

**HARRIS COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION**

September 20, 2016

7:00 P.M.

Commissioners Present: J. Harry Lange, Martha Chewning, Becky Langston, Joey Loudermilk, Jim Woods. Staff Present: 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.** At the request of Chairman Lange, Joan Holder, President of the American Business Women's Association, led those in attendance in the Pledge of Allegiance.
3. **MINUTES.** The motion to approve the Regular Session minutes of the September 6, 2016, and the Work Session minutes of August 16, 2016 was made by Commissioner Loudermilk, seconded by Commissioner Chewning, and passed unanimously.
4. **NEW BUSINESS**
 - A. **Proclamation: American Business Women's Day.** Chairman Lange welcomed members of the American Business Women's Association and read the document proclaiming September 22 as American Business Women's Day. The motion to approve the document was made by Commissioner Loudermilk, seconded by Commissioner Chewning, and passed unanimously.
 - B. **Financial Statement: June 2016.** The motion to approve the June 2016 financial statement was made by Commissioner Woods and seconded by Commissioner Chewning. Commissioner Langston about the status of having a department set up for the Airport showing the financial status, and Paul Glick, Finance Officer, said that he would have same included in the August financial which should come before the Board on October 18. The motion to approve passed unanimously.
 - C. **Request for Tax Refund.** Chairman Lange said that a request for tax refund in the amount of \$18.53 had been received from Terre Moyser due to having paid the tax before it was due and then trading in the vehicle before the due date; that a copy of the purchase agreement had been provided; and that both the Tax Commissioner and the Board of Tax Assessors have recommended approval. The motion to approve this request was made by Commissioner Loudermilk, seconded by Commissioner Chewning, and passed unanimously.
 - D. **Northwest Harris Volunteer Fire Department: Using SPLOST Funds Toward New Station.** Byron Hawkins, Chief of Northwest Harris Volunteer Fire Department, appeared before the Board and said that the condition of their current station is such that it is not feasible to make repairs; that the VFD has property on which to build a new station; and that they would like to use the SPLOST funds that have been allocated for a new fire truck for them toward the construction of a new building. Following discussion, John Taylor, County Attorney, was directed to prepare a Resolution regarding the use of the SPLOST funds for such purpose. Discussion also included that when SPLOST funds are used to purchase vehicles or construct buildings, they belong to the County, and Mr. Taylor said that a lease arrangement could be undertaken in this particular case.
 - E. **Appointment: Board of Zoning Adjustments.** Chairman Lange said that the term of J.R. "Red" Beall expires September 30, 2016; that Mr. Beall does not wish to be reappointed; and that an appointment was necessary. Commissioner Woods made the motion to appoint Michael Downs for the term ending September 30, 2019. The motion was seconded by Commissioner Chewning and passed unanimously.
5. **COUNTY MANAGER**
 - A. **Personnel: Job Description and Classification for Chief Financial Officer.** Nancy McMichael, County Clerk and Assistant County Manager, said that during the recent salary study, the position of Chief Financial Officer was overlooked; that a draft of the job description had been prepared and reviewed by Paul Glick, Finance Officer; that it had been sent to Springsted for review and recommendation as to the

appropriate grade classification; and that Springsted had made a minor change and recommended the position be added to Grade 26 with a minimum start of \$54,477.28 and a max of \$84,393.28. The motion to approve the job description of Chief Financial Officer and to assign this position to Grade 26 was made by Commissioner Langston, seconded by Commissioner Woods, and passed unanimously.

- B. **CDBG 2017 Interest.** Nancy McMichael, County Clerk and Assistant County Manager, said that a letter had been received from the River Valley Regional Commission (RVRC) asking if the County had any interest in applying for another CDBG in 2017, and if so, we need to let the RVRC know by the 26th of this month. Discussion included that the current CDBG is not yet completed; that there may be another offer for 2018; that there are requirements regarding the grant to include 70% low and moderate income homes and at least 30 homes; that the RVRC charges \$750 to prepare the application; and that a specific project is not yet needed, just an interest to submit an application. Following discussion, the motion to advise the RVRC of the County's interest to submit a grant for 2017 was made by Commissioner Woods, seconded by Commissioner Chewning, and passed unanimously.
- C. **Project Update.** In the absence of a County Manager, Nancy McMichael, County Clerk and Assistant County Manager, provided an update on Washington Road to include that with the curing period having just expired, the markings are to be finished this week, and the replacement of one wooden fence should be finished by tomorrow (Wednesday).

6. **COUNTY ATTORNEY**

- A. **Agreement w/Electronic Enterprises for AWOS Maintenance.** John Taylor, County Attorney, explained that when the Airport Automated Weather Observing System (AWOS) was installed last year, it included the monthly maintenance; and that an agreement regarding the continued maintenance has been received. He then recommended approval of same with an amendment to automatically renew. The motion to approve the agreement, with the amendment, was made by Commissioner Woods, seconded by Commissioner Chewning, and passed unanimously. (Document can be found in "Contracts & Agreements" file as C&A #16-27.)
 - B. **Agreement w/Trinity Electrical Services: Holes for Tie-Down Anchors.** John Taylor, County Attorney, said that due to an upcoming event for which 45+ planes are expected, tie-down anchors needed to be installed in order to secure the planes; that because the County could drill the holes, Pond & Company located a firm that could do the work; and that the work is underway. He then recommended approval of the agreement. Discussion included that Pond & Company will do the final inspection of the work before payment is made, and that this project eliminates action being taken on the apron expansion project (of \$800,000), which was discussed on August 2 and 16. The motion to approve the agreement was made by Commissioner Woods, seconded by Commissioner Chewning, and passed unanimously. (Document can be found in "Contracts & Agreements" file as C&A #16-28.)
- 7. **RECESS FOR EXECUTIVE SESSION.** The motion to go into Executive Session for the purpose of discussing personnel, real estate acquisition or disposition, and potential or pending litigation was made at 7:40 PM by Chairman Lange, seconded by Commissioner Langston, and passed unanimously.
 - 8. **RECONVENE REGULAR SESSION.** The motion to go back into Regular Session was made by Commissioner Woods, seconded by Commissioner Loudermilk, and passed unanimously.
 - 9. **ADJOURNMENT.** There being no further business to discuss, the motion to adjourn was made by Chairman Lange, seconded by Commissioner Woods, and passed unanimously.

J. Harry Lange, Chairman

Attest:

Nancy D. McMichael, County Clerk