

The Brooks County Board of Commissioners met for its Regular Monthly Meeting on Monday, November 7, 2022, at 5:00 p.m., in the Courtroom at the Brooks County Courthouse, located at 100 East Screven Street, Quitman, GA. Commissioners present were: Mr. Patrick Folsom, Chairman, Mr. James Maxwell, Vice Chairman; Ms. Myra Exum; and Mr. Willie Cody; and Mr. Lee Larko. Others present were Mrs. Jessica McKinney, County Administrator; Ms. Patricia Williams, County Clerk; Ms. Kim Daniels, Human Resources; Mr. Jason Kemp, County Attorney; and various residents.

1. PUBLIC HEARING – ReZoning – From Agricultural to Highway Commercial
Charles Smith – Rezoning – Smitty’s Tire – Ms. Melissa Smith, Zoning and Code Enforcement, presented the application for rezoning by Mr. Charles Smith to change the zoning of a .55-acre parcel, located at 9461 Hwy 84 West on the corner of Hwy 84 West and Shiver Lane in unincorporated Brooks County. Being specifically described as Map No. Q17, Parcel No. 0140, from Agricultural (AG) to Highway Commercial (C-H) for the location of his business Smitty’s Tire.

Brooks County Planning Commission met on October 18, 2022, and unanimously approved the application with the following conditions:

- 1) No outside storage. Tire storage be in a secured trailer, if applicable.
- 2) Hours of Operation: Monday through Friday, 9:00 a.m. to 4:00 p.m., with occasional Saturdays from 9:00 a.m. to 12:00 p.m.
- 3) Chain-link fence around property with maintained privacy screening on the north (back) and west for adjacent residential lots.

Staff recommends Commercial Highway (C-H) as the most appropriate zoning for the subject parcel, rather than AG, due to Hwy 84 being a four-lane state highway and the broader range of uses that would be permitted under C-H zoning.

A sign-in sheet was provided for those wishing to speak for or against the rezoning. No one signed in to speak.

Chairman closed the public hearing at 5:07 pm.

2. CALL TO ORDER

Prayer & Pledge of Allegiance – Chairman called the Regular Meeting to order. Pastor Renee Theophile, Brooks County Ministerial Association, led all in attendance in prayer and pledge of allegiance.

3. APPROVAL OF MINUTES

On the motion by Mr. Maxwell, seconded by Mr. Larko, the Board unanimously approved the following minutes as read:

- | | |
|--|------------------|
| A. Regular Meeting | October 3, 2022 |
| B. Special Called/Work Session/Executive Session | October 25, 2022 |
| C. Executive Session | October 25, 2022 |

4. INVITED GUESTS – (5 MINUTES)

A. Brooks County Library Report – Director Scott Routsong – Not Present

B. Brooks County Health Department – Board of Health – Dr. William Grow – Dr. Grow presented update report for the Board of Health and Brooks County Health Department.

- The Board is very active, involved in community and are strong leaders. Brooks County has a good Board of Health and Health Department.
- It is busier now than in the past 10 years, due to COVID, hopefully over the hump.
- Vaccines are offered to the public. In 2021 3,500 were vaccinated.
- Offer Flu Clinic, Nutrition Program, restaurant ratings and inspections.
- Appreciate support of Brooks County and Commissioner Maxwell, thanked for the support and what do for citizens of community.

C. Brooks County Extension Office Report – Michasia Dowdy, UGA Extension – Michasia Dowdy, Brooks County CEC/ANR Agent, provided update and report for Extension Office.

- The 4-H position has been posted since mid-October, received few applications; hopes to hire by the end of the year.
- Unfortunately, Aaron decided to leave UGA Extension at the beginning of the month, will post the position.
- Will show off the new Ag Building for production Farmers.
- The office has been busy, attending meetings, Skillet Festival, Sunbelt Expo.
- First workday for the UGA Heifer Evaluation and Reproductive Development Program.

D. Brooks County Ag Learning Trail Report – Stephanie Hollifield, UGA Extension – Stephanie Hollifield, UGA Extension, appeared to update the Board on the Ag Learning Trail Outdoor Classroom.

- The Ag Learning Trail – Outdoor Class Room is a collaborative effort of UGA Extension, Brooks County, and Brooks County School System; and is ready to be utilized, anyone can use it, agriculture, Middle Schools and High Schools.
- Can sign up for promotions, UGA and Brooks County School System working with the Chamber for the opening.
- Have incorporated three different types of planter beds. Irrigation equipment has been purchased and is to be installed at a later date.
- Total funds generated: \$13,410.00, thanks to the donors and sponsors: Middle South Georgia Soil and Conservation District, R & L Cunningham and Sons, and Harley Langdale Foundation.

E. Development Authority Report – Director Stephanie Hollifield – Presented a report to the Board.

- Rayonier is out of abatement.
- Working to close out Aviagen with the Attorney through Court.
- Created partnership but can not discuss the details at this time.
- Inquired/requested Board consideration of adding herself and assistant to the County health insurance.
- Current health insurance expires the end of November 2022.
- Budgeted \$21,000 for health insurance in 2021. 2022 renewal does not qualify for GAP insurance due to number of employees.

Chairman stated that not all counties does it, although some do, but the addition could raise the county's rating due to health issues. The Board looks at it as a whole for all taxpayers. ACCG has stated that the majority of counties do not allow it. Chairman advised that if something comes up, will get back with her.

5. REPORTS FROM COMMITTEES & DEPARTMENTS – (5 MINUTES)

A. Brooks County Fire Department Report - Fire Chief Catlett – Chief Catlett provided the monthly report for October 2022:

- There were 50 calls for service for the month of October.
- The Insurance Organization (ISO) conducted their evaluation of the fire department on October 12, 2022.
- Areas inspected included all our personnel records, fire reports, training records, equipment inventory, hydrant testing, hose testing, fire pump testing, generator operation, our radios and fire apparatus inventory records.
- Fire stations also inspected to ensure ISO compliance. Should be notified within the next two to four months.
- Training consisted of Firefighter Agility Test conducted for career and volunteer firefighters, drivers training, incident command, fire officers training and fire department hydraulics.
- Participated in the Skillet Festival, Trunk & Treat event in Morven, Creep and Crawl Halloween event held; and completed 15 fire safety inspections.
- Hose test completed; hydrant testing completed in Morven for ISO.
- Pre-fire Plans 88 out of 96 completed.
- Provided Brooks County Fire Department Active Roster for October 2022.

B. Public Works Department Report – Superintendent Matt Connolly — Provided the monthly report for October 2022:

- 216 roads graded; 6 driveways completed; 10 trees cut; 6 beavers eradicated; Side Arm attempted 14 roads and received 54 calls.
- Have done 58 culverts and driveways since April 2022; replaced 47 signs, 274 signs replaced since April 2022; and 10 potholes.
- Waiting on contract for 2021 and 2022 LMIG.

C. Development Services Department Report (Permits/Inspections & Zoning/Code Enforcement)

a. Inspections & Permits – Agent Jason Montesano – Provided the Board with report for Inspections and Permits for October 2022.

b. Zoning/Code Enforcement – Agent Melissa Smith – Provided a report for October 2022. In progress of updating the Road Use Ordinance, will go before the Planning Commission and lay on table for 30 days.

6. CONSENT AGENDA – NONE

7. OLD BUSINESS

A. Fire Ordinance – County Attorney presented the Ordinance with corrections/edits needed during the regular meeting on October 3, 2022; the ordinance was sponsored by Mrs. Exum, has sat open for 30 days for inspection; and now is ready to be ratified by the Board. Mr. Larko questioned the County having an ordinance that the State already has. County Attorney advised that the ordinance conforms to the State Standard and Code to give the Fire Department authority, by local act, to enforce the ordinance. The ordinance has been reviewed by ISO. After discussion, Chairman called for a motion. Mr. Maxwell made the motion to approve the Ordinance No. 2022-02 To Establish Rules and Regulations for Fire Prevention and Protection in Brooks County, Mr. Cody seconded. Chairman called for the vote. Mr. Maxwell, Mr. Cody, Mrs. Exum, and Chairman voted in favor. Mr. Larko opposed. Vote was 4-1.

8. NEW BUSINESS

A. Rezoning – From Agricultural to Highway Commercial – Mr. Cody made the motion, Mr. Maxwell seconded, to unanimously approve the rezoning request from Charles Smith to rezone .55-acres located at 9461 Highway 84 West on corner of Highway 84 West and Shiver Lane from Agricultural to Highway Commercial with the following conditions:

- 1) No outside storage. Tire storage be in a secured trailer, if applicable.
- 2) Hours of Operation: Monday through Friday, 9:00 a.m. to 4:00 p.m., with occasional Saturdays from 9:00 a.m. to 12:00 p.m.
- 3) Chain-link fence around property with maintained privacy screening on the north (back) and west for adjacent residential lots.

B. ROW Mowing Contract – Final Renewal – Mrs. Exum made the motion to not renew the ROW Mowing Contract with R&G Tree Service and Land Maintenance LLC; Mr. Larko seconded. Vote was unanimous.

C. Recommendation for Fleet Management Program – Fleet Consultant, Jean R. Bordes, Enterprise Fleet Management, presented a fleet synopsis for Brooks County. Mr. Bordes advised of areas to add value and financial savings of fleet management.

Currently, the fleet age is negatively impacting the overall budget and fleet operations. Instead of buying and holding on to vehicles, get rid of for cost savings. He recommended to shorten the current vehicle life cycle from 12 years to 4 years to significantly reduce maintenance to an average monthly cost of \$43.88 vs. current \$75.61. By partnering with Enterprise Fleet Management, Brooks County will be better able to leverage its buying power, implement tighter controlled resale program to lower total cost of ownership and in turn minimize operational spend. On the motion by Mr. Larko, seconded by Mr. Cody, the Board approved to move forward to secure lease management for Brooks County. Vote was unanimous. Mr. Larko made the motion to approve to go with Enterprise Fleet Management for fleet management for Brooks County. Vote was unanimous.

D. Recommendation for Change in County Financial Software – Administrator has been looking at financial software for the County. Current software, SmartFusion is cumbersome, there is no transparency; and has no ease of use to allow Department Heads to spear their budgets on their own. Currently, there is no training for new hires and is a difficult program with size of our budget.

Quote was received from QuickBooks; but per County Auditor, it will not work for the County. Quote was submitted by Questica Budget Software, but components will not work for the County. Edmunds GovTech also presented a sales proposal; which is the recommendation of County Administrator.

Mr. Edmunds was present via telephone to answer questions. The software is user-friendly with a fully integrated system, single sign-on approach that allows for user-based security, provides access to modules based on employee's security profile. All modules are fully integrated, streamlines organizational processes and reporting flexibility allows users to create unlimited custom reports that are accessible at any time.

The cost is \$13,000 more than current provider. Board inquired where funds would come from? Administrator recommended re-purposing funds from animal control or ARPA funds. Also inquired as to how conversion would take place and how long the conversion would take? Mr. Edmunds stated it would take approximately 9-12 months for conversion. Current software will not be affected while conversion is ongoing. The conversion should be complete by July 1, 2023, SmartFusion would be cut off by June 30, 2023, to start Edmunds GovTech by July 1, 2023. On the motion by Mrs. Exum, the Board unanimously approved the proposal from Edmunds GovTech to amend the budget, and re-purpose funds from Animal Control budget line item, Mr. Larko seconded. Vote was unanimous.

E. Resolution – SGRC – Southern Georgia TIA – Consider Continued Imposition of a One Cent Sales Tax – The Transportation Investment Act (TIA) was passed in 2010 by voters of Southern Georgia to implement a one cent sales tax for 10 years for the purpose of funding transportation infrastructure improvements in the region. The Resolution will initiate the process outlined in the TIA Act of 2010 for voters of the Southern Georgia region to consider continuing the one cent sales tax. Mrs. Exum made

the motion to approve the Resolution to continue the one cent sales tax for the Southern Georgia region, Mr. Larko seconded. Vote was unanimous.

F. Annual Appointments – The list of annual appointments was provided for Board review for upcoming appointments in January 2023.

9. PUBLIC COMMENTS – (5 MINUTES)

A. Gerald Spencer – O. G. & M, Williamson, Kirk E. – Write Off of Mineral Rights Taxes – Mr. Gerald Spencer, Attorney, requested to appear on behalf of O. G. & M, Williamson, Kirk E., regarding a request to write off taxes on mineral rights since they have zero value and had zero value where taxes are levied. Board of Tax Assessors declared mineral rights valueless as of January 14, 2021. County Attorney stated he would look into this matter further and give Mr. Spencer a call to discuss.

10. ADMINISTRATION/ELECTED OFFICIALS UPDATES

A. County Administrator Updates

a. Workforce Updates – Reported there has been success thru Indeed with fulfilling the County workforce. Thus far, positions have been filled for Truck Driver, Equipment Operator, 3 Fire Fighters, Victim Witness Assistant, Clerk for Clerk of Court, Elections Tech.

b. Monthly Financial Report – Provided financial report from July 1, 2022 to November 2022.

c. Order Appointing County Coroner – Presented the Order Appointing County Coroner, Delphanie McGee, to serve the remaining term of Coroner expiring December 31, 2024.

d. CY 4th Quarter Calendar of Events/Meetings – Tree Lighting, Thanksgiving Holidays, upcoming Christmas Holidays. The office will be closed Friday, November 11, 2022, in observance of Veterans Day.

B. Commissioners Notes/Comments

- **Lee Larko (District 1)** – Encouraged everyone to vote as their duty and to look at individuals on the ballot to align with their views.
- **Patrick Folsom, Chairman (District 2)** – No comment.
- **Willie Cody (District 3)** – Encouraged everyone to vote, no matter who you vote for.
- **Myra Exum (District 4)** – Acknowledged upcoming Veterans Day and thanked those for serving.
- **James Maxwell, Vice (District 5)** – Encouraged everyone to vote.

9. EXECUTIVE SESSION – Real Estate

Mr. Cody made the motion at 7:04 p.m. to go into executive session, Mrs. Exum seconded. County Clerk called the roll.

Mrs. Exum made the motion to go out of executive session at 7:17 p.m. and return to regular meeting. No action was taken upon returning to regular meeting.

10. ADJOURNMENT

Mrs. Exum made the motion to adjourn regular meeting at 7:18 p.m.; Mr. Cody seconded.

Mr. Patrick Folsom, Chairman
Mrs. Jessica J. McKinney, County Administrator
Ms. Patricia A. Williams, Clerk