

**HARRIS COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION**

July 7, 2015

7:00 P.M.

Commissioners Present: J. Harry Lange, Joey Loudermilk, Martha Chewning, Becky Langston, Jim Woods. Staff Present: Greg Wood, County Manager; John Taylor, County Attorney; Nancy D. McMichael, County Clerk.

1. **CALL TO ORDER.** Chairman Lange called the Regular Session to order.
2. **PLEDGE OF ALLEGIANCE.** Chairman Lange asked Commissioner Chewning to lead those in attendance in the Pledge of Allegiance, and she complied.
3. **MINUTES.** The motion to approve the minutes of the June 16, 2015, Regular Session was made by Commissioner Loudermilk, seconded by Commissioner Chewning, and passed unanimously.
4. **APPEARANCE OF CITIZENS**
 - A. **Cathy& Rickey Flournoy: Washington Road Paving Status.** Cathy and Rickey Flournoy, citizens who live on Washington Road, appeared before the Board for an update as to the status of the Washington Road paving project. Chairman Lange said that everything is going as planned and that the project should be completed by the date the Commissioners had earlier indicated, which is October 31, 2015.
5. **OLD BUSINESS**
 - A. **SPLOST Update.** Paul Glick, Finance Officer, reviewed the SPLOST report he had prepared, explaining the various pages related to the 1999, 2004, 2009 and 2014 SPLOSTs, and answered questions from the Board related to same. Following discussion, consensus was for Greg Wood, County Manager, and Mr. Glick to prepare a more project-specific listing regarding the 2009 and 2014 SPLOSTs.
6. **NEW BUSINESS**
 - A. **Resolution: Acceptance of Abberly Lane.** John Taylor, County Attorney, said that in addition to the right-of-way deed, all documents necessary for the County to accept this road have been received and appear to be in order. The motion to approve the Resolution to accept Abberly Lane was made by Commissioner Loudermilk, seconded by Commissioner Langston, and passed unanimously.
 - B. **Request for Tax Refund.** Chairman Lange said that a tax refund in the amount of \$116.69 had been requested by Bruce Hardcastle due to his having sold his boat in 2014; and that both the Tax Commissioner and Board of Assessors disagreed because he owned the property as of January 1, 2014, and therefore, owed the taxes per State law. Following a brief discussion, the motion to disapprove the request for tax refund was made by Commissioner Loudermilk, seconded by Commissioner Chewning, and passed unanimously.
 - C. **Alexander Lane: Acceptance Process.** Chairman Lange said that a petition to request the acceptance of Alexander Lane, which is in Commissioner Langston's district, had been received; that of the 11 property owners, 9 had signed the petition; that the Public Works Director has determined that it will cost approximately \$26,231 to bring the road up to standards for maintenance purposes; that it is estimated the legal costs will be approximately \$4,400 for a total estimated cost of \$30,631; and that it has been recommended that no additional right-of-way be obtained from property owners and to leave the road at its current width of 30 feet, which includes ditches. Following discussion, the motion to move forward with the acceptance process of Alexander Lane for maintenance purposes was made by Commissioner Langston, seconded by Commissioner Loudermilk, and passed unanimously. Nancy McMichael, County Clerk, will send cost estimate letters to each of the 11 property owners requesting their agreement as to the total estimated cost and their share of same, after which the Board will be advised of the results in order to make a determination as to whether or not to continue to move forward with the acceptance process.
 - D. **Signatures: First Peoples Bank.** Chairman Lange said that it is necessary to have signatures changed on two accounts at First Peoples Bank, one being a checking account and the other a CD; that the change to the checking account will be to remove Jamie Ritchie and add Greg Wood (Nancy McMichael is already on the account), and to the CD will be to remove Jennie Shelhorse and add Greg Wood and Nancy McMichael. The motion to

approve the changes to the checking account and the CD was made by Commissioner Woods, seconded by Commissioner Chewning, and passed unanimously.

- E. **Financial Policies: Capital Budgets and Operating Budgets.** Paul Glick, Finance Officer, appeared before the Board to discuss two policies regarding finances; that one is that project budgets for Capital Projects would automatically carry forward year to year; that the other is that encumbered purchases made one year, but not received by the end of the fiscal year, would carry forward if requested by the appropriate department head and approved by the County Manager. Following a brief discussion, which included changing "MAS 90" on the Operating Budget policy to "current budget software", was made by Commissioner Woods, seconded by Commissioner Loudermilk, and passed unanimously.
- F. **Patching/Pothole Repair Status: Winfree Road.** In response to a question from Chairman Lange, Mike Brown, Public Works Director, confirmed that the recent patching/pothole repair on Winfree Road, done as part of a product demonstration from a potential vendor, is holding up. Greg Wood, County Manager, said that the County will also be looking at another product from another potential vendor in the near future.
- G. **Financial Statement: May 2015.** Chairman Lange said that the May financial statement had been provided June 16, but that three corrected pages had been provided in the meeting packet for this meeting. The motion to approve the May 2015 financial statement was made by Commissioner Woods and seconded by Commissioner Chewning. Commissioner Langston had questions regarding department 35 (Operations), 8 (EMS), 13 (9-1-1), 14 (Coroner), and Airport. Paul Glick, Finance Officer, and Greg Wood, County Manager, responded to the questions, but were unable to provide a response regarding Department 13, and indicated that an actual department budget would be prepared for the Airport. Commissioner Langston tabled action until the July 21 meeting.

7. **COUNTY MANAGER**

- A. **Position Grade Change: Public Works Truck Driver to Light Equipment Operator.** Greg Wood, County Manager, said that Public Works employees who are truck drivers are actually doing the work of light equipment operators; that because of such, it is being requested that the three Truck Driver slots (grade 19) in Public Works be changed to Light Equipment Operator slots (grade 25), for which the starting pay is \$13.37; that with that slot change, because one of the three employees is making more than \$13.37, the pay for the other two employees would be increased to \$13.37; and that it is be requested that the job description of Light Equipment Operators be amended to include "dump trucks". Following a brief discussion, the motion to change the slots in Public Works from Truck Driver to Light Equipment Operator, to increase the salaries of two of the affected employees, and to amend the Light Equipment Operator job description to include "dump trucks" was made by Commissioner Loudermilk, seconded by Commissioner Woods, and passed unanimously. [Note: Light Equipment Operator job description already included "dump trucks"; therefore, no amendment to same is necessary.]
- B. **Agreement: River Valley Regional Commission for Parcel Splits in GIS.** Greg Wood, County Manager, said that with the County not having a GIS person, there is a need to get caught up with the parcel splits; and that the River Valley Regional Commission (RVRC) has submitted an agreement to provide the necessary manpower to do the parcel splits, tax map corrections and maintenance. Wayne Morris, Tax Assessor, said that the County is about two years behind on getting the parcel splits/changes onto the website. Mariyana Kostov, GIS Manager for RVRC, was present to respond to questions regarding the agreement and associated costs. Following discussion, John Taylor, County Attorney, recommended approval of the agreement. The motion to approve the agreement was made by Commissioner Chewning, seconded by Commissioner Loudermilk, and passed unanimously. (Document can be found in "Contracts & Agreements" file as C&A #15-15.)

8. **COUNTY ATTORNEY**

- A. **Warranty Deed to & Intergovernmental Agreement with Harris County Development Authority for 10 acres in Hamilton Business Park.** John Taylor, County Attorney, said that the Warranty Deed was for the purpose of deeding 10 acres in the Hamilton Business Park to the Harris County Development Authority for the purpose of entering into a Project Agreement and Lease Agreement with TNT Steel Structures; and that the Intergovernmental Agreement with the Development Authority is regarding the use of the property by the Development Authority. Following discussion, the motion to approve both the Warranty Deed and the Intergovernmental Agreement was made by Commissioner Langston, seconded

by Commissioner Woods, and passed unanimously. (Warranty Deed documents can be found in “Miscellaneous Documents” file as MD#15-04; Intergovernmental Agreement can be found in “Contracts & Agreements” file as C&A #15-16.)

12. **ADJOURNMENT**. There being no further business to discuss, the motion to adjourn was made by Commissioner Langston, seconded by Commissioner Woods, and passed unanimously.

J. Harry Lange, Chairman

Attest:

Nancy D. McMichael, County Clerk