

**HARRIS COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION**

February 7, 2017
7:00 P.M.

Commissioners Present: Susan Andrews, Martha Chewning, Becky Langston, Jim Woods.
Commissioner Absent: J. Harry Lange. Staff Present: Randy Dowling, County Manager; John Taylor,
County Attorney; Nancy D. McMichael, County Clerk.

1. **CALL TO ORDER.** In the absence of Chairman Lange, Vice-Chairman Woods called the Regular Session to order.
2. **PLEDGE OF ALLEGIANCE.** At the request of Vice-Chairman Woods, Bill Champion, Airport Manager, led those in attendance in the Pledge of Allegiance.
3. **MINUTES.**
 - A. **Regular Session of January 17, 2017.** The motion to approve the minutes of the January 17, 2017, Regular Session, was made by Commissioner Chewning, seconded by Commissioner Andrews, and passed unanimously.
 - B. **Called Session of January 23, 2017.** The motion to approve the minutes of the January 23, 2017, Called Session, was made by Commissioner Chewning, seconded by Commissioner Langston, and passed unanimously.
4. **NEW BUSINESS**
 - A. **Board of Education Request: Scoreboard.** Vice-Chairman Woods said that the Board of Education has requested that the County pay half the cost for a scoreboard, to include signage and installation, to be installed at the Community Center for use by the swim teams. Penny Reddick, representing the Board of Education, appeared before the Board and said that Dr. Martin, School Superintendent, could not be in attendance; there are two swim teams - one at the high school and the other recreation; that the scoreboard the BOE is interested in is compatible with the scoring systems currently being used by both the high school and recreation teams and meets the requirements for the school swim competition. In response to questions, Ms. Reddick said that the quote provided to the Commissioners is still valid, but that the date was not changed to a more recent date but the amount is the same; that they would like to see the scoreboard installed as quickly as possible, but it will take some time for same to be manufactured once it is ordered; and that no efforts were made to contact corporate sponsors. Vice-Chairman Woods suggested that action be tabled at least 30 days in order for the County to try to obtain corporate sponsors. Commissioner Langston tabled action 30 days as suggested by Vice-Chairman Woods.
 - B. **Fire Master Plan Approval.** Vice-Chairman Woods asked if there were any comments or questions regarding the Fire Master Plan. Nancy McMichael, County Clerk, said that the document had been provided to the Fire Chiefs on two occasions for review and comments and that with the second occasions no comments were received. In response to a question from Commissioner Langston, Mrs. McMichael said that the plan would be a guide for Fire Services similar to the way the Comprehensive Plan is a guide for zoning. Vice-Chairman Woods asked for a motion. The motion to approve the Fire Master Plan was made by Commissioner Chewning, seconded by Commissioner Langston, and passed unanimously. (Document can be found in "Miscellaneous Documents" file as MD#17-02.)
 - C. **Personnel Changes.** Vice-Chairman Woods said there were requests from three departments for changes to personnel grade classifications and/or titles, as follows.
 - (1) **Prison.** Add the rank of Sergeant to provide a mid-level structure at the Prison, in Grade 16 (but is not a new employee slot); approve the job description for Sergeant; remove "Detention" from titles and job descriptions applicable to the Prison and replace with "Correctional" (Officer, Lieutenant, Corporal, Deputy Warden, and Warden); and that new job descriptions reflecting the change in wording have been drafted. Cynthia Nelson, Warden, said that the title/wording changes are for the Prison to be more in line with other correctional facilities.

The motion to approve adding the rank of Sergeant, the job description for Sergeant and classifying it in Grade 16, and the revised job descriptions for Correctional Officer, Lieutenant, Corporal, Deputy Warden, and Warden was made by Commissioner Chewning, seconded by Commissioners Andrews, and passed unanimously.

- (2) Recreation. Add the position of Recreation Attendant and approve the job description to correct a classification error whereby the position was erroneously changed to and approved as Parks Maintenance Technician; and to classify the position in Grade 7.

The motion to approve the job description for Recreation Attendant and classifying it in Grade 7 was made by Commissioner Langston, seconded by Commissioner Chewning, and passed unanimously.

- (3) Tax Commissioner. Remove "Assistant" from the Motor Vehicle and Property Tax job titles and replace with "Clerk" and reclassify from Grade 9 to Grade 12, which will result in pay increase of \$1.80 for applicable employees, and to approve the two revised job descriptions.

The motion to approve the revised job descriptions for Motor Vehicle Clerk and Property Tax Clerk and classify in Grade 12 was made by Commissioner Andrews, seconded by Commissioner Langston, and passed unanimously.

- D. **Audit Proposal: Robinson, Grimes & Company**. Vice-Chairman Woods said that a proposal letter had been received from Robinson, Grimes & Company to perform the County's audits for FYE 2016, 2017 and 2016, and that the Board can choose one year or all three years. The motion to approve the proposal for all three years (at \$52,000, \$54,000 and \$56,000 respectively) was made by Commissioner Chewning, seconded by Commissioner Andrews, and passed unanimously. (Document can be found in "Contracts & Agreements" file as C&A #17-03A.)

- E. **Appointments & Reappointments**. Vice-Chairman Woods said that several appointments or reappointments are necessary, as follows:

- (1) New Horizons Community Service Board. The term of Kittye Joe Crockett expired June 30, 2016, and another individual should be appointed for a term to expire June 30, 2019. Nancy McMichael, County Clerk, said that this appointment was basically a reminder as the Board had previously been notified of same. There being no nominations forthcoming, Vice-Chairman Woods said that this appointment would be placed on a future agenda once a Commissioner has an individual to consider for the appointment.
- (2) Public Improvements Authority. Another Commissioner needs to be appointed to complete the term of Joey Loudermilk, who is no longer a Commissioner, and which expires June 30, 2017. Commissioner Chewning said that she would be willing to serve on this Authority. Vice-Chairman Woods seconded and the appointment of Commissioner Chewning passed unanimously.
- (3) Recreation Board. The non-voting position held by Charles Ragsdale is vacant due to Mr. Ragsdale not having run for re-election to the School Board; the term for the position he held expires December 31, 2018; the Board of Education recommended Morgan Marlowe fill the position formerly held by Mr. Ragsdale but only for the calendar 2017. The motion to appoint Morgan Marlowe to the Recreation Board for 2017 was made by Commissioner Langston, seconded by Commissioner Andrews, and passed unanimously.
- (4) Region 6 Advisory Council - Department of Behavioral Health & Developmental Disabilities. The position held by Lynne Taylor is vacant due to her resignation, Mrs. Taylor's term expires June 30, 2018, and another individual should be appointed to complete the term. There being no nominations forthcoming, Vice-Chairman Woods said that this appointment would be placed on a future agenda once a Commissioner has an individual to consider for the appointment. Nancy McMichael, County Clerk, is to provide the Board with information regarding this appointment.
- (5) Water Bill Assistance Committee. The term of Roger Smith expired May 31, 2016, and Jeff Culpepper, Water Works Director, has requested that Mr. Smith be reappointed to another term expiring May 31, 2019. The motion to

reappoint Mr. Smith to the Committee with a term expiring May 31, 2019, was made by Commissioner Chewning, seconded by Commissioner Langston, and passed unanimously.

- F. **Financial Statements: October & November 2016.** Commissioner Langston tabled action pending receipt of the Airport and Solid Waste statements for October and November.

5. **COUNTY MANAGER**

- A. **Project Updates.** Randy Dowling, County Manager, brought the Board up to date on various projects, as follows:

- (1) **CFO.** Final contract on tonight's agenda for services from Severn Trent.
- (2) **Ellerslie Park.** Bid preparation for road improvements and playground are underway; completion of project should be mid to late 2017.

At 7:30 PM Vice-Chairman Woods halted the Regular Session for the scheduled Public Hearings.

6. **PUBLIC HEARINGS @ 7:30**

- A. **Conflict of Interest Forms.** At the request of Vice-Chairman Woods, the conflict of interest forms were completed.

- B. **Public Hearing Procedures.** The procedures were not reviewed due to the recommendations from the Planning Commissioner regarding the two scheduled Public Hearings.

- C. **Applications of Edgar Hughston Builder, Inc., to:**

- (1) **Rezone 138.27 acres of a 158.17 tract on Map 062, Parcel 014, Land District 18, Land Lot 183, from A-1 (Agricultural & Forestry) to PRD (Planned Residential Development); current use recreation/residential/farm; proposed use residential lots; property located at 13870 GA Hwy 315, Cataula.** Planning Commission recommendation to table until application can be revised, resubmitted, and properly advertised (at the request of the applicant).
- (2) **Rezone 19.9 acres of a 158.17 tract on Map 062, Parcel 014, Land District 18, Land Lot 183, from A-1 (Agricultural & Forestry) to R-1 (Single Family); current use recreation/residential/farm; proposed use residential lots; property located at 13870 GA Hwy 315, Cataula.** Planning Commission held and closed the Public Hearing but tabled action until after the public hearing for the adjacent 183.27 acres is held.

The motion to table both Public Hearings following the recommendations and action of the Planning Commission and Staff was made by Commissioner Langston, seconded by Commissioner Chewning, and passed unanimously.

7. **COUNTY MANAGER (CONTINUED)**

- A. **Project Updates (Continued)**

- (3) **Library.** Architect and Construction Manager in design phase; Brasfield & Gorrie is the Construction Manager at Risk; should have the guaranteed minimum price in the next 30 to 60 days.
- (3) **County Website.** Ongoing development of update to the County's website with completion expected in 30 to 45 days.
- (4) **SPLOST Distribution.** Agreement with municipalities regarding distribution is on tonight's agenda for approval, and sets out that after the initial payment, the municipalities will receive their share of the SPLOST on a monthly basis.
- (5) **Hardage Road.** Progress meeting held this week; design to be completed by late March with bidding in April or May and completion by November.

- (6) Holland Drive, Kingsboro Road, and Diamond Circle/Road. Preparation of right of way deeds is underway; once signatures are obtained and deeds recorded, all will be in place until funds are available for paving.
- (7) High Speed Internet Connections. Agreement with Hamilton is being drafted regarding property for a cell tower; meeting to be held next week.
- (8) Fire Master Plan. Plan previously approved during tonight's meeting.
- (9) Fire Truck Purchases. The volunteer fire departments have begun placing their truck orders and most should be in within the next 8 to 12 months.
- (10) Garbage Truck for Solid Waste. Truck has been ordered and is expected to be received in May or June.
- (11) Ambulance. Ambulance has been ordered and is expected to be received in July.
- (12) 911 Radio System Improvements. Consultant to be on site next week.
- (13) Rails to Trails Project. Project still in progress; federal funding should be forthcoming; paving may only be from Pine Mountain (near First Peoples Bank) south to US Highway 27 at GA Highway 354.
- (14) Security Path at Airport. Project being scheduled and permits are being obtained.

- B. **High Winds/Possible Tornado Damages**. Mr. Dowling reported that damage occurred late this afternoon as a result of high winds or possible tornado in the US 27, GA Highway 315 and Standing Boy Creek area of Cataula; and that US 27 is closed to through traffic.

8. **COUNTY ATTORNEY**

- A. **Agreement with Severn Trent: Audit and Budget Financial Assistance**. John Taylor, County Attorney, reviewed the agreement for services to include that the work will begin this week; that Exhibit A covers the scope of services, Exhibit B covers the fee schedule, Exhibit C covers the timeline for the work to be accomplished, and Exhibit D covers ancillary fees. He recommended that the Board approve the agreement. The motion to approve this agreement was made by Commissioner Chewning, seconded by Commissioner Andrews, and passed unanimously. (Document can be found in "Contracts & Agreements" file as C&A #17-04.)
- B. **Agreement with Municipalities: SPLOST Distribution**. John Taylor, County Attorney, reviewed the agreement to include that if agreed to by the municipalities, the SPLOST funds on hand for each would be distributed and then each month thereafter, upon receipt of SPLOST funds from the State, each would receive their share of the funds; that based on the projects included in the referendum passed by vote of the citizens in November 2013, Pine Mountain receives 6.8%, Hamilton receives 2.1%, West Point receives 7.9%, Waverly Hall receives 15.3%, and Shiloh receives 2.6%; that with the initial payment to each Hamilton will receive \$107,664, Pine Mountain will receive \$275,336, Shiloh will receive \$71,307, Waverly Hall will receive \$922,767, and West Point will receive \$321,982; and that with the distribution of SPLOST proceeds, the municipalities will be responsible for their expenditures and complying with SPLOST regulations. He recommended that the Board approve the agreement. The motion to approve this agreement was made by Commissioner Langston, seconded by Commissioner Chewning, and passed unanimously. (Document can be found in "Contracts & Agreements" file as C&A #17-05.)
- C. **Agreement with GDOT: Airport Taxiway Relocation Project Supplemental Agreement**. John Taylor, County Attorney, reviewed the supplemental agreement, to include that when the project was first entered into in 2012, GDOT indicated the Federal share to be 95%, the State share to be 2.5%, and the Local share to be 2.5%, but that GDOT discovered it had made an error; that this agreement corrects the Federal share to 90%, the State share to 5%, and the Local share to 5%; that the change results in \$8,000 more from the County; that the Airport Consultant has indicated the project is at least \$50,000 under budget, which

means the County's share will be less than that on the original contract. He also said that GDOT is now using electronic signatures on documents, and it is recommended that the County Clerk be authorized to electronically sign the Chairman's signature on the document. The motion to approve the agreement and to authorize the County Clerk to electronically sign the Chairman's signature on same was made by Commissioner Chewning, seconded by Commissioner Andrews, and passed unanimously. (Document can be found in "Contracts & Agreements" file as C&A# 17-06.)

9. **RECESS FOR EXECUTIVE SESSION.** The motion to go into Executive Session for the purpose of discussing real estate acquisition and personnel matters was made at 8:00 PM by Commissioner Chewning, seconded by Commissioner Langston, and passed unanimously.
10. **RESUME REGULAR SESSION.** The motion to go back into Regular Session was made by Commissioner Chewning, seconded by Commissioner Langston, and passed unanimously.
11. **ADJOURNMENT.** There being no further business to discuss, the motion to adjourn was made by Commissioner Chewning, seconded by Vice-Chairman Woods, and passed unanimously.

Jim Woods, Vice Chairman

Attest:

Nancy D. McMichael, County Clerk