

The Brooks County Board of Commissioners met for its Monthly Work Session and Regular Monthly Meeting on Monday, November 6, 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. Willie Cody; Mr. S. L. Jones; and Mr. James Maxwell. Others present were: Mr. Justin DeVane, County Administrator; Ms. Patricia Williams, County Clerk; and various residents.

PUBLIC HEARING – NONE

WORK SESSION – Chair Exum called Work Session to order.

Reports from Committees/Departments

A. Scott Routsong – Library – Mr. Routsong updated the Board on activities at the Library for August, September and October:

- There were 3,035 Patrons served in August, 2,001 in September, 2,236 in October; an average of 420 Wi-Fi users; and 582 computer users.
- Roof was cleaned by Inmates after dusty roof painting; pine straw replaced on regular basis; and sidewalk was pressure washed.
- Continue to visit Presbyterian Home twice a month; First Baptist Church twice a month; and held job fairs for Georgia Department of Corrections.

B. Jordan Smith – Fire Department – New part-time Fire Fighters have been hired; now have nine total in rotation every three days; including Fire Coordinator.

- Needs Turnout Gear for nine plus Fire Fighters; will cost at least \$30,000.
- Arson suspected in recent fire; asked everyone to look out and report suspicious activity.

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

- 2017 LMIG is in process; Burton Road has been paved; driveways installed and striping done.
- Started on Greenlake; if good weather continues it will not take long to complete.
- Survey on water main project on Highway 333 is complete, engineering/design underway.
- Paving projects are going well.

Chair closed Work Session to go into the Regular Meeting at 5:13 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. November 6, 2017 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 2, 2017

4. Appearances

A. Judy Griffin – Concerns Regarding Augusta Road – Appeared to address the Board regarding condition on Augusta Road and amount of truck traffic in and out on this road. Also, frustrated with pot holes being repaired only; wants road fixed. Ditch is not draining and yard is full of water. Trucks parked in yard with vegetables on it; and starting to rot. Administration will get with Inspections and pull Ordinance for violations.

B. Gary Couch – Concerns Regarding Augusta Road – Mr. Couch expressed same concerns as Ms. Griffin. Ditches are bad; dirt causes problems with passing; and problem with speed limit. Chair advised will look at Ordinance for violations; and see what can be done.

C. Steve Schreck – Concerns about Fire Protection Fee Collection – was not present.

D. Peggy Box – Shady Acres Street Lights - Administration received a request from Ms. Peggy Box concerning the need for street lights in Shady Acres Subdivision. Ms. Box states that there are lights in that neighborhood but they are not operational. Administrator contacted the Valdosta EMC office, which covers that area, and determined from them that all security lights in that neighborhood were installed by the request of previous residents and that should anyone wish to have a light installed or turned back on, a fee of \$8-9 dollars per month could be paid for the lights to be turned back on. Some portions of the neighborhood do not have street side utilities, instead the poles run behind the houses, not along the road.

Chair advised that we need to find out who lights belong to; what is yearly fee.

E. David Monds – Concerns about Ditches on DeVane Road – Mr. Monds expressed concerns regarding the depth of ditches on DeVane Road around his residence, 800 DeVane Road and 818 DeVane Road. He would like the ditch to be modified to decrease the slope to be safer when mowing grass because he has come close to having an accident while mowing.

F. Kelly Hanks (Chamber) – Request for Use of Facilities (Courthouse Grounds) - Administration received a request from Ms. Kelly Hanks for permission to allow the

Courthouse Grounds to be used December 16th for the Christmas Parade and mini festival. The Board has approved the Chamber in the past for the same event. It is scheduled to last three hours. On the motion by Mr. Wingate, seconded by Mr. Cody, Board unanimously approved the use of Courthouse Grounds by Chamber on December 16, 2017 for Christmas Parade and mini festival.

5. New Business

A. Discussion Regarding Selection of Realtor for Property Sale – Administration has been asked some additional information that may need to be considered before a choice can be made. One of the items we did not include in our request was how the Realtor would handle getting an appraisal. Should the County need to hire one separately or if that would be included in their process. Additionally, the score sheet did not specifically address charges that the firms would be including for their services. The RFQ did ask for those firms to include a cost in their submission, but the line was omitted from the score sheet. Administrator feels that a discussion is necessary with the Board to address what the Board would want to do going forward. Appraisals are normally the buyers responsibility, not owner, so that's why they are not included in RFQ proposals

Administrator inquired to the Board as to what they wanted to do; create another score sheet or include an additional line to the score sheet; or if they wanted to do something different. Mr. Jones stated he did not like the process. He stated the proposals are different so how do you score from same sheet, sealed bids or auction? Mr. Maxwell was in favor of sealed bids. After discussion, Mr. Maxwell made a motion to reject all bids from Realtors; Mr. Cody seconded. Vote was unanimous.

B. Resolution to Set Qualifying Fees for 2018 Elections – A request was received from Elections Superintendent, Ken Collins, concerning the Resolution to Set Qualifying fees for the 2018 Elections for the District 1, 2, and 3 positions for the Board of Commissioners, and Districts 2 and 4, and At-Large positions on the Board of Education. The Board of Commissioner positions qualify at \$216, while the BOE positions are set at \$108. The Qualifying Fees for 2018 Elections were approved on the motion by Mr. Wingate, seconded by Mr. Cody. Vote was unanimous.

C. Contract Approval between Superior Court, Brooks County, and Georgia Probation Management, Inc. - Administration received a request from Judge Tunison to have a new contract signed between the County, Superior Court, and Georgia Probation Management, Inc. The Board previously approved one for State Court, and should have also reviewed this one as well, but it was not sent to the County when the previous one was done. Mr. Maxwell made the motion to approve the Contract between the County, Superior Court, and Georgia Probation Management, Inc., Mr. Wingate seconded. Vote was unanimous.

D. 5311 Transit Program Authorizing Resolution to File an Application - The Board was provided with a copy of an Authorizing Resolution that must be executed for the County's application to be submitted to GDOT for the 5311 Application. An authorizing resolution is required for each application we submit to GDOT for 5311 funds. Administrator also made the Board aware that every five years we are required to advertise for a 5311 Operator should we chose to use one. It is once again time for that, so Administration is making the Board aware that they may see advertisements for those services in the coming months. On the motion by Mr. Wingate the Board unanimously adopted the Authorizing Resolution to submit to GDOT for the FY2019 5311 Grant Application, Mr. Maxwell seconded.

E. Memo of Agreement between the County and Brooks County Health Department Administration received a Memorandum of Agreement from the Brooks County Health Department between the County and the Department to act in a partnership upon deployment of the Strategic National Stockpile. This agreement between the County and the Department requires no financial commitment from the County and is a partnership to train and be prepared for manmade or natural disasters. The Agreement requires a small amount of training with the Department and the County staff, much of which is already conducted. Mr. Maxwell motioned to approve the Memorandum of Agreement between Brooks County Health Department and Brooks County for Strategic National Stockpile, Mr. Wingate seconded. Vote was unanimous.

6. Unfinished Business

A. Bid Approval – Jail Hot Water Heater System - Jail Administrator, John Ulm, requested the Board to consider approval of bids to replace hot water heater system in the Brooks County Jail. The system has been repaired several times in the past few years; and has passed its expected lifespan. Three bids were received; and J & J Heating and Air was the lowest bidder with cost of \$33,530. Funds are not budgeted for the repair, but the Jail Commissary Fund is sufficient to cover the cost of the repair; and is recommended for use at this time. After Board discussion on the possibility of using tankless water heater(s) to reduce cost; the Board unanimously tabled this item for Administrator and Mr. Ulm to look at tankless water heater(s) for cost and benefit and bring back to the Board on the motion by Mr. Maxwell and seconded by Mr. Cody.

Bidder	Bid
J&J Heating and Air	33,530
Murphy Plumbing	39,400
Plumbing Service Co.	34,000

November Update:

Additional Bids were solicited by using a tank less water heater setup, rather than a traditional tank setup.

J & J Heating and Air	\$31,320
Owens Propane	\$28,137.20

Both Owens and J & J listed the same Noritz unit in their bids. Owens recommends using 4 heaters for the jail pods, along with 3 units to serve the kitchen. Because the 4 units can be set at 130 for showers, the mixing valve can be eliminated and the three units to be installed in the kitchen can be set for 180 degrees.

Mr. Jones had questions and concerns whether or not the bids were legal and the process of how two bids were conducted. After discussion, Mr. Wingate made the motion to approve bid from Owens Propane in amount of \$28,137.20 with funds coming from Commissary Fund (230) account; but Administrator get with County Attorney to see if the second bids are legal, Mr. Cody seconded. Vote was unanimous.

B. Bid Approval – Fire Department Turnout Gear - Administration received a request from Fire Coordinator, Jordan Smith, to purchase new turnout gear for the County Fire Department. The new gear will be assigned to the new part-time employees hired for the department, and replacing the gear used by the department members that have been on staff up to this point. The used gear we have will be rotated down to the volunteer departments as needed.

During the October meeting, Administrator requested Board to table this item to go solicit more prices for turnout gear; and Board approved.

Quote from MES was provided to FC Smith includes several options as to what is available. The department's annual equipment budget is \$50,000. In 2013, the County, using a FEMA grant, purchased 38 sets of turnout gear for approximately \$2500 a set. Depending upon what options the department chooses, a proposed cost will run between \$2,100 to possibly \$3,200. We need around 11 sets.

November Update:

An additional bid was solicited from NAFECO in Alabama. They have priced 12 complete sets of turnout gear for \$30,000. A bid much lower than the MES bid, depending upon what options are chosen. Mr. Wingate made the motion to approve the purchase of turnout gear for Fire Department from NAFECO for \$30,000; funds to come from Fire Fee Fund; Mr. Maxwell seconded. Vote was unanimous.

C. Appointment to the Brooks County DFCS Board - Administration received a letter from the Brooks County DFCS Board that the appointment for Jackie McLeod had expired on June 30, 2017 and that a replacement for Ms. McLeod would be required.

Ms. McLeod represents District 4. The new appointment will serve a 5 year term and meetings are held the 2nd Tuesday of the month.

Item was tabled in August.

November Update:

Ms. Exum has asked Ann Guess to serve as the appointment to DFCS for District 4 and she has accepted that offer. Mr. Maxwell made the motion to accept the appointment of Ms. Ann Guess to the Brooks County DFCS Board to serve a 5-year term; Mr. Cody seconded. Vote was unanimous.

7. County Administrator Notes/Comments

A. Certificate of Deposit Bids – Administrator informed the Board that it is time to renew the Certificates of Deposit; and request for bids has been submitted by County Clerk.

B. County Road Superintendent Resignation – Administration reports that Mr. Glenn Walker has resigned as of October 23, 2017 from his post as the Road Superintendent. He did not leave a letter of resignation and did not speak with the Administrator before his departure.

Administration is asking the Board for suggestions on qualifications they would like to see and a length of time to conduct an advertisement process for a replacement. Mr. Melvin Austin is acting department head for the time being.

Administrator asked the Board how they want to advertise for this position, whether local or through ACCG; and do they want to fill position by end of year or shorter? Chair set January 10, 2018 as the deadline for submission of applications.

C. Bid Offer Rescinded – Grooverville Voting Building - Administration received a request from John and Ronnie Culpepper to withdraw their bid on the Grooverville Voting Building property.

Mr. Maxwell made a motion to rescind the bid from John and Ronnie Culpepper for Grooverville Voting Building, Mr. Cody seconded. Vote was unanimous.

D. Veteran's Day Program at the Courthouse – Administrator informed Board of the Veterans Day Program on Monday, November 13, 2017 by the Brooks County Veterans of Foreign Wars (VFW) at the Brooks County Courthouse. The program will begin at 11:00 a.m.

8. Commissioners Notes/Comments

A. Joe Wingate - District 1 – Provided information on ministerial services to be held.

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

C. Willie Cody, District 3 – Commented on striping that needs to be done on Dry Lake Road to Shiver Road. County Engineer informed the Board he can include some of that in 2018 LMIG.

D. Myra Exum, District 4 – No comment.

E. James Maxwell, District 5 – No comment.

Administrator advised the Board of a grant awarded to Victim Witness Program for a second person in that office.

9. Executive Session – None

10. Adjournment - Mr. Maxwell made the motion to adjourn regular meeting at 6:27 p.m.; Mr. Cody seconded.

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