintendent, was not present; but provided reported on work completed for month of August:

- 15-911 calls; 28 calls for trees being down. 26 pot holes repaired; 126 bags of sand used; 25 sand orders; and 158 work orders.
- There were 121 trees down after storm; 8 roads closed; and now picking up trees from the storm.
- New 12ME Cat Motor Grader with ditcher has arrived.
- New gas pumps have been installed.
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Chair closed Work Session to go into the Regular Meeting at 5:30 p.m.

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

**A. Prayer & Pledge** – Ray Copeland, Church of Overcoming Faith; led all in attendance in prayer and pledge of allegiance.

2. **Approval of Agenda**

**A. September 12, 2016 Regular Monthly Meeting** – Mr. Wingate made the motion to approve the agenda, Mr. Jones seconded; vote was unanimous.

3. **Approval of Minutes**

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

A. Work Session & Regular Meeting

August 1, 2016

Regular Monthly Meeting

September 12, 2016

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- B. Special Called Meeting
- C. Public Hearings
- D. Public Hearing & Special Called Meeting

July 27, 2016  
August 17, 2016  
August 24, 2016

#### **4. Appearances**

##### **A. Armogene Natson – Use of Facilities Request (Courthouse Grounds)**

Administrator received a request from Ms. Armogene Natson for permission to use the Courthouse Grounds for a community outreach day on September 24, 2016 from 11am to 2pm. Ms. Natson stated their Outreach Ministry would like to serve free to the community 100 meals, drinks; free Bibles, as well as a Prayer Table for those wishing prayer; and bounce house for the kids. Mr. Maxwell made the motion approving the use of Courthouse Grounds facilities for Crusaders for Christ Church, Inc. (CFFC) to host a community event on September 24, 2016 from 11am until 2 pm.; Mr. Cody seconded. Vote was unanimous.

**B. Bill Compton – Grady EMS Update** - Administrator received a request from Mr. Bill Compton, Senior Vice President, Grady EMS to update the Board on call volumes for the year and other stats, and to inform the Board that a new location has been found for the Morven / North Brooks area EMS station. The new location for is located at 472 Park St. in Morven; and became effective September 9, 2016. Other updates included:

- Changed the response time from 1 to 2 minutes to 3 minutes.
- There are three parameters used to determine urgency of 911 calls: Code 1 is life or death situation; Code 2, is not life threatening; and Code 3, is routine transport.
- Covered education and training, maintains transparency.
- Equipment has been upgraded; entire lot; had new ambulance on site for Board to look at.
- \$275,000 has been invested in Brooks County in the past year.
- Interim Supervisor is James Earp until position is filled; will start conducting interviews; and the individual hired will reside in Brooks County.
- Has secured a local physician, Samuel Hawkins, MD, from Archbold.

**C. Don Griffin – Road Concern (Rocky Ford Road)** Administrator received a request from Mr. Don Griffin to address the Board concerning issues with Rocky Ford Road. Mr. Griffin is frustrated because the County doesn't build up the road to prevent it from flooding. Mr. Griffin did not attend.

**D. Michael Simmons** – Administrator received a request from Mr. Michael Simmons concerning the hill leading up to the intersection of Dixie and Barrett

Road. Mr. Simmons is requesting the Board take action. He stated the rain washes away whatever is put down. He further stated the problem needs addressing now; the Board needs to commit to doing something appropriate to make it safe. After discussion, Chair Exum advised administrator to get with County Engineer to find a temporary solution.

## **5. New Business**

**A. Special Exception Request – Mary Ann Brasington** – On the motion by Mr. Wingate; seconded by Mr. Maxwell; Board unanimously approved the Special Exception Request of Mary Ann Brasington to operate a refrigeration and appliance repair business on a 7.72 acre parcel located at 2358 Old English Road in unincorporated Brooks County.

**B. Request for Work Order Software/Mobile App** – Administration received two quotes for a web-based work-order tracking system to primarily be used by the Road Department, but could also be utilized by other departments in the future. (Like building maintenance, building and zoning issues, solid waste work orders, etc)

System proposed by the SGRC would be an expansion on their WORKS system originally designed for Brantley County. The system could be expanded to suit the needs for Brooks County and would be entirely web-based, with no need for special phone apps or software. System proposed by Facility Dude, is a web and mobile based system that works similar to the SGRC software. Thought mobile use would be through a pre-designed app for phones. Both system work virtually the same, other than display features and coding language, both could handle and provide the information for departments and officials.

Using either system, the Road Department can see and response to work orders in real-time. Work orders are listed online and will have varying stages of completion, and users can also attach photos when the report is first recorded, and another when the job is completed.

The SGRC proposal is for \$6,898 first time setup and programming fee, with \$1,025 yearly maintenance fee. The Facility Dude application called Mobile 311 has a first year cost of \$6,563.50 and FY17-18 renewal fee of \$6,525. The Facility Dude price would be less if the County hosted its GIS data or agreed to let the SGRC host that information, if they would. The County would not be able to host this information. The SGRC system is the most affordable option.

Mr. Wingate made the motion to approve the request for the WORKS system by the SGRC for the Road Department for \$6,898 for first time setup and programming fee, \$1,025 annual maintenance fee; and approved funds to come from contingency fund for one year; Mr. Jones seconded. Vote was unanimous.

**C. Purchase Approval for Dodge Pickup – Sheriff’s Department** - Administrator received the State Contract price for a full size pickup truck for the Sheriff’s Department; which was included in the FY2017 Sheriff’s budget for the Chief Deputy. State contract price is \$24,588.15 for a 2017 Dodge Ram 1500. Wait time on GSA pricing and order is between 3 to 4 months. Cass Burch will honor the GSA price with a dealer/transfer fee for \$24,833 and can have the truck in a few days. Administrator recommends the vehicle from Cass Burch Quitman.

Administrator would also like to have approval for Mclaggan Communications to equip the truck with lights and sirens, as previously completed on the patrol vehicles recently purchased. Administrator feels we should sole source to equip the truck in the same style and fashion as the other vehicles to keep consistency in the department. Price for equipment packet is \$4,020. Approval to purchase the 2017 Dodge Ram Pickup from Cass Burch in amount of \$24,833 was made by Mr. Maxwell and seconded by Mr. Cody. Vote was unanimous. The motion to approve the purchase of the equipment packet from McLaggan Communications in amount of \$4,020 was made by Mr. Maxwell; seconded by Mr. Cody; vote was unanimous.

**D. Agreement for Services between Brooks County & SGRC to Prepare Comprehensive Plan Updates** – Administration received an agreement from the Southern Georgia Regional Commission for the upcoming updates needed for the Comprehensive Plan. The sections included in the agreement is for the Land Use Element and the Transportation Element of the Comp Plan. Several meetings will be held between the County and the RC, along with the Cities. The process will take about 12 months to complete, and will be a collective effort of staff and elected officials in Brooks County. The cost of the agreement is \$7,500, however; the County should work out a fee schedule with the Cities to contribute to their share of the cost. Either population base or using the SPLOST ratio to divide the cost. On the motion made by Mr. Cody, the Board unanimously approved the agreement between Brooks County and the Regional Commission for Comp Plan Updates, seconded by Mr. Jones. Chair recommended; and Board agreed to use the SPLOST ratio to divide the cost between County and Cities.

**E. GDOT 5311 Drug & Alcohol Testing Policy** – Administration received an updated Drug and Alcohol Testing Policy and Procedures from the County's third-party transit operator, MIDS Transportation, Inc. The updated policy has been reviewed by GDOT and some minor changes were requested. MIDS has made those changes as requested and are included in this updated manual. The updated GDOT 5311 Drug & Alcohol Testing Policy was approved by the Board unanimously with a motion by Mr. Jones; seconded by Mr. Cody.

**F. Surplus Land – Highway 76 Property** - Administration received a request for a citizen to consider the surplus and sell of a portion of the property on Highway 76 at the railroad tracks. The county owns 7.8 acres, but about three-quarters of an acre is split by 76 on the south side. The citizen would like to purchase the property from the County, but the County would need to surplus the property and set a value. Mr. Maxwell made the motion to surplus the two tracks of property; and put out for sealed bids on both tracks by the November regular meeting, Mr. Jones seconded. Vote was unanimous.

**G. Tax Abatement Request for Airport Property** - Administration received a request from the Airport Authority to consider approval of tax abatements for a possible tenant(s) at the airport. Tenant(s) would construct new hangars for their plane and would also possibly work with the Authority to provide fuel or help obtain resources for fuel. One proposed tenant is Cass Burch, who has met with the Authority to discuss his options moving his plane to Brooks County. Administrator has recommended that the Authority propose a similar schedule that the Development Authority uses, but suggested changing the amounts to reflect the values of structures and property involved.

County Attorney stated he and Administrator will meet with Kenny Baker to determine how the hangars will be used. Mr. Parrott also stated it would good to do something incentivize for additional tax base. Will try to have plan back to the Board and Tax Assessors by the October regular meeting.

**6. Unfinished Business - None**

**7. County Administrator Notes/Comments**

**A. FY2017 CDBG Grant Application** – Administration received a notice from the Regional Commission regarding the upcoming application period for the FY2017 CDBG Grant Cycle. Administrator is proposing that County select a road project, and may have several areas that could be suitable for the funding.

Greenlake Circle  
Oliff Road  
Jamar Subdivision

Are just a few, not only do the proposed areas need to exhibit a need for the proposed improvements, they must also meet a threshold of 70% or greater low-to-moderate income level status, which will be determined by door-to-door surveys of the proposed area. The County should be completed with its FY2015 CDBG and would be able to apply again in April at the deadline period. Administrator encouraged the Board to look at and come up with other areas to see if would work as target areas by the November regular meeting.

**B. Administration Office Roof Project** – Administrator would like to meet with McCall to start work and get plan together for the roof project at the County Office Building.

**C. FY2016 Audit Update** – County Auditor, Gary Zeigler, is 90% complete with the audit for FY2016; and recommended to the Board to get with Auditor to look at and review the same for the close of the year.

Administrator informed the Board of call from Ms. Radford for appreciation for efforts and assistance with the Brooks County Litter Clean-up/Adopt a Road Program held Saturday, September 10<sup>th</sup>.

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

**A. Joe Wingate - District 1** – Commented on information presented by Stephanie Hollifield on the Economic Importance of Food and Fiber; the curbside pickup transition. Thanked Mike Smith for efforts and work during the storm.

**B. S. L. Jones, District 2** – Commented garbage transition problems. Advised of pot hole on Nankin Highway.

**C. Willie Cody, District 3** – Thanked Fire Department for Rosenwald burn.

**D. Myra Exum, District 4** – Informed Board that she had spoken with Advanced Disposal; and advised that problems be reported to County office or Building Inspector. Commended Glenn Walker on the work and crew for diligent work after/during the storm. Thanked everyone for their work with fire at LangBoard; and all diligent work by everyone to keep Brooks County safe.

E. **James Maxwell, District 5** – Commented on getting busy on Barrett Road.

9. **Executive Session – None**

10. **Adjournment** - Mr. Cody made the motion to adjourn regular meeting at 6:47 p.m.; Mr. Wingate seconded.

Ms. Myra Exum, Chairperson

Mr. Justin DeVane, Administrator

Ms. Patricia A. Williams, Clerk