

**MINUTES OF THE CRISP COUNTY BOARD OF COMMISSIONERS
MEETING HELD ON MARCH 8, 2016**

OPENING CEREMONIES

Chairman Clark Henderson called the meeting to order at 9:00 a.m. in the Commission Meeting Room at the Crisp County Government Center, with Commissioners A. James Nance, Wallace Mathis, Sam Farrow, and Larry Felton in attendance. Others present were County Administrator Tom Patton, County Attorney Rick Lawson, Finance Director Sherrie Leverett, and clerk Linda Finch. Major John Wiggins gave the invocation, and Administrator Patton led the audience in the Pledge of Allegiance to the Flag of the United States of America. Chairman Henderson welcomed all in attendance.

APPROVAL OF MINUTES

Motion was made by Mr. Nance to approve the minutes of the February 9, 2016 meeting, seconded by Mr. Felton, motion carried unanimously.

SHERIFF'S DEPARTEMENT'S REPORT

Sheriff Billy Hancock advised that in the last few months they have been working on the Five-Year Hazardous Mitigation Plan; they met with county, city, and Arabi officials and they built a plan going forward for the next five years based on what we think the disasters will be in our community and how we will respond to those disasters. He advised that it is a completely funded federal plan; the plan has been completed and approved. Alan Sloan, who is with the Georgia Emergency Management staff, advised that he is here on behalf of Governor Nathan Deal, and he would like to present the county a check for \$15,000 for the cost of updating the Mitigation Plan; it is also a way of saying thank you for helping keep the community safe. Sheriff Hancock then gave the sheriff's report advising that they served 130 Warrants, 120 Civil Papers, 176 Subpoenas, and had 153 prisoner court transports for the month of February. In the Traffic Division/Road Division they wrote 641 Citations with 32 being in City of Arabi, 2 in City of Cordele, 25 in Superior Court, and 581 in Probate Court. They had 3 DUI's, 11 drug arrests, and worked 29 accidents. In the Inmate Housing they billed US Marshals 1679 days, Cordele PD 29 days, Warwick PD 5 days, Monroe Co SO 29 days, and Bureau of Prisons 11 days. In the Detention Center report they booked 201 prisoners, they released 187, transported 153 prisoners with total miles traveled at 7466 with cost per mile of .21. In the Animal Control Report the picked up 29 animals, sent 26 animals to the Cordele Animal Shelter, and had 43 animal assistance calls. The last report is the E-911 report that shows 1,109 Crisp County SO service calls, 1,341 Cordele PD calls, 438 calls for EMS, 54 calls for Crisp County FR, and 27 calls for Cordele FD. The sheriff presented a check from the US Marshals to the county for last month housing in the amount of \$86,012.

INTRODUCE NEW FIRE CHIEF JONATHAN WINDHAM

Chairman Henderson introduced Crisp County's new Fire Chief Jonathan Windham. Mr. Windham stated that he appreciates the administrator and commissioners vote of confidence in him, and he will not let them down. Fire Chief Windham reported that in the fire department last month they had a total of 54 calls which included 3 structure fires, 4 motor vehicle accidents, 13 grass/woods fires, 25 medical calls, and 9 alarms/other calls.

HEALTH DEPARTMENT UPDATE

Lori Hobbs, Director of the Crisp County Health Department, thanked the Commissioners for the support they have given the health department over the years. She does have a concern about the safety of the clerks at the front desk as there is no safety glass or petitions in place; she does understand it is expensive but she wants to protect her staff. Administrator Patton stated that they are already working on getting the cost estimates as there are different levels of glass that they are looking at. Mrs. Leverett reported that there is some money is SPLOST allocated to the health department that could be used for this. Commissioner Felton advised that we need to go ahead and get something done at the health department along with the Tax Commissioner's Office as well.

PUBLIC WORKS UPDATE

Public Works Director Carl Gamble reported that Primrose Bridge Road is unofficially open at this time. He advised that they will need to get an engineer to look at and come up with a complete set of plans designed and incorporated to relocate our water lines into the Department of Transportation's Hwy. 280 widening project. He advised that they are still working on roads after the rains we have had the last couple of weeks, plus they sold approximately \$22,011 of scrap that was on the public works yard in the last few weeks.

PUBLIC HEARING – GRIFFIN LUMBER COMPANY SPECIAL USE PERMIT

Chairman Henderson opened the public hearing, and advised we have received a request from Griffin Lumber Company for a Special Use Permit to operate a Gravel Pit, Topsoil Stripping/Borrow Pit in an I (Industrial) zone district. Property is located west of 1687 Drayton Road. Connie Youngblood, Planning Director, reported that this property is already zoned Industrial and a Gravel Pit or Borrow Pit is allowed by Special Use in that zone district. Rann Folsom reported that the pit will be on the backside and to the northeast side of the property and is mostly hidden by trees; EPD has been out and looked at the site, and they have no issues with it. He advised that Griffin-Folsom has fifteen trucks a day that leave this area going to get dirt somewhere else, and he doesn't think that is going to be that much extra traffic flow in the area. Mrs. Youngblood advised that she sent letters to the adjacent property owners, and she has had one phone call from someone who didn't understand what the sign was there for, and when she explained to him what was going on, he didn't have a problem. She read the Special Use Request Standards the commissioners consider in making their decision. Chairman Henderson asked if anyone wanted to speak in favor of the request, there were none; he then asked if anyone wanted to speak against the request, there were none. He closed the public hearing. **Motion was made by Mr. Mathis to grant a Special Use Permit to Griffin Lumber to operate a Gravel Pit, Topsoil Stripping/Borrow Pit in an Industrial zone district, seconded by Mr. Farrow, motion carried unanimously.**

ADOPT RESOLUTION TO ESTABLISH A SAFETY COORDINATOR FOR CRISP COUNTY

Administrator Patton reported that the county has had a safety coordinator for many years, but a new requirement from Association County Commissioners of Georgia is we have a resolution on record that we have a safety coordinator. Major Mickey Dunning is our safety coordinator after Ray Lunsford gave it up last year. **Motion was made by Mr. Mathis to adopt the Safety Coordinator Resolution, seconded by Mr. Felton, motion carried unanimously.**

APPROVE SUBORDINATION AND CONSENT AGREEMENT ON TITAN HOSPITALITY, LLC RLF LOAN

Mrs. Leverett reported that in October of 2014 the county approved a Revolving Loan Fund for Titan Hospitality, Hampton Inn project, and the Subordination Agreement was approved at that time but the amount has changed slightly, about \$66,000 due to bank fees. The Revolving Loan Fund Committee met last week, and they are recommending that the commissioners approve this. **Motion was made by Mr. Mathis to approve the revised Subordination and Consent Agreement on Titan Hospitality LLC, seconded by Mr. Nance, motion carried unanimously.**

APPROVAL OF CRISP COUNTY RURAL PUBLIC TRANSPORTATION VEHICLE PREVENTIVE MAINTENANCE POLICY AND PROCEDURES

Mrs. Leverett reported that periodically we update our public transportation vehicle preventive maintenance policy and procedures in order to comply with the Georgia Department of Transportation regulations for our 5311 program. It basically sets out the rules and regulations that the Third Party Administrator has to follow in order to keep the vehicles safe, preventative maintenance, etc. **Motion was made by Mr. Nance to approve the Crisp County Rural Public Transportation Vehicle Preventive Maintenance Policy and Procedures, seconded by Mr. Mathis, motion carried unanimously.**

ADOPTION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

Administrator Patton reported that it a federal requirement that we have an Equal Employment Opportunity Policy and Plan. It maintains our status as a local government to receive grants primarily from the Department of Justice. The last plan we had was in the early or mid-1980's, this policy will get us up to date so that we will remain a qualified government. **Motion was made by Mr. Mathis to adopt the Equal Employment Opportunity Policy, seconded by Mr. Felton, motion carried unanimously.**

ADOPTION OF EQUAL EMPLOYMENT OPPORTUNITY PLAN

Administrator Patton reported that the Equal Employment Opportunity Plan lays out the rules and regulations that we have to follow with the Equal Employment Opportunity Policy. **Motion was made by Mr. Felton to adopt the Equal Employment Opportunity Plan, seconded by Mr. Mathis, motion carried unanimously.**

FINANCIAL REPORT

Mrs. Leverett reported that the first page shows the monthly and YTD activity for the General & three major Special Revenue Funds. Combined, February activity brings YTD totals to \$13.6 million in revenues and \$10.8 million in expenditures providing a positive 18% revenue over expenditure balance of \$2.7 million at the end of eight months of this fiscal year. To date we have collected approximately 95% of the 2015 Ad Valorem property tax revenue projections (\$6,057,449 of \$6,204,873). In the Water Fund, YTD revenue totals are \$428,676 and YTD expenditures at \$385,486 leaving the Water Fund with a net income of \$43,189. Customer usage billed for the month was 3.8 million gallons and the USDA Bonds are current at \$1.4 million. In the Landfill Fund, February accruals bring YTD totals to \$1,433,436 in revenue and \$839,019 in expenditures increasing the YTD net gain up to \$594,417. The total tonnage received for the month was 4,042.41 tons. Approximately 51% of that was delivered under the Advanced Environmental commercial contract, 17% under the City's free residential contract and 7%

under the County's curbside contract. The GEFA Loans are current at \$3.7 million. In the cash on hand report, we ended the month with \$11.5 million in the General and Special Revenue Funds combined; \$3.3 million in the proprietary funds; and \$7.7 million in the SPLOST funds giving us a county wide total of \$22.5 million. For the 2000 SPLOST Issue, we have spent \$18.2 million leaving just over \$130,000 to finish out this issue, and in the 2005 SPLOST Issue, we have spent \$21.6 million leaving just over \$3 million to complete the projects budgeted under this issue. Distribution no. 49 of the 2011 SPLOST Issue in the amount of \$262,695 is down again, this time by 6% under last year. It brings issue to date collections to \$16 million and the monthly average down to \$326,876, which equates to over \$10,000 per month short of what is needed to make the current budget projections. To date, we have expended \$17.4 million from this issue. We spent \$254,387 in Special Local Option Sales Tax dollars during the month. Projects benefiting were, County Recreation, Crisp County Sanitation, the Darton Project and the Cities of Cordele and Arabi. Also, LOST's distribution of \$126,071 fell short of last year by 6%. In the CDBG Revolving Loan Fund report, we ended the month with a total outstanding balance of \$1.5 million. The final report is the revenues by fund and expenditures by department preliminary report for the eight-month period. The summary report shows the expended percentage of appropriations for each individual department and the total for each fund. As of February 29th, all departments and divisions should be at 67% of their annual allowances. Overall, the preliminary numbers indicate the General Fund and Special Revenue Funds at 72%, the Water Fund at 61% and the Landfill Fund at 63%.

ADMINISTRATOR'S REPORT

Administrator Patton highlighted several key items in his report; 1) ACCG Group Self Insurance Workers Compensation Board of Trustees approved a dividend in the amount of \$3.75 million, the dividend will be distributed throughout the counties that are participants in that program and will be applied as a premium credit toward are 2016 policy year; 2) Crisp County is one of five counties that have been selected as a County of Excellence by the Association County Commissioners of Georgia in the Georgia Trend Magazine. The project that was submitted was the wellness program that Crisp Regional Hospital puts on for industry and commerce and Leigh Bailey at the hospital did an excellent write up on that. Chairman Henderson thanked the hospital and staff for the great job they are doing at the hospital; 3) a Publix Grocery store analysis of our surrounding area was done to see if we met the criteria for a Publix's, we don't because we are an aging population which indicates there is not much growth in young people and jobs plus the median income does not meet their criteria. They are looking at other grocery store chains to come to the city/county; and 4) he has included in their packets a Family Connections Collaborative training session meeting where they included some recent data on where we stand as a community on teen pregnancies, crime rate, etc. There are a lot of people in the county working on improving those numbers, some of which have improved.

GO INTO EXECUTIVE SESSION

Motion was made by Mr. Nance to go into Executive Session to discuss personnel, real estate and litigation, seconded by Mr. Felton, motion carried with all commissioners agreeing to go into Executive Session.

COME OUT OF EXECUTIVE SESSION

Motion was made by Mr. Nance to come out of Executive Session, seconded by Mr. Farrow, motion carried with all commissioners agreeing to come out of Executive Session.

APPOINTMENT OF CRISP COUNTY DFACS BOARD MEMBER

Motion was made by Mr. Nance to reappoint Dorothy Schofield to the Crisp County Department of Family and Children Services Board, seconded by Mr. Felton, motion carried unanimously.

ADJOURNMENT

Motion was made by Mr. Nance to adjourn the meeting at 11:01 a.m., seconded by Mr. Farrow, motion carried unanimously.

Clark Henderson, Chairman

Tom Patton, Administrator