

**AGENDAS**  
**McDUFFIE COUNTY BOARD OF COMMISSIONERS' MEETING**  
**May 15, 2007, 6:30 PM, Grand Jury Room, McDuffie County Courthouse**

**PUBLIC INPUT**

**1. Speakers:**

**PUBLIC HEARING**  
**Updated**  
**Hotel/Motel Excise Tax Ordinance**

**PUBLIC HEARING**  
**Revised**  
**McDuffie County Subdivision Regulations**

**ZONING HEARING**

- 1. Hammock Oil Co. – Sign Variance – Washington Rd.**
- 2. Jones Oil Company – Conditional Use Approval – Wrens Rd.**
- 3. Ted Sprouse – Handicap Variance – Union Church Rd.**
- 4. Al Dempsey – Minimum Required Rd. Frontage – Quail Farm Rd.**

**COMMISSION MEETING**

**CALL TO ORDER & WELCOME**

**Chairman Newton**

**INVOCATION & PLEDGE OF ALLEGIANCE**

**APPROVALS**

**Minutes (Regular Mtg. 5-2-07)**  
**Agenda (Current)**

**INFORMATION & ANNOUNCEMENTS**

- 1. Presentation – “Sr. Citizen of the Year” Award (Chairman Newton)**
- 2. Announcement – Meeting, Communities of Opportunity with DCA Commissioner Mike Beatty, Friday, 5/18/07, 1 PM, Depot Annex.**
- 3. Announcement – Meeting of Comprehensive Planning Advisory Committee, Facilitated by RDC, Tuesday, May 22, 2007, 6:00 PM, Grand Jury Room.**

**OLD BUSINESS**

**None**

**NEW BUSINESS**

- 1. Planning Board Recommendations (Chairman Newton)**
- 2. Adoption of Updated Hotel/Motel Excise Tax Ordinance (Chairman Newton)**
- 3. Consideration and/or Adoption of Revised Subdivision Regulations (Chairman Newton)**
- 4. Proposed Temporary Reclassification of Vacant Clerk Position in Probate Court (Judge Burley)**
- 5. IT Policy Recommendations (Kelly Evans)**
- 6. Status Report of FY 2008 Budget Requests (Don Norton)**
- 7. Monthly Budget Report – April 2007 (Don Norton)**
- 8. Monthly Finance Report (Jimmy Whitaker)**

**EXECUTIVE SESSION**

**Topic of Discussion: Personnel**

**ADJOURNMENT**

The McDuffie County Board of Commissioners held a regular Commission Meeting Tuesday evening, May 15, 2007, 6:30 PM, Grand Jury Room, McDuffie County Courthouse.

**COMMISSIONERS PRESENT**

Charles G. Newton IV, Chairman  
Darrell Wester, Commissioner  
Rev. Fred Favors, Commissioner  
J. Robt. "Bob" Farr, Commissioner

**COUNTY REPRESENTATION**

Don Norton, County Manager  
Annette Finley, County Clerk  
Jimmy Whitaker, County Finance Director  
Fred Guerrant, Director, Planning Board  
Kelly Evans, Director, IT Department  
Bruce Tanner, County Fire Chief  
Steven Sewell, Fire Services/EMA  
Merlinda D'Antignac, Supv., Sr. Citizens

**ABSENT**

Sammie Wilson, Sr., Vice Chairman

**OTHERS IN ATTENDANCE**

Eight (8) Citizens Attended.

**MEDIA REPRESENTATION**

McDuffie Progress Newspaper  
McDuffie Mirror Newspaper

**PUBLIC INPUT**

**Speakers: Mr. Billy Wayne McCoy; Re: Moving Single Wide Mobile Home Within McDuffie County; Advised to seek "variance" through Planning Board.**

**Adjournment: 6:45 PM**

**PUBLIC HEARING**

**Hotel/Motel Excise Tax Ordinance**

Chairman Newton announced that this hearing was being held for the purpose of public input on the updated Hotel/Motel Excise Tax Ordinance and that there were no substantive changes involved with the Ordinance due to the fact that the old Ordinance is still in effect. However, the proposed updated Ordinance is a great deal more detailed and closely follows current state statutes. If adopted, would be effective July 1, 2007.

No public input was received.

The Hearing adjourned at 6:50 PM.

**PUBLIC HEARING**

**Revised**

**McDuffie County Subdivision Regulations**

Chairman Newton announced that this hearing was being held for the purpose of public input noting that the Subdivision Regulations were included within the Zoning Ordinance. At this time, the Subdivision Regulations' Ordinance will be removed from Zoning Ordinance entirely and will be coordinated with the City of Thomson's Subdivision Regulations.

Note was made that the Revised Subdivision Regulations are not final at this time and some changes are yet to be made. This matter will be taken up again at the Commission Work Session scheduled to be held on June 4, 2007.

Developer Tony Burnley asked about requirements for lighting, curbing and turn lanes into subdivisions. This will be addressed at the Work Session.

Citizens Mike Newsome and Henry Montgomery asked about sizes and numbers of lots in addition to house-price ranges within a subdivision.

Commissioner Wester asked that a clear and concise definition of a "subdivision" be included within the Revised Regulations.

Hearing adjourned at 7:05 PM.

## ZONING HEARING

Chairman Newton asked Fred Guerrant, Director, Planning Board, to present these issues.

1. **Hammock Oil Co. – Sign Variance – Washington Rd.**

Fred Guerrant reported that he had received an application from Mr. Danny Hammock requesting a variance in sign size and height for a proposed new box cabinet sign to be placed at the new Shell gas station located at 1965 Washington Road. New 12' x 13' sign would be located at the top of an existing steel sign frame to the right of the station. The current frame is approximately 61' high with a flat face sign displaying a red circle at the top. The new sign would take the place of the red circle and would have an overall height of 79' from common grade. Other signs in the area are Chevron 90', BP 65' and Love's 97'. The Planning Commission recommended approval of this request.

2. **Jones Oil Co. – Conditional Use Approval – Wrens Rd.**

Fred stated that he had received an application from Jones Oil Company, Wrens, GA, requesting conditional use approval for the relocation of their propane tank farm on Wire Road. He noted that DOT had notified Jones Oil of the impending construction on the East Bypass through their current location and that they will have to move. Jones Oil has acquired a new 2+ acre site approximately 600' east on Wire Road where they can relocate and is seeking permission to do so. State Fire Marshal's office has approved this site as well as County Fire Chief Bruce Tanner. The Planning Commission recommended approval of this request.

3. **Ted Sprouse – Handicap Variance – Union Church Rd.**

Fred summarized the application received from Mr. Ted Sprouse requesting a "handicap variance" on behalf of his son, Tim. Ted and his wife live on 6.03 acres located at 2005 Union Church Rd. Ted's son, Tim, is suffering from multiple physical conditions which requires that he live in close proximity to his parents who can help take care of him. This request is to be allowed to place a single-wide mobile home next to their residence. The Planning Commission recommended approval under the condition that should Tim cease to reside there for any reason, the unit is required to be removed.

4. **Al Dempsey – Minimum Required Road Frontage – Quail Farm Rd.**

Fred reported that he had received an application from Mr. Al Dempsey requesting a reduction in minimum road frontage for two proposed new parcels to be created off of Quail Farm Rd. Mr. Dempsey is in the process of purchasing 2 large tracts with frontage on Quail Farm Rd. from 2 larger tracts currently owned by Mr. Wayne Jones. Mr. Dempsey's son will build a new house on 1 of the lots with the other being used as pasture land for his horses. A family member is also purchasing two other adjoining lots. No action was taken on this matter.

Hearing adjourned at 7:20 PM.

## COMMISSION MEETING

### CALL TO ORDER

Chairman Newton called the meeting to order and welcomed everyone in attendance.

### INVOCATION & PLEDGE OF ALLEGIANCE

Reverend/Commissioner Fred Favors led the invocation which was followed by the Pledge of Allegiance.

### APPROVALS

#### Minutes (Regular Mtg. 5-2-07)

A motion to approve the minutes as written was made by Farr, seconded by Wester and passed unanimously.

**Agenda (Current)**

Commissioner Wester suggested that Items 7 & 8 be deleted from the current agenda in the interest of time. After discussion, a motion was made by Wester to approve the agenda with these changes, seconded by Farr and passed unanimously.

**INFORMATION & ANNOUNCEMENTS**

1. **Presentation – “Sr. Citizen of the Year” Award:** Chairman Newton announced that Mr. Thomas Watson Brown Sr. had been chosen as the “Sr. Citizen of the Year” by the Selection Committee of Leisure Services. A Proclamation in his honor was presented to him and is copied below as a part of these minutes.

Mr. Tad Brown accepted the Proclamation on behalf of his deceased father and Ms. Merlinda D’Antignac, Supervisor of Sr. Citizens, presented a plaque to Mr. T. Brown in Thomas Watson Brown Sr.’s his honor proclaiming him as the “Sr. Citizen of the Year 2007”.

2. **Announcement** – A Meeting of the Communities of Opportunity with DCA Commission Mike Beatty, Friday, May 18, 2007, 1 PM, to be held at the Depot Annex.
3. **Announcement** – Meeting, Comprehensive Planning Advisory Committee, Facilitated by RDC, Tuesday, May 22, 2007, 6:00 PM, Grand Jury Room.

**OLD BUSINESS**

None

**NEW BUSINESS**

1. **Planning Board Recommendations:** Chairman Newton reviewed the 4 requests heard early during the Zoning Hearing and asked for action on the matters.

a. **Hammock Oil Company – Sign Variance – Washington Rd.**

A motion to uphold the Planning Commission’s recommendation and approve this sign variance request was made by Wester, seconded by Farr and passed unanimously.

b. **Jones Oil Company – Conditional Use Approval – Wrens Rd.**

A motion to approve this conditional use for the relocation of their propane tank farm on Wire Road was made by Wester, seconded by Favors; at this time. Chairman Newton recommended some type of “buffering” around the tank farm and was informed that a chain link fence would be added for security reasons however his suggestion would definitely be taken into consideration for the church on Wire Road.

c. **Ted Sprouse – Handicap Variance – Union Church Rd.**

A motion to approve this request was made by Farr, seconded by Favors and passed unanimously.

d. **Al Dempsey – Minimum Required Rd. Frontage – Quail Farm Rd.**

A motion to deny the processing of this request was made by Favors since further action was no longer needed, , seconded by Farr and passed unanimously.

2. **Adoption of Updated Hotel/Motel Excise Tax Ordinance:** Chairman Newton stated that the Updated Hotel/Motel Excise Tax Ordinance had been presented at an earlier Public Hearing and received no public comment as to its contents and purpose. He recommended its adoption for codification and entering into the records of McDuffie County. This Ordinance is copied below and made a part of these minutes and shall become effective July 1, 2007:

A motion to approve the adoption of this Ordinance was made by Wester, seconded by Favors and passed unanimously.

3. **Consideration and/or Adoption of Revised Subdivision Regulations:** Chairman Newton recommended that this item be “postponed” to the Commission Work Session scheduled for June 4, 2007 with “action” being postponed at least until the regular Commission Meeting scheduled for June 6, 2007. A motion to approve this recommendation was made by Farr, seconded by Favors and passed unanimously.
  
4. **Proposed Temporary Reclassification of Vacant Clerk Position in Probate Court:**

Chairman Newton asked Probate Judge Valerie Burley to address this matter.

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Judge Burley stated that her department was in dire need of extra help and recommended that the Board of Commissioners approve her request to hire a temporary part-time person, Grade 9, Step A, with funds from her general departmental income. This is due to the extra volume of work generated in this office since Judge Wells retired and is creating undue stress on her and the other clerk in the office. After discussion, Chairman Newton recommended that a temporary part-time person be hired to help alleviate some of the workload in that department. By hiring a temporary part-time person, and using a portion of the currently budget full-time position, the full-time position would still be available in the future, if so desired. A motion to approve this recommendation was made by Wester, seconded by Farr and passed unanimously.

5. **IT Policy Recommendations:** Chairman Newton asked Kelly Evans, Director of the IT Department, to address this matter.

Kelly summarized the following 3 policy changes within the IT Department jurisdiction:

- a. **Security & Confidentiality Policy:** It is the recommendation of the GCIC guidance for the IT Department audits and the GCIC auditor Donna McIntyre that we have a security and confidentiality policy in place for all information technology personnel, interns, contractors, and consultants.
- b. **VPN Usage and Access Policy:** The addition of the wireless network requires McDuffie County and the City of Thomson to establish a policy which clearly articulates the parameters for use of the city-county network through a virtual private connection.
- c. **Wireless Network Usage and Access Policy:** The addition of the wireless network requires McDuffie County and the City of Thomson to establish a policy which clearly articulates the parameters for use of the city-county network through a wireless connection.

After discussion, Chairman Newton recommended the adoption of the 3 policies, i.e. Security & Confidentiality Policy, the VPN Usage & Access Policy, and the Wireless Network Usage & Access Policy. A motion to approve this recommendation was made by Favors, seconded by Wester and passed unanimously.

6. **Status Report of FY 2008 Budget Requests:** Chairman Newton asked County Manager Don Norton to present this matter.

Don reported that 2008 budget preparations are being made however several departments have not submitted their 2008 budget requests and asked for the Board's opinion on the matter. He was asked for another report on this matter at the next Commission Meeting. At that time, if requests have still not come in, corrective action would be suggested.

- 7 & 8. **Deleted from Agenda.**

At this time, Chairman Newton asked for an Executive Session to discuss personnel and the media was told that there would be no "action" taken after the meeting. A motion to enter into an Executive Session was made by Farr, seconded by Favors and passed unanimously.

#### EXECUTIVE SESSION

Topic of discussion: Personnel

After the Executive Session, a motion to resume the regular Commission Meeting was made by Farr, seconded by Favors and passed unanimously.

**No action was required or taken.**

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**ADJOURNMENT**

**There being no further business to come before the Board at this time, a motion to adjourn was made by Farr, seconded by Favors and passed unanimously.**

**McDUFFIE COUNTY BOARD OF COMMISSIONERS**

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**Charles G. Newton IV, Chairman**

**ATTEST:**

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**Annette Finley, County Clerk**