

The Brooks County Board of Commissioners met for its Monthly Work Session and Regular Monthly Meeting on Monday, June 4, 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. Mr. S. L. Jones was not present due to being in hospital. Others present were: Mr. Justin DeVane, County Administrator; Ms. Patricia Williams, County Clerk; Mr. Vann Parrott, County Attorney; 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 presented the June 2018 Report with the Monthly Statistics for May 2018.

- There were 2760 Patrons, Room Usage for 28 activities; 375 Wi-Fi Users, 457 Computer Users, 150 DVDs; and 400 Book Circulations.
- VRP has started; 26 activities in six weeks with three performers.
- Have new digital genealogy room micro-film reader.
- Library has Twitter account; and a Blood Drive will be held Wednesday, June 6, 2018.
- Also, provided a schedule of activities during summer.

**B. Stephanie Hollifield – Extension Office** – Provided a report of May activities.

- Kelly Paulk, UGA/Brooks County ANR, summer graduate intern began work in Brooks County on May 7, 2018.
- Ms. Paulk has been busy meeting Brooks County producers; checking pepper weevil traps weekly, for pepper weevil monitoring program.
- Drone purchased for field research and plans to cover the cost with grant funds from Georgia Peanut Commission (GPC). Received grant application approval.
- Continues collaborating with Brooks County Chamber

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

- Cost Analysis for LMIG 2017 has been completed, at the request of the County Auditor.
- Water main plans are complete, in the permit process; working on DNR permit; and permit for GDOT for right-of-way.
- Putting together inventory for 2018 LMIG and an estimated cost.

**B. JJ Allen – Road Superintendent** – Superintendent presented report to Board:

- There is lot of water and trees down; and dirt roads are out of whack.
- Replaced culverts due to some being rotted; and replaced 18'' pipes with 24'' pipes.
- Spraying around bridges with Roundup.

Chair closed Work Session to go into the Regular Meeting at 5:24 p.m.

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

A. **Prayer & Pledge** – Pastor Willie Freeman, Keys of Life Outreach Ministry, led all in attendance in prayer and pledge of allegiance.

2. **Approval of Agenda**

A. **June 4, 2018 Regular Monthly Meeting** – Mr. Wingate made a motion to approve the agenda Mr. Maxwell 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.	Monthly Work Session & Regular Meeting	May 7, 2018
B.	Special Called Meeting & Executive Session	May 22, 2018

4. **Appearances**

A. **Mike Randall – Dewey Road Concerns** – Not present.

5. **New Business**

A. **Bid Approval – Sediment Pond Cleanup at Landfill** - Administration received a request from Mr. Robert Vann for the Board's approval of bids for cleanup work at the retention and sediment pond at the landfill site on the Madison Highway. We have an EPD order to address sediment in the pond. Originally, the Road Department was asked but they are concerned they have too much work for the time this project would require. Mr. Vann has collected bids from several firms prepared to do the work. The project will be funded from the Solid Waste Enterprise Fund and the City has been made aware that this project will be commencing soon.

Mossy Oak	\$30,200
Big Creek	\$33,210
Thrift Land Clearing	\$35,420

Mossy Oak was apparently low bidder with a base bid of \$30,200. Mr. Wingate made the motion to accept/approve the low bid from Mossy Oak for cleanup work at the retention and sediment pond at the landfill on Madison Highway, in the amount of \$30,200 and funds will come from Solid Waste Enterprise Fund, Mr. Cody seconded. Vote was unanimous.

B. **911/EMA Shelter Readiness Plan** - Administration received a request from Mr. Mike Smith to present a draft plan from 911/EMA to be adopted by the Board for

Sheltering in Brooks County during natural and man-made disasters. The plan outlines steps on operations of a shelter when it is deemed necessary. In addition, 911/EMA should also be preparing plans to handle how employees are called into work during storms or events, depending upon their status and how they are to be compensated. The Board unanimously approved the 911/EMA Shelter Readiness Plan on the motion by Mr. Maxwell; and seconded by Mr. Cody. Vote was unanimous.

**C. County Financial Policies & Grand Administration** - Mrs. Peggy Wilson submitted a request to have the Board consider adopting Basic Financial Policies and Grant Management Policies as they are now required by the State for funding related to her department. Administration as attached the finding letter which documents that no current policies exists within Brooks County. Administrator has prepared both policies, a Basic Financial Policy manual which was taken from the most recent County Audit and a grants management policy borrowed from a fellow county. The basic financial policies from the audit can be used as a short-term solution, while the grant management policy has been reviewed and should be considered for long-term consideration. By passing both, it would allow us to be in compliance with the new grant requirements, but we can still prepare a long-term "basic financial policy" as time permits. The County Financial Policies & Grant Management was approved on a motion by Mr. Cody; seconded by Mr. Wingate.

**D. Area Agency on Aging/Brooks County Contract FY2018-2019** – Administration received a request from the Area Agency on Aging for the County to renew its contract for FY19. The proposed amounts (funding) have not changed for this year. This program is responsible for the center based meals and home delivery program. Mr. Maxwell made the motion, Mr. Wingate seconded, to approve the renewal contract for FY2018-2019 from Area Agency on Aging to provide operation of the Senior Center/Nutrition Center and Home Delivered Meals. Vote was unanimous.

**E. UGA Contract for 4-H Extension Position** - A request from UGA to renew the 4-H position for the FY2018-2019 year was received. The funding level has not changed at this time. Mr. Cody made the motion to approve the renewal of 4-H Extension Position, Mr. Wingate seconded; vote was unanimous.

**6. Unfinished Business - None**

**7. County Administrator Notes/Comments**

Administrator reminded Board of the FY2018-2019 Budget Public Hearing to be held June 14, 2018 at 5:30 p.m. The Budget will be adopted on June 28, 2018 at 5:30 p.m. At that time Administrator will review the agenda with the Board for the July Regular Meeting since he will be out of town.

**8. Commissioners Notes/Comments**

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

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

**C. Willie Cody, District 3** – No comment.

**D. Myra Exum, District 4** – Welcomed and acknowledged new Commissioner Folsom.

**E. James Maxwell, District 5** – Acknowledged new incoming Commissioner, Mr. Patrick Folsom.

**9. Executive Session – None**

**10. Adjournment** - Mr. Maxwell made the motion to adjourn regular meeting at 5:50 p.m.; Mr. Cody seconded.

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