



COUNTY COMMISSIONERS

Patrick Folsom, Chairman (District 2)
James Maxwell, Vice (District 5)
Myra Exum (District 4)
Willie Cody (District 3)
Lee Larko (District 1)

COUNTY STAFF

Jessica J. McKinney, County Administrator
Patricia Williams, County Clerk
Kim Daniels, Human Resources
James Burchett/Jason Kemp, County Attorneys

**Brooks County Board of Commissioners
Special Called/Work Session
Monday, November 27, 2023 @ 5:15pm**

**Brooks County Administration Building
Commissioners Meeting Room
610 South Highland Road
Quitman, GA**

SPECIAL CALLED MEETING – 5:15pm

1. CALL TO ORDER

- A. Prayer/Pledge
- B. Annual Audit Review – FY 2022-2023 – Gary Zeigler
- C. Road/Maintenance
 - a. CWS Contract – Road Department Services
 - b. Finalize Road List – Preparation of RFP
 - c. 2023 & 2024 LMIG – Possibility of Combining
- D. Board Appointments – Expiring Terms – December 31, 2023 - Discussion
 - a. Board of Health – June Furney
 - b. Elections – Karen Murray
 - c. Development Authority – Dr. Marie Horne & Jack Harrell
 - d. Historical Society – Commissioner Maxwell
 - e. Airport Authority – July 2023

2. WORK SESSION

- A. Regular Meeting Agenda Review – December 4, 2023

3. EXECUTIVE SESSION

4. ADJOURNMENT

The Brooks County Board of Commissioners met for a Special Called Meeting/Work Session Monday, November 27, 2023, at 5:15 p.m., at the Brooks County Administrative Building, in the Commissioners Meeting Room, located at 610 South Highland Road, Quitman, GA. Commissioners present were: Mr. Patrick Folsom, Chairman, Mr. James Maxwell, Vice Chairman, Mrs. Myra Exum; and Mr. Willie Cody. Commissioner Lee Larko was not present. Others present were Ms. Jessica McKinney, County Administrator; Ms. Patricia Williams; County Clerk; and Mr. Jason Kemp, County Attorney, and various residents.

SPECIAL CALLED MEETING

1. CALL TO ORDER – Chairman called the meeting to order at 5:19 pm.

Chairman Folsom introduced Rep. John LaHood. Rep. LaHood commented he was glad to be here. He was attending a Development Authority meeting and came over to say hello. Rep. LaHood stated that if there is anything he can do for Brooks County to let him know and he appreciates all the Board does.

A. PRAYER/PLEDGE – Mr. Jason Kemp led all in attendance in prayer and pledge of allegiance.

B. Annual Audit Review – FY 2022-2023 – Gary Zeigler – County Auditor, Mr. Gary Zeigler, presented the annual audit review for year ending June 30, 2022. Mr. Zeigler explained that there is a new report revised report, opinion and basis for opinion and additional supplement information. There were expenditures that exceeded appropriations in Special Revenue Funds (governmental funds) and Departmental expenditures. The Board was advised that there should have been appropriations for Planning and Zoning and Building Inspection. Employee compensation and benefits (including benefits), purchased services, supplies, and capital were the expenses primarily over budget. Budgets should be adopted for all governmental fund types.

There continues to be an absence of segregation of duties, there have been some changes in Administration, and this has help.

Auditor Zeigler informed the Board that the Board of Education has an outstanding payment of \$14,713.50. There is over \$200,000 of Solid Waste fees due from the City of Quitman for their portion of maintenance of the Landfill. Administrator McKinney commented that the Board needs to decide whether to continue monitoring the Landfill, due to the City of Quitman not paying. The County, with the permission of the Environmental Protection Division of the State of GA, ceased operating the Quitman-Brooks County Solid Waste Facility on April 8, 2023. Mr. Zeigler confirmed that the County is in good standing financially.

C. Road/Maintenance

a. CWS Contract – During the special called meeting of November 20, 2023, the Board discussed the revised Professional Service Agreement from CWS (ClearWater
Special Called/Work Session November 27, 2023 Page 1 of 3

Solutions) received by Administration. The revised proposal increased by \$914,606.00 for materials on top of the \$1,746,636.31 which increased the amount to \$2,661,242.31 and increased the budget. The Board will need to amend the budget to cover the funds needed in the amount of \$813,370.31. To save money, CWS included only 12 employees and a Project Manager. Chairman Folsom asked the Board what they would like to do regarding the proposal submitted by CWS. Mr. Maxwell made the motion, based on the information received from CWS, he recommends putting out an RFP for a period of four weeks of which the RFP will run in the Quitman Free Press for two weeks, Mr. Cody seconded. The vote was unanimous.

b. Finalize Road List – Preparation of RFP – The list of roads compiled by the Board for needed repairs was reviewed and discussed. The Board agreed that 12 Stone Engineering, Nick Clark, and Jessie Bush, should review and prioritize the roads.

c. 2023 & 2024 LMIG – Possibly of Combining – County Engineer suggested the County could save money by combining the 2023 & 2024 LMIG projects. No decision was made.

D. Board Appointments – Expiring Terms – December 31, 2023

- a. Board of Health – June Furney
- b. Board of Elections – Karen Murray
- c. Development Authority Board – Dr. Marie Horne & Jack Harrell
- d. Historical Society Board – Commissioner Maxwell
- e. Airport Authority Board – July 2023

The Board agreed to put the application for appointments on the County's website, social media, and the Quitman Free Press for those interested in serving on one of the boards.

Chairman closed the special called meeting to go into the work session.

2. WORK SESSION

A. Regular Meeting Agenda Review – December 4, 2023 – The Board reviewed/discussed the agenda for the upcoming meeting.

Under Public Comments the Board moved the appearance of Joseph & Susan Whitehead, to address their concerns regarding the wedding venue during the public hearing for the same.

3. EXECUTIVE SESSION

- A. Personnel – Discussion only, no decision made.

4. ADJOURNMENT

The Board adjourned at 7:12 pm, on the motion by Mr. Maxwell, seconded by Mrs. Exum.

Mr. Patrick Folsom, Chairman

Ms. Jessica McKinney, County Administrator

Ms. Patricia A. Williams, County Clerk