

The Brooks County Board of Commissioners met for its Monthly Work Session and Regular Monthly Meeting on Monday, April 3, 2017 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; and Mr. Willie Cody. Mr. S. L. Jones was not present due to cataract surgery. Others present were: Mr. Justin DeVane, County Administrator; Ms. Patricia Williams, County Clerk; and various residents.

PUBLIC HEARING – SIGN-IN SHEET PROVIDED

A. Comprehensive Plan Update for Brooks Co., Quitman, Pavo, Barwick and Morven
Ms. Sherry Davidson, Planner, Southern Georgia Regional Commission, presented the updated version of the completed Comprehensive Plan. The 2017 Comprehensive Plan consists of community goals; needs and opportunities, Community Work Program; land use element; and transportation elements for Brooks County, Quitman, Pavo, Barwick; and Morven. The Plan will be submitted to DCA for review and approval. Board had no questions; Chair asked if anyone present would like to speak; no one spoke.

Chair closed the Public Hearing at 5:02 p.m.; and went into the Work Session.

WORK SESSION – Chair Exum called Work Session to order.

Reports from Committees/Departments

A. Stephanie Hollifield – Extension Office – Presented copy of the Brooks County Ag Connection; highlighting March in review:

- Introduced new hire for Brooks County ANR agent; Michasia Dowdy; will start work on May 1, 2017.
- Submitted the Extension Office financial statements and records to Richter & Co., LLC for annual tax preparation and review.
- Met with Tim Varnedoe for annual reviews of Brooks County Extension Office and staff.
- For first time hosted a small ruminant production clinic; with 27 goat and/or sheep producers in attendance.
- Making preparations for 2017 Commercial Agriculture field research.
- 4-Hers attended the district competition in Perry, GA.

B. Mike Smith – EMA/911 Director – Updated the Board on FEMA visits to assess the damage from storm/tornado in January 2017; stated they are almost complete.

- Radio project is complete; system working great; still gaps; doing best can with what we have.

C. Glenn Walker – Public Works – Mr. Walker was not present. Administrator stated Mr. Walker has been working with FEMA and County Engineer regarding storm/tornado damage in January.

Mr. Walker submitted a request to Administrator concerning the need for new road mowers; and has received prices from several outfits for Board's consideration. Administrator stated he would rather wait until Mr, Walker can present information to the Board; may have to have a special called meeting.

D. Ben DeVane – County Surveyor/Engineer – presented project updates.

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- 2015-2016 LMIG is complete; final request submitted; holding retainer until it is reviewed to make sure everything checks out.
- Working with FEMA and Glenn Walker for storm damage assessment; have a list of work on sites with worst damage.
- Complimented Ms. Jackie Johns, Administrative Assistant, Road Department; on a great job of gathering and preparing information for FEMA.

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 – Mr. Wingate led all in attendance in prayer and pledge of allegiance.

2. Approval of Agenda

A. April 3, 2017 Regular Monthly Meeting – Mr. Cody made the motion to approve the agenda, Mr. Wingate seconded; vote was unanimous.

3. Approval of Minutes

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

A. Work Session & Regular Meeting March 6, 2017

4. Appearances - None

5. New Business

A. 4-H Program Contract Renewal – UGA submitted a request for renewal of the 4-H program Contract to continue in Brooks County. The County funds the position for Carol Smith through UGA. On the motion by Mr. Maxwell, seconded by Mr. Cody, the Board unanimously approved the renewal of the 4-H Program Contract between Brooks County and UGA.

B. Proclamation for National Donate Life Month – LifeLink of Georgia sent their annual request for the Board to proclaim April as the National Donate Life Month in Brooks County. This request helps to raise awareness for the State's nonprofit organ and

tissue donation program. The Proclamation for National Donate Life Month was approved on the motion by Mr. Wingate; and seconded by Mr. Maxwell. Vote was unanimous.

C. Proclamation for Child Abuse and Sexual Assault Awareness – Ms. Peggy Wilson, Brooks County Victim Witness, submitted a request to Board for consideration of a proclamation declaring April the Child Abuse & Sexual Assault Awareness Month in Brooks County. Mr. Maxwell made the motion to approve the Proclamation for April to be the Child Abuse & Sexual Assault Awareness month in Brooks County, Mr. Wingate seconded. Vote was unanimous.

D. Purchase of Buildings for Sheriff's Department and Fire Department – Administration requested Board approval for the purchase of two 24x60 modular classroom/office trailer units to be purchased through the State surplus program from the Technical College in Douglas, GA. Each unit price is \$4,500; and have been viewed and inspected by appropriate staff. There will be moving cost and some costs for setup of utilities and interior renovations. The Fire Department has sufficient funds in the 581 Fund Budget to purchase building that will be located on Holloway Drive next to the County Jail. The building for Sheriff's Office will be used by Narcotics division which will be installed behind the CID building. However, funds for this building should be approved from Contingencies.

Mr. Wingate made the motion to approve purchase of the 24x60 modular unit for Fire Department in amount of \$4,500; with additional cost for moving, setup of utilities and interior renovations; and funds will come from the 581 Fund Budget, Brooks County Fire Department funds. Motion seconded by Mr. Maxwell; and vote was unanimous.

On motion by Mr. Wingate, seconded by Mr. Cody, Board unanimously approved the purchase a 24x60 modular unit for \$4,500, to be used for Narcotics Division; with additional costs for moving, utilities setup and interior renovations; the funds will come from Contingency Fund.

E. Moving of Buildings for Sheriff's Department and Fire Department – County Administration requested Board approval for the bid of \$4,500 per building from Wayne Dean of Pavo to move and setup two modular office trailer units from Douglas to Quitman. The price includes moving each from Douglas, GA to Quitman, GA; but does not include utilities setup.

Mr. Maxwell made the motion to approve the bid of \$4,500 by Wayne Dean to move the modular office trailer for Fire Department; and funds will come from Fire Department Fund. Mr. Wingate seconded; vote was unanimous.

Mr. Maxwell made the motion to approve the bid of \$4,500 by Wayne Dean to move the modular office trailer for Sheriff's Department; and funds will come from Contingencies; seconded by Mr. Cody. Vote was unanimous.

F. Approval of the Comprehensive Plan Update for Brooks Co., Quitman, Pavo, Barwick, and Morven – Administrator requested final approval for transmittal of the Comprehensive Plan Updates to DCA for review and comment at the regular meeting in March. Approval is not needed at this time; but after it has been reviewed and accepted by DCA.

G. Approval of Bid – Horizon Roofing for Administration Office Roof – Certified bid tabulation and Letter of Recommendation from McCall and Associates was received regarding the bid opening on March 16, 2017 for the Administration Office roof. The low bidder was Horizon Roofing, with a base bid of \$147,777. Total of six bidders were opened and read aloud; additional bid was received late and was not opened or read. County Administrator recommended the Board approve the recommended low bidder, Horizon Roofing, for \$147,777 to be funded from SPLOST 6 Building Repairs and Maintenance. The Board unanimously approved the bid from Horizon Roofing for \$147,777; funds to come from SPLOST 6 on the motion made by Mr. Cody, seconded by Mr. Maxwell.

H. Approval of Contract – CODE Red Alert System - Administration has received a contract for services from CODE Red Warning System for the use of the Code Red Weather and Disaster Alert system. Code Red representatives met with Sheriff Mike Dewey, Ken Collins, Mike Smith, Jordan Smith, and Justin DeVane. The system can be used to notify people who use the Code Red app by cell tower location or it will send a message by text or phone to those who wish to sign up for the service on the County's website. Also, additional managed lists can be created for different departments, such as Elections (i.e. A list can be create for the general public to send out reminders to early vote, or a list can be created of local elected officials reminding them to submit their paperwork). The system is very powerful and has many uses. The yearly cost is \$4,213 and should be funded from the 911 department budget. Mr. Wingate made the motion to approve the CODE Red Warning Alert System for \$4,213; will be funded from 911 funds, Mr. Maxwell seconded. Vote was unanimous.

6. Unfinished Business

A. Service Delivery Strategy Updaes – Administration requested Board approval of the Service Delivery Strategies prepared and submitted to each City in Brooks County for review. Each City reviewed new forms; which was to update the new two page form, versus the old form from 1999. The forms are tools used by Counties and Cities to determine where and what services will be provided by each entity and how they will be funded. The forms will be submitted to DCA along with the Comprehensive Plan

Update. Without submission of the forms, the County and all cities would be ineligible for State funds.

The motion was made by Mr. Maxwell, seconded by Mr. Cody, to approve the Service Delivery Strategies for Brooks County. Vote was unanimous.

B. Road Department Mowers – Mr. Wingate made the motion to table this item and wait for Glenn Walker to present information/quotes he has obtained to present to the Board, seconded by Mr. Cody, vote was unanimous.

C. USDA Building Lease – A lease has been received from USDA regarding a new location lease. The package will take some time and additional architectural resources to complete. USDA has issued a deadline of April 28th. Mr. Maxwell made the motion to authorize Administrator to proceed with McCall and Associates for building plan for USDA; and submit the lease application, Mr. Wingate seconded. Vote was unanimous.

7. County Administrator Notes/Comments

A. Request for Courthouse to be Included during Tour of Homes/Historic Places
Board unanimously authorized the request for the Courthouse to be included in the Tour of Homes/Historic Places. A Deputy will need to be on duty.

8. Commissioners Notes/Comments

A. Joe Wingate - District 1 – Commented on a Post Office being placed in the Troupeville area as he would like to see this accomplished before he leaves office.

B. S. L. Jones, District 2 – Not present.

C. Willie Cody, District 3 – Inquired about status of Old Thomasville Road, Son Wright Road; and Simmon Hill Road; and what does the Board plan to do. He stated nothing been done since he has been in office.

D. Myra Exum, District 4 – No comments.

E. James Maxwell, District 5 – Also commented on a Post Office being in Troupeville area. Suggested the Board need to make another trip to Atlanta; Brooks County is losing funds to Valdosta-Lowndes County.

9. Executive Session – None

10. **Adjournment** - Mr. Wingate made the motion to adjourn regular meeting at 6:21 p.m.; Mr. Maxwell seconded.

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