

Meeting adjourned.

September 13, 2016

PEACH COUNTY  
BOARD OF COMMISSIONERS

[Signature]

BY: [Signature]  
COUNTY ADMINISTRATOR

CHAIRMAN

WORK SESSION

Peach County Board of Commissioners  
5:00 p.m., Tuesday, September 6, 2016

The Peach County Board of Commissioners held its regular monthly work session at 5:00 p.m., Tuesday, September 6, 2016, in Commission Chambers at 213 Persons Street, Fort Valley, Georgia, with all Commissioners except Commissioner Hill in attendance. Chairman Walker opened the work session and welcomed those present. The purpose of the work session was to discuss topics being considered for the regular monthly meeting to be held on September 13, 2016, as follows:

1. David Parrish – Recreation – Request to Reclassify Position
2. David Parrish – Recreation – Budget Amendment – Football Equipment
3. Alfonzo Ford – EMS – Budget Amendments
4. Marsha Gosier – Elections – Budget Amendment – Voting Machines
5. LaTonia Ages – Requested Contribution for 1<sup>st</sup> Saturday Event
6. Jann Culpepper – Clean Community – Community Service Agreement
7. Proposed Driving & Motor Vehicle Usage Policy
8. Clarice Davis – Purchasing – Sealed Bid #16-024 – Self Contained Breathing Apparatus
9. Proposed Freeport Referendum
10. S.A.V.E. Agreement Renewal
11. Georgia Public Library Service – Major Repair and Renovation Grant
12. Georgia Academy for Economic Development Region 6 Spring 2017 Session
13. Request from ACCG to Host 6<sup>th</sup> District Meeting on November 14, 2016
14. Agreement Renewal with Crawford County – Juvenile Court Services
15. Rich Bennett – I-75 Corridor Stakeholder Presentation
16. Jeff Doles – Fire/EMA – Budget Amendments
17. Twenty-Nine (29) Hour Rule Report
18. Peach County Board of Education Proposal to Award Properties
19. Resolution – President Jones Inauguration – Fort Valley State University
20. Finance Matters – Michaela Jones, Assistant Finance Director
  - a. Request to Write Off Ambulance Fees
  - b. Implementation Date of 1% COLA
21. Public Works – Paul Schwindler
  - a. Reorganization of Public Works
  - b. Budget Transfer - \$5,000 from Contingency to LEC Maintenance
  - c. Quote Approval & Budget Amendment - \$6,500 – New Ice Machine for Road Barn
  - d. Competitive Bids & Budget Transfer – Storm Damage Fire Station #6 and Other Issues
  - e. Budget Transfer – Public Buildings – To Cover Cost of Janitorial Supplies
  - f. Budget Transfer – Public Buildings – To Cover Shortage in Small Equipment
  - g. Quotation Approval – IWorks Software – Solid Waste Module Addition
22. Additional Items To Be Placed on Regular Meeting Agenda
  - a. Public Hearings:
    - i. 6:30 p.m. – Rezoning Request – Margaret Harris
    - ii. 6:45 p.m. – Proposed Ordinances for Body Art and Portable Sanitation
  - b. Executive Session – Personnel Matter
23. Setting Meeting Agenda & Consent Agenda for Regular Meeting on September 13, 2016.

The work session adjourned at 7:49 p.m.

[Signature] 9-7-2016  
COUNTY ADMINISTRATOR Date

PEACH COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING SEPTEMBER 13, 2016

The Peach County Board of Commissioners held its regular meeting at 6:00 p.m., Tuesday, September 13, 2016, in Commission Chambers at 213 Persons Street, Fort Valley, Georgia, with all members in attendance. Chairman Walker called the meeting to order, and Commissioner Lewis opened with prayer. Chairman Walker led the Pledge of Allegiance to the Flag and welcomed those present.

CONSENT AGENDA – September 13, 2016:

1. Request to Reclassify Position - Recreation: David Parrish, Recreation Director, has requested that the Temporary Recreation Maintenance Worker position currently held by Mr. Errol Bernard be reclassified to a Regular – Full-time Building and Grounds Maintenance Worker position due to escalating park maintenance demands coupled with increased workload to maintain the splash pads at North and South Peach Recreation Parks. He stated that Mr. Bernard has provided excellent service during his temporary employment service and has exhibited a great deal of knowledge in handling parks maintenance matters. Mr. Bernard’s service has also provided needed relief by completing some maintenance tasks previously completed by Public Works staff. Mr. Parrish has advised that with the increased work hours, the new Building and Grounds Maintenance Worker could complete some of the tasks currently being completed by Kay Center workers allowing the Kay Center workers to assist other departments.

ACTION REQUESTED: To approve the request from David Parrish, Recreation Director, to reclassify the Temporary Recreation Maintenance Worker position to a Regular – Full-time Building and Grounds Maintenance Worker position at Pay Level 7-2(A), and to authorize placing Mr. Errol Bernard in the newly created position effective with the payroll beginning September 22, 2016.

2. Budget Amendment - Recreation: David Parrish, Recreation Director, has advised that due to the increased number of players registering for this year’s football program, the Recreation Department has run out of football equipment to properly outfit all registrants. Mr. Parrish has requested the following budget amendment to appropriate funds to purchase additional football equipment:

| <u>Budget Amendment – General Fund - FY2016 - Recreation</u> |       |                     |          |
|--|-------|---------------------|----------|
| 100.5.1599.57.9000   | From: | Contingency         | \$ 2,000 |
| 100.5.6100.53.1726   | To:   | Recreation Supplies | \$ 2,000 |

ACTION REQUESTED: To approve the above stated budget amendment to appropriate funds to purchase additional football equipment for the Recreation Department as requested by David Parrish, Recreation Director.

3. Budget Amendment/Transfer - EMS: Alfonzo Ford, EMS Director, has requested the following budget amendment to cover overages in his FY2016 Budget for Salaries – Overtime, due to additional work hours needed to cover shift vacancies created by a resignation and employees being out of work on approved medical leave.

| <u>Budget Amendment – General Fund - FY2016 - EMS</u> |       |             |           |
|---|-------|-------------|-----------|
| 100.5.1599.57.9000                                    | From: | Contingency | \$ 55,000 |
| 100.5.3600.51.1300                                    | To:   | Overtime    | \$ 55,000 |

Mr. Ford also requested the following internal budget transfer to cover operational overages in the EMS FY2016 Budget.

| <u>Budget Transfer – General Fund - FY2016 - EMS</u> |       |                                   |          |
|--|-------|-----------------------------------|----------|
| 100.5.3600.52.1231                                   | From: | Employee Medical                  | \$ 1,570 |
| 100.5.3600.52.3209                                   | To:   | Telephone - Long Distance Service | \$ 25    |
| 100.5.3600.52.3210                                   | To:   | Telephone                         | \$ 568   |
| 100.5.3600.52.3250                                   | To:   | Postage                           | \$ 137   |
| 100.5.3600.52.3600                                   | To:   | Dues & Fees                       | \$ 35    |
| 100.5.3600.53.1201                                   | To:   | Utilities – Electricity           | \$ 775   |
| 100.5.3600.53.1110                                   | To:   | Uniforms & Clothing               | \$ 30    |
|  |       |                                   | \$ 1,570 |

ACTION REQUESTED: To approve the above stated budget amendment to cover overtime overages and the internal budget transfer to cover operational overages in the FY2016 EMS Budget as requested by Alfonzo Ford, EMS Director.

4. **Budget Amendment/Transfer - Elections:** Marsha Gosier, Elections, has requested the following budget amendment and budget transfer to purchase eight (8) voting machines and two (2) optical scan machines from the Georgia Secretary of State for a total of \$300.00, fourteen (14) Express Polls at \$505.00 each from ES&G, and to appropriate funding to cover the cost of logic and accuracy testing and calibration of the new machines for the upcoming election. Ms. Gosier advised that funding for purchasing the new voting machines was approved in the FY2017 Budget for the 2015 SPLOST. However, eight (8) machines are currently inoperable, and Ms. Gosier has asked that the funding be approved in FY2016 to allow sufficient time to order the machines and have them tested and calibrated for use in the November 2016 election.

|                    |   |  |          |
|--------------------|---|--|----------|
| #1                 | <u>Budget Amendment – 2015 SPLOST Fund - FY2016 – Elections</u> |  |          |
| 326.5.1599.57.9000 | From: Contingency   |  | \$ 7,370 |
| 326.5.1400.53.1600 | To: Elections - Small Equipment                                 |  | \$ 7,370 |
| #2                 | <u>Budget Transfer – General Fund - FY2016 - Elections</u>      |  |          |
| 100.5.1400.51.1100 | From: Salaries - Regular  |  | \$ 3,150 |
| 100.5.1400.52.1310 | To: Computer Service Maintenance                                |  | \$ 3,150 |

**ACTION REQUESTED:** To approve the above stated budget amendment and budget transfer to cover the cost to purchase voting machines and express polls and to complete logic and accuracy testing and calibration on the new machines for the upcoming election.

5. **Community Service Agreement - Clean Community:** Jann Culpepper, Clean Community Director, has advised the Board that Judicial Alternatives of Georgia has presented an agreement for Community Services to update their files with the most current information on the locations where probationers are sent to complete their community service hours.

**ACTION REQUESTED:** To approve the Agreement for Community Service from Judicial Alternatives of Georgia as requested by Jann Culpepper, Clean Community Director, and to authorize the Chairman to sign the agreement on behalf of the Board of Commissioners. *(A copy of said Agreement is attached to Page 374, Minutes Book I, for future reference.)*

6. **Amendment to Peach County Driving Policy:** Marcia Johnson, County Administrator, has provided a proposed amendment to the Peach County Driving Policy included in the Peach County Personnel System, ARTICLE III, CONDITIONS OF EMPLOYMENT, Section 7, to better enforce the proper usage of County vehicles while conducting official County business as expressed by the Board of Commissioners over the years. The amendment also includes a slight modification in ARTICLE V, SEPARATION, DISCIPLINE, REINSTATEMENT, Section 8, to modify the name of the policy from Peach County Driving Policy to Peach County Driving and Vehicle Usage Policy. The amended policy reads as follows:

#### AMENDMENT TO PEACH COUNTY PERSONNEL SYSTEM

##### ARTICLE III CONDITIONS OF EMPLOYMENT

###### SECTION 7. PEACH COUNTY DRIVING AND VEHICLE USAGE POLICY

The following policies and procedures have been established in an effort to provide consistency in the management and usage of Peach County vehicles. All reference to "County" in this policy means Peach County. All reference to "BOC" in this policy means Board of Commissioners.

###### A. General Policy Provisions

1. Every employee in charge of any vehicle owned by the County shall exercise care in the operation of that vehicle and avoid accidents. Disregard of this obligation shall be grounds for discharge. Each head of a department shall inform in writing each person within their department entrusted with the operation of a motor vehicle of this section.
2. Use of any County owned vehicle for personal use is prohibited.
3. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit.
4. Any suspected problems with a County vehicle should be reported immediately to the Department supervisor to schedule an evaluation of the suspected problem. The vehicle is not to be driven until the potential problem is resolved.
5. All vehicles are to be maintained free of all trash and debris.
6. County employees driving or riding in county owned vehicles in seats for which seat belts are provided must wear seatbelts at all times consistent with manufacturer's specifications.
7. Smoking in any County motor vehicle is prohibited.
8. Texting while operating any County motor vehicle is strictly prohibited.

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9. The operation by or transportation of non-County personnel in a County vehicle is strictly prohibited except as required for legitimate County business purposes.
  10. All employees authorized to drive a County vehicle will be required to have a clean drug screening on file and be subject to future random drug testing per County policy. A signed acknowledgement of having read and received a copy of the Peach County Substance Abuse Policy must be on record in the employee's personnel file.

**B. Driver's Licensing Requirements.**

1. Drivers must have and maintain a valid Georgia driver's license and maintain a driving history that is in compliance with this policy. A signed acknowledgement of having read and received a copy of the Peach County Driving and Vehicle Usage Policy must be on record in the employee's personnel file. A signed and notarized consent form allowing periodic driver history checks during the term of the approved driver's Peach County employment or voluntary service must be on file in the employee's personnel file.
2. All employees who are required to drive a Peach County vehicle in the performance of their jobs must adhere to the following driving policy:
  - a. No major violation in the last three years which includes Eluding a Police Officer or Driving Under the Influence of Alcohol or Drugs.
  - b. No more than one speeding violation in the last three years.
  - c. No more than one at fault accident in the last three years.
3. Peach County will periodically check the driving record of each employee required to drive a Peach County vehicle to verify that the employee is in compliance with the above policy.
4. County employees authorized to operate County vehicles are to notify their department head and the Human Resources Manager immediately upon receiving a traffic citation of any kind.
5. County employees authorized to operate County vehicles are to notify their department head and the Human Resources Manager immediately upon being issued a citation or charge involving the operation of a vehicle while under the influence of alcohol or an illegal controlled substance.

**C. Vehicle Assignments**

1. The BOC shall make vehicle assignments to specific departments for use in conducting official County business. Vehicle assignments will be reviewed and approved by the BOC on an annual basis as part of the annual budget preparation process.
2. The BOC shall make specific vehicle assignments where a vehicle is more appropriately assigned to a single employee for the conduct of official County business. No vehicles are to be taken home after the end of the work day except where specifically authorized by the BOC after reviewing the job related responsibilities of each position to determine if that vehicle will be needed to ensure the safety and benefit of Peach County citizens by providing the employee the ability to respond on a 24 hours basis to emergency situations or to provide medical aid or for other County purposes as determined at the sole discretion of the BOC. In no event will an employee residing outside the boundaries of Peach County be allowed to retain use of a County vehicle on a continuous 24 hour basis without explicit approval by the BOC.
3. Vehicles can be taken home due to an impending emergency or in the event special circumstances arise where taking an assigned vehicle home will better meet the need and financial benefit of Peach County citizens, if pre-approved permission is received from the Peach County Administrator. Said pre-approved permission shall not extend beyond a 24 hour period, and in no event extend beyond the conclusion of the emergency event or special circumstances.

**D. Reporting An Accident**

1. County employees authorized to operate a County vehicle are to notify their department head and the Human Resources Manager immediately upon being involved in any motor vehicle accident.
2. Any approved driver involved in an accident or situation which has caused any amount of damage or injury while operating a County motor vehicle must immediately notify Peach County E911 at 478-822-9111 to report the occurrence and to begin the process and procedures outlined in the Peach County Safety Policy for reporting accidents.
3. A signed acknowledgement of having read and received a copy of the Peach County Safety Policy must be on record in the employee's personnel file.
4. Any driver involved in an accident or situation which has caused any amount of damage or injury while operating a County motor vehicle must submit to a post-accident alcohol/substance screening according to County policy.

**E. Policy Enforcement**

1. Peach County employees found to be in violation of this policy shall be subject to disciplinary action pursuant to the Peach County Personnel Policy, Article V, Separation, Discipline, Reinstatement.
2. In addition to the disciplinary process outlined in Article V of the Peach County Personnel Policy, the privilege of driving a County vehicle may be withdrawn for any of the following reasons:
  - a. Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this policy.
  - b. A driving record which becomes deficient according to the Peach County Driving and Vehicle Usage Policy.
  - c. Failure of a County employee to notify the Human Resources Manager of any motor vehicle accident involving said employee.
  - d. Failure of a County employee to notify the Human Resources Manager of any traffic citation issued to the County employee.

- e. Failure of a County employee to notify the Human Resources Manager of any citation or charge issued to the County employee for any charges involving the operation of a vehicle while under the influence of alcohol or an illegal controlled substance.
  - f. Failure of a County employee who has been assigned a take home vehicle to report that he/she has moved his/her primary residence to a location outside the boundaries of Peach County.
  - g. Failure of a random or post-accident alcohol/substance screening.
3. Peach County reserves the right to install a GPS monitoring system on any County motor vehicle used for official County business to monitor the location of the vehicle and to encourage proper usage of the vehicle and to provide added safety to all approved drivers and protection of the vehicle in case of theft. Tampering with the GPS System is prohibited.

**ARTICLE V  
SEPARATION, DISCIPLINE, REINSTATEMENT**

**SECTION 8. FAILURE IN PERSONAL CONDUCT**

An employee may be suspended, demoted, or dismissed for causes relating to personal conduct detrimental to service with Peach County – (1) in order to avoid undue disruption of work; (2) to protect the safety of persons or property; or (3) other serious reasons.

The following causes relating to failure in personal conduct are representative of those considered to be adequate grounds for suspension, demotion, or dismissal.

- (a) Fraud, Theft;
- (b) Conviction of a felony which would adversely affect performance of duties;
- (c) Misappropriation of Peach County funds;
- (d) Negligent abuse of County equipment and property;
- (e) Violation of the Peach County Driving and Vehicle Usage Policy;
- (f) Violation of the Peach County Substance Abuse Policy;
- (g) Engaging in physical conduct of a sexual nature on or within County property tending to cause undue disruption of work performance, hostile work environment, or tending to substantially interfere with an employee's ability to do his or her job.

**ACTION REQUESTED:** To formally approve the above stated amendment to the Peach County Personnel System, ARTICLE III, CONDITIONS OF EMPLOYMENT, Section 7: Peach County Driving and Vehicle Usage Policy, and ARTICLE V, SEPARATION, DISCIPLINE, REINSTATEMENT, Section 8, Failure in Personal Conduct, effective September 13, 2016.

7. **S.A.V.E Program - USCIS Anticipated Collections from Non-Federal Sources Addendum:** The State of Georgia is requiring all cities and counties in Georgia to participate in the Systematic Alien Verification for Entitlements Program, which is an intergovernmental information-sharing initiative designed to assist federal and state government agencies and non-government agencies, such as licensing bureaus, in determining an individual's immigration status. The information provided by SAVE will ensure that only entitled applicants will be granted the public benefits that they have applied for. As part of the annual renewal, Peach County must complete the mandatory Anticipated Collections Addendum from Non-Federal Sources to complete the Memorandum of Agreement.

**ACTION REQUESTED:** To approve the Anticipated Collections Addendum from Non-Federal Sources to complete the Memorandum of Agreement for the period of October 1, 2016, through September 30, 2017, and to authorize the Chairman to sign the document on behalf of the Board of Commissioners. *(A copy of said Addendum is attached to Page 373, Minutes Book I, for future reference.)*

8. **Major Repair & Renovation Grants - Georgia Public Library Service:** Billy Tripp, Peach Public Libraries Director, presented two Major Repair and Renovation Grant applications to receive funding from the Georgia Public Library Service being offered for repair and renovation projects for public library buildings around the state. One application is to replace three (3) HVAC units at an estimated cost of \$33,000.00. The second application is to repair and repaint the exterior wood trim at Thomas Public Library at an estimated cost of \$19,415.00. The grants require a 50/50 state and local contribution.

**ACTION REQUESTED:** To approve the Major Repair & Renovations Grant Applications as requested by Billy Tripp, Peach Public Libraries Director, to replace (3) HVAC Units and repair/repaint the exterior wood trim at the Thomas Public Library and to authorize the Chairman to sign the grant applications on behalf of the Board of Commissioners.

9. **Request from ACCG to Host 6<sup>th</sup> District Meeting:** Marcia W. Johnson, County Administrator, advised that ACCG has requested that the Peach County Board of Commissioners host the 6<sup>th</sup> District Meeting on November 14, 2016. Ms. Johnson has advised that she and Ms. April Hodges, Assistant County Clerk, have determined that the Pettigrew Center, located on the Fort Valley State University campus, is the only

available location in the County large enough to host the event. Therefore, she has asked for the Board's authorization to advise ACCG that the Board of Commissioners agrees to host the event and to proceed with booking the meeting space at the Pettigrew Center for November 14, 2016.

**ACTION REQUESTED:** To approve the request from ACCG to host the 6<sup>th</sup> District Meeting on November 14, 2016, and to proceed with booking the meeting space at the Pettigrew Center for the event.

10. **Juvenile Court Services Agreement Renewal - Crawford County Board of Commissioners:** Marcia W. Johnson, County Administrator, has advised that the agreement with the Crawford County Board of Commissioners for Juvenile Court Services needs to be amended to reflect the changes approved in the FY2017 Juvenile Court Budget totaling \$113,848.00 effective October 1, 2016. No other changes have been made in the agreement, which provides that Crawford County will reimburse Peach County 30% of the expense to operate Juvenile Court. Ms. Johnson advised that the information has also been forwarded to Crawford County Manager Pat Kelly to present to the Crawford County Board of Commissioners for their approval as well.

**ACTION REQUESTED:** To approve the request from Marcia W. Johnson, County Administrator, to amend the agreement with the Crawford County Board of Commissioners for Juvenile Court Services to reflect the approved FY2017 Juvenile Court Budget of \$113,848.00.

11. **Budget Transfers – Fire Department:** Jeff Doles, Fire Chief/EMA Director, advised that the following internal budget transfers are needed to appropriate funding to cover overages in the Fire Department's FY2016 Budget:

| #1                 | <u>Budget Transfer – General Fund – FY2016 – Fire Department</u> |                          |                 |
|--------------------|--|--------------------------|-----------------|
| 100.5.3500.53.1270 | From:  | Energy - Gasoline/Diesel | \$ 3,076        |
| 100.5.3500.52.1203 | To:  | Utilities - Water        | \$ 1,000        |
| 100.5.3500.52.3210 | To:  | Telephone                | \$ 2,000        |
| 100.5.3500.52.2110 | To:  | Disposal                 | \$ 76           |
|                    |  |                          | <u>\$ 3,076</u> |
| <br>               |  |                          |                 |
| #2                 | <u>Budget Transfer – General Fund - FY2016 – Fire Department</u> |                          |                 |
| 100.5.3500.53.1102 | From:  | Training Supplies        | \$ 240          |
| 100.5.3500.53.1600 | To:  | Small Equipment          | \$ 240          |

**ACTION REQUESTED:** To approve the above stated internal budget transfers in the FY2016 Fire Department Budget as requested by Jeff Doles, Fire Chief/EMA Director.

12. **Resolution – Inauguration for newly appointed Fort Valley State University President Jones:** Chairman Melvin Walker informed the Board that Fort Valley State University is hosting an Inauguration Celebration Ceremony for Dr. Paul Jones, the University's 10<sup>th</sup> President, on October 7, 2016. Chairman Walker has requested that the Board authorize preparing and presenting a Resolution to Dr. Jones at the Ceremony if one is requested.

**ACTION REQUESTED:** To approve the request from Chairman Walker to compose and present a Resolution, if requested, to Dr. Paul Jones at the Inauguration Celebration Ceremony hosted by Fort Valley State University, and to authorize the Chairman to sign the resolution on behalf of the Board of Commissioners.

13. **Authorization to Write off Bad Debt - Ambulance Service Fees:** Michaela Jones, Assistant Finance Director, has requested authorization to write off the amount of \$352,265.00, which has been deemed uncollectable by our billing service as well as our collection service for the 2011 calendar year pursuant to County policy to write off uncollected billings older than five years. Since the accounts receivable has been posted to the Balance Sheet net of an allowance for uncollectible accounts, writing off the bad debt will have no effect on the County's Fund Balance.

**ACTION REQUESTED:** To approve the request from Michaela Jones, Assistant Finance Director, to write off \$352,265.00 from Accounts Receivable representing the uncollectable ambulance fees from calendar year 2011, which has been deemed uncollectable by our billing service as well as our collection service.

14. **Request to Move COLA Pay Rate Changes for FY2017 to the Beginning Day of Pay Cycle:** Michaela Jones, Assistant Finance Director, has requested that the new pay rates established in the FY2017 Budget by the 1% COLA be implemented on the first day of a pay cycle to eliminate the need to produce a split payroll and to reduce the likelihood of errors in implementing the new rates. She has offered the payroll periods beginning September 22, 2016, and October 6, 2016, for Board consideration.

**ACTION REQUESTED:** To authorize the implementation of the new FY2017 1% COLA pay increases to begin on the first day of the pay cycle starting on September 22, 2016.

15. **Reorganization of Public Works:** Paul Schwindler, Public Works Director, has made a request to reorganize the management structure of Public Works to reinstate the positions of Building Superintendent and Road Superintendent. He has advertised the Building Maintenance Supervisor on multiple occasions but has not been able to attract applicants with the needed skills and experience for the pay currently offered for this position. He has also advertised on multiple occasions to fill the Operations Manager vacancy but has not been able to locate any suitable candidates that have the needed knowledge and experience to manage the operations of both Public Buildings and the Road Department. He has proposed converting the Building Maintenance Supervisor position, currently paid on Pay Level 22, to Building Superintendent and to pay this position on Pay Level 23. In addition, he has proposed converting the Operations Manager position, currently paid on Pay Level 25, to Road Superintendent and to pay this position also on Pay Level 23. This restructuring will provide an overall reduction in salaries of approximately \$5,000.00, and will provide separate daily managerial supervision directly over both the Public Buildings and the Road Department operations.

**ACTION REQUESTED:** To approve the request made by Paul Schwindler, Public Works Director, to reorganize the managerial staff at Public Works to reinstate the Road Superintendent position and the Building Superintendent, with both positions to be paid at Pay Level 23, by applying the funding previously approved for the Building Maintenance Supervisor and the Operations Manager positions, and to authorize Mr. Schwindler to proceed with advertising and filling the reinstated positions.

16. **Budget Amendment - Public Works:** Paul Schwindler, Public Works Director, has requested the following budget amendment to cover the cost of repairs at the LEC for the remainder of the FY2016 Budget:

|  |       |                             |          |
|--|-------|-----------------------------|----------|
| <u>Budget Amendment – General Fund - FY2016 – Public Buildings</u> |       |                             |          |
| 100.5.1599.57.9000   | From: | Contingency                 | \$ 5,000 |
| 100.5.1565.52.2206   | To:   | Repairs & Maintenance (LEC) | \$ 5,000 |

**ACTION REQUESTED:** To approve the above stated budget amendment, as requested by Paul Schwindler, Public Works Director, to cover the cost of repairs at the LEC for the remainder of the FY2016 Budget year.

17. **Replacement of Ice Machine for Road Barn – Road Department:** Paul Schwindler, Public Works Director, has advised that the ice machine used at the Road Barn to provide cooling of rehydration fluids for Road Department personnel has been repaired multiple times and is once again inoperable. Mr. Schwindler has advised that continuing to pay repair costs for this older machine is no longer feasible. Therefore, he has requested purchasing a new machine. Quotes were obtained to purchase a new ice machine, as follows:

|                            |            |
|----------------------------|------------|
| Baker Distributing Company | \$2,672.59 |
| Plum Cool Services         | \$5,350.00 |
| Ice Machine Plus           | \$2,899.99 |
| Katom Restaurant Supply    | \$3,566.37 |

Mr. Schwindler advised that the 430 lbs. capacity machine quoted by Baker Distributing Company for \$2,672.59 was suitable to meet the Road Department’s needs. Therefore, Mr. Schwindler recommended the low quote from Baker Distributing Company for \$2,672.59 and also requested a budget amendment to cover this unbudgeted purchase, as follows:

|   |       |                 |          |
|---|-------|-----------------|----------|
| <u>Budget Amendment – General Fund - FY2016 – Road Department</u> |       |                 |          |
| 100.5.1599.57.9000  | From: | Contingency     | \$ 2,673 |
| 100.5.4220.53.1600  | To:   | Small Equipment | \$ 2,673 |

**ACTION REQUESTED:** To accept the low quote provided by Baker Distributing Company for \$2,672.59 to purchase a new ice machine for the Road Department and to approve the above stated Budget Amendment to fund the purchase.

18. **Consulting Fee and Authorization to Seek Bids – Fire Station #6 Roof:** Paul Schwindler, Public Works Director, has advised that Edifice Consulting, Inc. performed an inspection on the roof at Fire Station #6 following a severe wind event in late spring to determine the extent of damage and to recommend needed repairs. During the inspection, it was discovered that changes needed to be made to the way the roof was originally installed before any repairs are made to ensure the integrity of the roof once the work is completed. Edifice Consulting, Inc. has estimated the total cost of modification and repairs to be \$24,150.00, which includes \$8,650.00 for ridge cap repairs, \$6,500.00 for repairs to the rake edges, and \$9,000.00 for repairs to gutter edges. Edifice Consulting, Inc. has quoted a fee of \$3,800.00 to prepare the bid documents and complete the bidding process and review and to oversee and inspect the construction

once the bid is awarded. Mr. Schwindler has requested that the Board approve contracting with Edifice Consulting, Inc. to prepare the bid documents and oversee the bidding and construction process at a cost of \$3,800.00 and to authorize that the roof repairs for Fire Station #6 be placed out for competitive bid. *(A copy of said Proposal is attached to Page 372, Minutes Book I, for future reference.)*

**ACTION REQUESTED:** To contract with Edifice Consulting, Inc. to prepare the bid documents and oversee the bidding and construction process for repairs to the roof at Fire Station #6 at a cost of \$3,800.00 and to authorize that the repair work be placed out for competitive bid.

19. **Budget Transfers – Public Buildings:** Paul Schwindler, Public Works Director, advised that the following internal budget transfers are needed to appropriate funding to cover overages in the Public Building’s FY2016 Budget:

| #1                 | <u>Budget Transfer – General Fund – FY2016 – Public Buildings</u> |                                 |                 |
|--------------------|---|---------------------------------|-----------------|
| 100.5.1565.53.1202 | From:   | Utilities – Natural Gas/Heating | \$ 2,000        |
| 100.5.1565.53.1270 | From:   | Energy – Gasoline/Diesel        | \$ 2,000        |
|                    |   |                                 | <u>\$ 4,000</u> |
| 100.5.1565.53.1705 | To:   | Janitorial Supplies             | \$ 4,000        |

| #2                 | <u>Budget Transfer – General Fund - FY2016 – Public Buildings</u> |                         |        |
|--------------------|---|-------------------------|--------|
| 100.5.1565.53.1271 | From:   | Energy – Generator Fuel | \$ 750 |
| 100.5.1565.53.1600 | To:   | Small Equipment         | \$ 750 |

**ACTION REQUESTED:** To approve the above stated internal budget transfers in the FY2016 Public Buildings Budget as requested by Paul Schwindler, Public Works Director.

20. **iWorQ Software Proposal – Solid Waste Module for Work Order Software:** Paul Schwindler, Public Works Director, presented a quote from iWorQ in the amount of \$2,500.00, to install a new Solid Waste Module in the current iWorQ Software being used at Public Works for management of assets, fleet maintenance, and work orders. Mr. Schwindler advised that this new Solid Waste Module will allow that work orders entered for solid waste issues can be kept separate from other work orders, and Advanced Disposal can be provided direct access into the solid waste work orders to more efficiently resolve solid waste issues. The \$2,500.00 cost includes a one-time set up and data conversion fee of \$500.00 and a \$2,000.00 annual maintenance fee. Mr. Schwindler has requested the following budget amendment in the Solid Waste Fund to pay the cost of installation and the annual maintenance fee for this new software module:

| <u>Budget Amendment – Solid Waste Fund - FY2016 – Solid Waste</u> |       |                              |          |
|---|-------|------------------------------|----------|
| 540.5.1599.57.9000  | From: | Contingency                  | \$ 2,500 |
| 540.5.4520.52.1310  | To:   | Computer Service Maintenance | \$ 2,500 |

**ACTION REQUESTED:** To accept the request from Paul Schwindler, Public Works Director, to approve the quote from iWorQ in the amount of \$2,500.00 to install a new Solid Waste Module into the current iWorQ Software being used by Public Works and to approve the above stated budget amendment in the Solid Waste Fund to pay for the installation. *(A copy of said Proposal is attached to Page 371, Minutes Book I, for future reference.)*

Commissioner Lewis moved to approve the Consent Agenda as presented. Vice Chairman Moseley seconded the motion. Motion carried unanimously.

**AGENDA:**

Vice Chairman Moseley moved to approve the Regular Agenda with the following additions: Under New Business, add Item #1. Budget Transfers – Sheriff’s Department, and Item #2. Annual Generator Maintenance Contract Renewal. Commissioner Hill seconded the motion. Motion carried unanimously.

**MINUTES:**

**Regular Meeting – August 9, 2016** – Commissioner Hill moved to approve the minutes as presented. Vice Chairman Moseley seconded the motion, and the motion carried unanimously.

**ANNOUNCEMENTS & UPDATES:** (None)

**APPEARANCES:** (None)

**OLD BUSINESS:**

Ms. Clarice Davis, Purchasing Manager, presented Sealed Bid #16-024 for the purchase of 55 Self Contained Breathing Apparatus units, as follows:

|   |              |
|---|--------------|
| Municipal Emergency Services<br>Charlotte, NC | \$327,337.89 |
|---|--------------|

Chief Doles advised the Board that the bid received from Municipal Emergency Services is identical to the price offered to the Peach County Fire Department as a member of the Master Purchasing Agreement with South Davis Metro Fire Agency. However, since Peach County is not listed as a specified party to the Master Purchasing Agreement, County Attorney Jeff Liipfert has advised that using the price offered originally by Municipal Emergency Services to the members in the Master Purchasing Agreement did not relieve the County's responsibilities under our Purchasing Ordinance, including advertising the bid solicitation. Therefore, Purchasing Manager Clarice Davis advertised the bid solicitation according to the Peach County Purchasing Ordinance. Municipal Emergency Services was the only vendor to respond. The amount bid will cause the local match to increase by \$31.89 over what was approved in the FEMA Firefighter Assistance Grant. Marcia Johnson noted that the Firefighter Assistance Grant revenues and coinciding SCBA expenditures had been budgeted in the FY2017 Budget and need to be removed and re-appropriated in the FY2016 Budget, which would require the following entries:

| <u>Budget Amendment - General Fund - FY2016 - Fire Department</u> |          |                           |              |
|---|----------|---------------------------|--------------|
| 100.5.1599.57.9000  | From:    | Contingency               | \$ 327,338   |
| 100.5.3500.54.2500  | To:      | Capital - Other Equipment | \$ 327,338   |
| <br>  |          |                           |              |
| <u>Budget Amendment - General Fund - FY2016 - Fire Department</u> |          |                           |              |
| 100.33.1151   | Increase | FEMA Grant Revenues       | \$ (297,550) |
| 100.5.1599.57.9000  | Increase | Contingency - General     | \$ 297,550   |
|   |          |                           | <u>\$ -</u>  |
| <br>  |          |                           |              |
| <u>Budget Amendment - General Fund - FY2017 - Fire Department</u> |          |                           |              |
| 100.33.1151   | Decrease | FEMA Grant Revenues       | \$ 297,550   |
| 100.5.1599.57.9003  | Decrease | Contingency - Fire Grant  | \$ (327,377) |
| 100.5.1599.57.9000  | Increase | Contingency - General     | \$ 29,827    |
|   |          |                           | <u>\$ -</u>  |

After discussion, Vice Chairman Moseley moved to accept the recommendation and purchase the SCBA units from Municipal Emergency Services in the amount of \$327,337.89 as presented and to amend the budget as shown above. Commissioner Lewis seconded the motion, and the motion carried unanimously.

Ms. Marcia Johnson, County Administrator, presented the proposed Resolution Calling for a Referendum to add stock in trade for fulfillment centers to the inventories authorized to receive the Freeport exemption. On November 4, 1980, the electors of Peach County approved the Freeport exemption for the inventory of goods in the process of manufacture or production, the inventory of finished goods manufactured or produced, and the inventory of stored finished goods manufactured or produced. The Georgia General Assembly has authorized effective July 1, 2016, to add this additional category of inventory to receive the Freeport exemption, subject to approval by the voters. Commissioner Smith advised that this will need to be sent to the Board of Elections to be placed on the ballot of the first election in 2017 that allows questions to be posed to the voters. If approved, this additional inventory exemption may draw businesses to place a fulfillment center in Peach County. Once approved by the voters, the Board of Commissioners can then decide what percentage of taxes would be exempted. Commissioner Lewis moved to adopt the Resolution Calling for a Referendum to allow the voters to consider the approval of adding stock in trade for fulfillment centers to the inventory categories eligible for receiving the Freeport exemption. Vice Chairman Moseley seconded the motion, and the motion carried unanimously. *(A copy of said Resolution is attached to Page 370, Minutes Book I, for future reference.)*

Mr. Paul Schwindler presented a proposal from the Peach County Board of Education for the Board of Commissioners to take possession of the gymnasium and the auditorium at the old Hunt Primary School on Tulip Drive. Mr. Schwindler stated that he had talked to several vendors, and he estimates it will take approximately \$2,000.00 to evaluate the condition of the HVAC. He will also need \$1,500.00 for asbestos testing and \$1,500.00 for inspection of the roofs, walls, and windows, for a total estimate of \$5,000.00, to complete these due diligence assessments to provide the Board with needed information

prior to accepting or refusing the offer from the Board of Education. After discussion, Commissioner Hill moved to approve a budget transfer of \$5,000.00 to conduct due diligence assessments of the gymnasium and the auditorium to see if the County wants to take possession of the buildings, and to transfer the funds from Contingency for the assessments, as follows:

| <u>Budget Amendment - General Fund - FY2016 - Public Buildings</u> |                                 |          |
|--|---------------------------------|----------|
| 100.5.1599.57.9000   | From: Contingency               | \$ 5,000 |
| 100.5.1565.52.1290   | To: Other Professional Services | \$ 5,000 |

Commissioner Lewis seconded the motion, and the motion carried unanimously. *(A copy of said Proposal is attached to Page 369, Minutes Book I, for future reference.)*

#### PUBLIC HEARING OPENED 6:38 P.M

Mr. Rickey Blalock, Zoning Administrator, presented a request from Margaret Harris to rezone property from R-AG to R-2, said property being located off U. S. Highway 41 one mile north of GA Highway 96 and known as 444 Maggie Lane. Ms. Harris owns approximately 7 acres and wants to sell 1.2 acres to her son to place a residence. The property was properly posted and advertised, and Mr. Blalock received no calls concerning the request to rezone. The Planning & Zoning Commission voted unanimously to recommend approval of the request to rezone. Mr. Michael Harris, Ms. Margaret Harris's son, was present to speak on her behalf.

Commissioner Smith asked if there is public water on the property. Mr. Harris stated that there is public water from Houston County supplied to the property. Commissioner Smith asked if this meets the required acreage. Mr. Blalock stated that only  $\frac{3}{4}$  of an acre is required, and the 1.2 acres Mr. Harris intends to purchase exceeds the required lot size. Mr. Blalock advised the Board that they have not yet had a plat completed, but whatever they do will have to meet Planning & Zoning requirements.

Chairman Walker asked for those speaking in favor of the request. Mr. Harris stated he is asking for the request to be approved. Mr. Harris stated if it is approved, they will then have a plat prepared and approved before seeking approval from the Health Department to have a septic system put in. He advised that his mother is 91 years old and is at her art class and that she had asked him to come to the meeting on her behalf.

Chairman Walker asked if there was any opposition to the rezoning request. No one spoke in opposition.

Commissioner Hill moved to accept the recommendation of the Planning & Zoning Commission and rezone the property from R-AG to R-2 as presented. Vice Chairman Moseley seconded the motion, and the motion carried unanimously.

#### PUBLIC HEARING CLOSED

#### NEW BUSINESS:

Ms. Michaela Jones, Assistant Finance Director, presented the following requested internal budget transfers from Sheriff Deese to cover overages in various line items in the Sheriff's Office and the Jail, as follows:

| <u>Budget Transfer - General Fund - FY2016 - Sheriff</u> |                                |                 |
|--|--------------------------------|-----------------|
| 100.5.3300.52.2200                                       | From: Repairs & Maintenance    | \$ 730          |
| 100.5.3300.52.1310                                       | From: Computer Service         | \$ 100          |
| 100.5.3300.53.1270                                       | From: Energy - Gasoline/Diesel | \$ 1,785        |
|  |                                | <u>\$ 2,615</u> |
| 100.5.3300.52.1231                                       | To: Employee Medical/Dental    | \$ 730          |
| 100.5.3300.52.3203                                       | To: Encryption Services        | \$ 100          |
| 100.5.3300.52.3209                                       | To: Telephone - Long Distance  | \$ 285          |
| 100.5.3300.52.3300                                       | To: Advertising                | \$ 500          |
| 100.5.3300.52.3700                                       | To: Education & Training       | \$ 1,000        |
|  |                                | <u>\$ 2,615</u> |

Budget Transfer - General Fund - FY2016 - Sheriff/Jail

|                    |   |                 |
|--------------------|---|-----------------|
| 100.5.3326.52.2210 | From: Buildings & Grounds Maintenance       | \$ 300          |
| 100.5.3326.53.1202 | From: Utilities - Natural Gas/Heating Fuels | \$ 2,250        |
| 100.5.3326.52.2200 | From: Repairs & Maintenance                 | \$ 1,500        |
|                    |   | <u>\$ 4,050</u> |
| 100.5.3326.52.1231 | To: Employee Medical/Dental                 | \$ 300          |
| 100.5.3326.52.3210 | To: Telephone                               | \$ 750          |
| 100.5.3326.52.3700 | To: Education & Training                    | \$ 500          |
| 100.5.3326.53.1203 | To: Utilities - Water                       | \$ 2,500        |
|                    |   | <u>\$ 4,050</u> |

Commissioner Lewis moved to approve the internal budget transfers as presented above. Commissioner Hill seconded the motion, and the motion carried unanimously.

Ms. Michaela Jones, Finance Manager, advised the Board that the approved budget for the annual leave payout fell short of the total eligible hours by \$14,099.60. Presently the leave payout is at 71.26%, and she requested that the Board reconsider approving the payout at 100% of eligible hours. The Board had previously increased the budget from \$80,000.00 to \$120,000.00, but she wanted to request an additional increase to \$134,099.60 to pay out all eligible hours. Chairman Walker asked what it would mean if they approved this at 100%. Ms. Jones advised that it could potentially save \$7,000.00 in overtime. After discussion, the general consensus was to deny the request.

**PUBLIC HEARING OPENED**

Chairman Walker opened a public hearing to discuss adopting an Ordinance for Body Art and an Ordinance for Portable Sanitation. Chairman Walker asked for those speaking in favor of the ordinances.

Commissioner Walter Smith advised the Board that the Board of Health had come up with the proposed ordinances to protect people that use these businesses to make sure that they are properly licensed and follow the correct health procedures.

Ms. Marcia Johnson, County Administrator, stated that these are two separate ordinances. The Body Art licensing and permitting will be handled locally by the Health Department. The licensing for portable sanitation will still be handled by the state, but the permitting and enforcement will be handled locally. The public hearing was posted and advertised, and there have been no comments or calls received. Copies have been available for public review in the Commissioners' Office since August 9, 2016.

Commissioner Lewis advised those present that both ordinances are already state law, but the Board of Health wants the Commissioners to adopt the ordinances to give them more authority to enforce them locally. He stated that adopting the ordinances will allow Magistrate Court to hear any violation cases rather than having to have the cases heard in a higher state court.

Chairman Walker asked for those speaking in opposition. No one spoke in opposition.

**PUBLIC HEARING CLOSED**

Commissioner Lewis moved to adopt the Body Art Ordinance as presented. Commissioner Hill seconded the motion, and the motion carried unanimously.

Commissioner Hill moved to adopt the ordinance for Portable Sanitation as presented. Vice Chairman Moseley seconded the motion, and the motion carried unanimously.

Mr. Paul Schwindler presented a proposed renewal contract for the annual Level 2 maintenance on the backup generators with Yancey Power Systems in the amount of \$7,311.09 for the six permanently mounted generators located at Fire Stations 1, 3, 6, the E911 Center, the 400 foot communications tower on Highway 341, and at the Law Enforcement Center. Public Works completes the Level 1 maintenance, and the contract with Yancey Power Systems will provide Level 2 maintenance and load bank testing of the units. Commissioner Lewis moved to approve renewing the contract with Yancey Power Systems as presented in the amount of \$7,311.09. Commissioner Hill seconded the motion, and the motion carried unanimously. *(A copy of said Renewal Contract is attached to Page 368, Minutes Book 1, for future reference.)*

Commissioner Smith moved to go into Executive Session for a personnel matter at 7:03 p.m. Vice Chairman Moseley seconded the motion, and the motion carried unanimously.

---EXECUTIVE SESSION---

Vice Chairman Moseley moved to terminate Executive Session at 7:42 p.m. Commissioner Hill seconded the motion, and the motion carried unanimously.

Chairman Walker introduced Mr. Earl and JoAnn McKenzie who asked to address the Board regarding trash pickup in the Ponderosa Subdivision and presented a petition on the Subdivision's behalf. They stated that they have a problem with the garbage service not picking up curbside debris. Trash pickup is Thursday, and yard debris pickup is supposed to be the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, but they are not picking it up. The citizens are paying for the pickup, and they expect it to be done. They feel like they are being taxed without representation. Any consideration that the Board can give will be highly appreciated. Mr. McKenzie stated that they had talked to Paul Schwindler, Public Works Director, about the issue, and a truck was there the next day to get it picked up. Mr. McKenzie stated that they were also promised that the roads will be paved when the new water lines are installed. Mr. Schwindler advised him that the paving will possibly be done in late spring of 2017. There are 82 trees that have to be removed before the paving can be completed. He has also talked to Advance Disposal, and they are going to start advising him of any yard debris placed in front of residences that is not in compliance with the size and shape restrictions. He has already had two special pickups this year, and he is asking the Board to consider two levels of service - one for urbanized neighborhoods which will carry a higher cost, and one for rural pickup at a lower cost. Chairman Walker thanked Mr. and Mrs. McKenzie for their presentation and advised that the Board would take their concerns under advisement. No action taken. (A copy of said Petition is attached to Page 367, Minutes Book I, for future reference.)

There being no further business to come before the Board at this Regular Meeting on this date, Commissioner Hill moved to adjourn at 8:02 p.m. Vice Chairman Moseley seconded the motion, and the motion carried unanimously.

Meeting adjourned.

October 11, 2016  
APPROVED:

PEACH COUNTY  
BOARD OF COMMISSIONERS

[Signature]  
CHAIRMAN

BY: [Signature]  
COUNTY ADMINISTRATOR

STATE OF GEORGIA  
COUNTY OF PEACH

AFFIDAVIT OF CHAIRMAN

Melvin E. Walker, Jr., Chairman of the Peach County Board of Commissioners, being duly sworn, states under oath that the following is true and accurate to the best of his knowledge and belief.

The Peach County Board of Commissioners met in a duly advertised meeting at 6:00 p.m., Tuesday, September 13, 2016.

During such meeting, the Board voted to go into closed session.

The Executive Session was called to order at 7:03 p.m.

The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law:

- (1) Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a county officer or employee as provided in O.C.G.A. §50-14-3(6).

This 11th day of October, 2016.

[Signature]  
Melvin E. Walker, Jr., Chairman  
Peach County Board of Commissioners

Sworn to and subscribed before me this 11<sup>th</sup> day of October, 2016.

[Signature]  
Notary Public  
My Commission Expires June 30, 2019