

The Brooks County Board of Commissioners met for its Monthly Work Session and Regular Monthly Meeting on Monday, November 5, 2018 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; and Mr. S. L. Jones. Others present were: Ms. Patricia Williams, Interim County Administrator/County Clerk; Mr. Vann Parrott, County Attorney; and various residents.

PUBLIC HEARING

A. Multi-Jurisdictional Hazard Mitigation Plan Update –Administration received notification from Brooks County Emergency Management (EMA) in cooperation with the Southern Georgia Regional Commission (SGRC) to adopt the Brooks County Multi-jurisdictional Hazard Mitigation Plan Update. The Resolution and Public Hearing notice has been advertised. Ms. Sherry Davidson, Planner, SGRC, presented Resolution for Board approval. The Plan Update is to identify things that could possibly happen. Chair Exum asked if anyone present wish to speak for or against the Update; no none spoke.

B. Special Exception – Virgil Scott, Sr. - Administration received a request from Virgil Scott, Sr. for a Request for Special Exception to establish a private family cemetery on property located on Spencer Road behind and adjacent to Simmon Hill Church Properties in western Brooks County in the Dixie Community. The proposed project is 6.467 acres. The project was approved by the Brooks County Zoning and Planning Commission. The property is within the AG (Agricultural) zoning district, in unincorporated Brooks County. Ms. Sherry Davidson, Planner, SGRC, presented the request; stating it is within the guidelines for Brooks County. The Applicant is responsible for fencing on all four sides with markers at each four corners; and shall be responsible for all cost of development, installation, maintenance of the cemetery, signage, and fencing.

Chair Exum asked if anyone present would like to speak for or against the petition. Ms. Lee stated she hopes the Board understand the necessity and approves the request. No one spoke against it.

Chair Exum closed the public hearing at 5:07 p.m. and went into the Work Session.

WORK SESSION – Chair Exum called Work Session to order.

Reports from Committees/Departments

A. Jordan Smith – Updated the Board on the new location for Brooks County Fire Department.

- Brooks County now owns the building on Jackson Road for the Fire Department; and is acquiring small items needed.
- Has acquired quotes for purchase of items locally; such as refrigerator, furniture, etc.

- Once the move-in is complete; it will be submitted to the State and should lower insurance premium for the area.
- Will work on getting Station in Hickory Head open; which will help with the ISO rating.
- Was informed of grant funding from FEMA/GEMA being extended; Ms. Davidson will assist with the application.

B. JJ Allen – Road Superintendent – Presented report for October 2018:

- New Fuel System is being installed; should be complete by Wednesday or Thursday.
- Was prepared for Hurricane Michael; cleaning up is 40% complete; have three months to complete.
- Dirt roads are not caught up but are in better shape. Working on cross drains.
- Excavator is down; Trailer in bad condition.
- Looking into installing plastic culverts rather than metal or concrete.
- Advised Board of need for a tractor and trailer; have gotten quotes on used ones.

C. Ben DeVane – County Surveyor/Engineer – Updated the Board on projects:

- Currently putting the bid together for 2018 LMIG.
- Added three more projects to the 2018 LMIG Project List: BCR 195 Dixie-Barwick Road, BCR 281 Simmon Hill Road; and BCR 15 Patrick Road.

Chair closed Work Session to go into the Regular Meeting at 5:52 p.m.

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

A. Prayer & Pledge – Pastor Jim Pitts, Morven Baptist Church, led all in attendance in prayer and pledge of allegiance.

2. Approval of Agenda

A. November 5, 2018 Regular Monthly Meeting – Mr. Wingate made a motion to approve the agenda and amend to include 5F under New Business; Mr. Cody seconded. Vote was unanimous.

3. Approval of Minutes

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

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| A. Special Called Meeting | September 26, 2018 |
| B. Monthly Work Session & Regular Meeting | October 1, 2018 |
| C. Special Called Meeting | October 25, 2018 |

4. Appearances

A. Marian Jones – Use of Facilities Request (Courthouse Grounds) - Administration received a request from Ms. Marian Jones for use of the Ag Annex Building on January 25th, 26th, 2019 (Friday and Saturday) for set up and festival of the Quitman Garden Club Camellia City Week Celebration. January 25th is for setup from 12:00 pm until 5:00 pm. January 26th will be festival hours from 8:00 am until 5:00 pm. They would like to further request use of Ag Annex Building for Camellia Show on February 1st, 2nd, and 3rd 2019. February 1st is for setup at noon; February 2nd will be judging and the show will be from 6:30 am until 5:00 pm. February 3rd will be public viewing from 12:00 pm until 4:00 pm. The Club will setup and clean up. The County has previously approved both requests each year.

Mr. Wingate made the motion to approve the request of Ms. Jones to use Ag Annex Building for Camellia Week Celebration January 25th and 26th 2019; and February 1st, 2nd, and 3rd 2019; Mr. Cody seconded. Vote was unanimous.

B. Kelly Hanks (Chamber) – Request for Use of Facilities (Courthouse Grounds) Ms. Kelly Hanks, Chamber, requested permission to use the Courthouse lawn on December 15, 2018 (8 hours) for the Christmas Community Celebration. This is an Annual event. Mr. Maxwell made the motion, Mr. Wingate seconded; to approve the request of Ms. Hanks to use Courthouse Grounds on December 15, 2018 for eight hours. Vote was unanimous.

C. Traylor Business Services - Administrator received a request from Mr. Wayne Waldron, Chief Tax Appraiser, for Traylor Business Services to appear and provide the Board with a presentation regarding the contract between Traylor Business Services (TBS) and Brooks County to assist Tax Assessor staff with updating and capturing taxable business personal property that is on digest and items that have not been reported for collection. Mr. Bryan Traylor appeared to explain the procedures and process of their services. They send out letters to owners; contact them regarding reviews. If there is an overpayment; credit will be given. Mr. Traylor emphasized their focus is on public relations.

D. Jackie Billingsley – Concerns Regarding Dixie-Barwick Road - Jackie Billingsley requested to be on agenda to address concerns with the condition of Dixie-Barwick Road. Mr. Billingsley stated grass in on the road; you cannot see the white lines due to being covered with grass and dirt. Further stated that farm trucks are tearing up the road.

5. New Business

A. Resolution to Adopt the Brooks County Jurisdictional Hazard Mitigation Plan Update – On the motion by Mr. Maxwell, seconded by Mr. Cody, the Board

unanimously accepted the Resolution to Adopt the Brooks County Jurisdictional Hazard Mitigation Plan Update. Vote was unanimous.

B. Special Exception – Virgil Scott, Sr. – Mr. Cody made the motion to approve the request for Special Exception of Virgil Scott, Sr. to establish a private family cemetery on property located on Spencer Road behind and adjacent to Simmon Hill Church Properties in western Brooks County in the Dixie Community; Mr. Wingate seconded. Vote was unanimous.

C. 5311 Transit Program Authorizing Resolution to file an Application - Authorizing Resolution must be executed for the County's application to be submitted to GDOT for the FY2020 5311 Transit Grant. An authorizing resolution is required for each application we submit to GDOT for 5311 funds. The Authorizing Resolution for FY2020 5311 Transit Grant was approved on the motion by Mr. Jones, seconded by Mr. Wingate. Vote was unanimous.

D. FY2019 LMIG Program - Administration received notification letter from GDOT advising they are accepting applications for the Fiscal Year 2019 LMIG Program beginning July 1, 2018. Brooks County formula amount for the 2019 program is \$690,768.82 and our local match is 10%. Applications are due no later than January 1, 2019. GDOT is requesting the submittal of the County's 2019 LMIG application, as well as documentation showing the progress or completion of the County's previous LMIG project.

E. 5311 Procurement Policy – Revisions – Increased Thresholds – GDOT instructed the County to prepare and adopt a Brooks County Transit Plan Procurement Manual for 5311 Transit Program. The Procurement Plan was prepared by County Clerk; and approved by the Board during the May regular meeting. Administration was notified of revisions to the purchasing thresholds per FTA. Those revisions were completed; and the Board has to approve the revised Procurement Policies and Procedures to submit to GDOT. Mr. Wingate motioned to approve the revisions of the Brooks County Transit Procurement Policies and Procedures; Mr. Maxwell seconded. Vote was unanimous.

F. Approval for Add-ons to the 2018 LMIG Project List – During the Work Session add-ons to the 2018 LMIG Project List were discussed. Currently, the LMIG road resurfacing project list is 6.2 miles of resurfacing and 18.182 miles of road striping with total amount of \$844,000. The add-ons are in the amount of \$244,854.45. The total amount for 2018 LMIG is \$1,088,854.45. After discussion, the Board approved the following add-on projects to the 2018 LMIG on the motion by Mr. Wingate; and seconded by Mr. Jones. Vote was unanimous.

1. BCR 195 Dixie-Barwick Road, from Price Road to Carter Road – 0.691 miles
2. BCR 281 Simmon Hill Road, from Mailbox 2311 to Mailbox 2591 – 0.269 miles
3. BCR 15 Patrick Road, from North right-of-way on US Hwy 84 to Mailbox 211
0.201 miles
4. BCR 353 Blue Springs Lane, width; 20', length: 1825

6. Unfinished Business

A. Parliamentary Procedure Ordinance – County Attorney, Mr. Vann Parrott, recommended the County's parliamentary procedure ordinance should be amended to require a majority of the entire Board to pass motions. The public cannot rely upon a vote of less than a majority of the Board as the passage of the motion can be rescinded by the Board at the next meeting.

During the October meeting, the Board voted to allow the Chair to vote; and not just to break a tie. Mr. Parrott amended the Parliamentary Procedure Ordinance and presented to the Board. Mr. Wingate made the motion to approve the amendment as presented and written to Brooks County Parliamentary Procedure Ordinance, Mr. Jones seconded. Vote was unanimous.

B. County Administrator Position Announcement – Board reviewed and made revisions to the Position Announce during a Special Called Meeting held on October 25th, and asked the Clerk to make revisions and present to the Board at the regular meeting. Char Exum advised she has spoken with ACCG and they will assist us with advertising and posting. ACCG also advised they have list of vendors if we should want to get a firm to help with the search. The motion was made by Mr. Wingate to approve the Position Announcement for County Administrator for advertising and posting. Vote was unanimous.

7. County Administrator Notes/Comments

A. Certificates of Deposit Bid – Edward Jones & Citizens National Bank – Administration requested authorization to bid out Brooks County's Certificate of Deposits. County has two General Fund CDs and one Fire Fee CD with Edward Jones Investment; the maturity date is December 28, 2018. There is one CD at Citizens National Bank which will mature November 22, 2018. Mr. Maxwell made the motion authorizing the CDs to be put out to bid, Mr. Wingate seconded. Vote was unanimous.

8. Commissioners Notes/Comments

A. Joe Wingate - District 1 – Stated he was pleased to see the attendance; and encouraged attendance at meetings. He also thanked the County Clerk, serving as Interim Administrator, for a job well done as the Clerk and now as Interim Administrator.

B. S. L. Jones, District 2 – Concerns regarding pot holes on Nankin Road. Residents calling and complaining about not being able to get out their driveway on Dewey Road; and Ochawilla also needs work.

C. Willie Cody, District 3 – Advised Road Superintendent to get the grass off road on Dixie-Barwick Road.

D. Myra Exum, District 4 – Commented on the roads still needing work, and the ones Road Department have done look good. Stated we should notice the good as well as the bad. She and Tiffany Holmes, Director, Development Authority, met with gentlemen regarding upcoming Solar Job Fair on November 28 and November 29th at Brooks County Library from 9 am until 5 pm. They are looking to hire 200 people and would like for them to come from Brooks County residents. For more information, call Tiffany Holmes at the Development Authority.

Ms. Exum also reminded everyone present that this is the month of Thanksgiving; and to be thankful.

E. James Maxwell, District 5 – No comment.

9. Executive Session – None

10. Adjournment - Mr. Wingate made the motion to adjourn regular meeting at 6:35 p.m.; Mr. Cody seconded.

Ms. Myra Exum, Chair

Ms. Patricia A. Williams, Interim Administrator, Clerk