

AGENDAS
McDUFFIE COUNTY BOARD OF COMMISSIONERS' MEETING
November 20, 2007, 6:30 PM, Grand Jury Room, McDuffie County Courthouse

PUBLIC INPUT

1. **Speakers:**
Adjournment

ZONING HEARING

1. **George Hayes, Conditional Use Review, Goett Road**
Adjournment

COMMISSION MEETING

CALL TO ORDER & WELCOME

Chairman Newton

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVALS

Minutes (Regular Mtgs. 10/16 & 11/7/07 – Postponed to 12-5-07 Reg. Mtg.)
Agenda (Current)

INFORMATION & ANNOUNCEMENTS

1. **Discussion: Recent Air Conditioner Thefts (Don Norton)**
2. **Discuss Overnight Parking of “Outside Ambulance” (Bruce Tanner)**

OLD BUSINESS

1. **Presentation: Baird & Company, 2006 Annual Report (Butch Whiddon)**

NEW BUSINESS

1. **Planning Board Recommendations (Chairman Newton)**
2. **Resolution: Award Water System Expansion Construction Contracts (Chairman Newton)**
3. **Discussion: RDC - Possible 2008 CDBG/CHIP Projects (Chairman Newton)**
4. **Proposed City of Thomson Annexation – Greater Hayes Line Area (Chairman Newton)**
5. **Employee Health Benefit Plan for 2008 (Don Norton)**
6. **Recommendation for Replacement of EMS Substation located in Dearing (Don Norton)**
7. **Budget Amendment Request – Solid Waste (Don Clauson)**
8. **Sect. 5311 Public Transportation Authorizing Resolution & Application, 2009 (Bob Howard)**
9. **Bid Award – Custodial Services for Recreation Dept. (Bob Howard)**
10. **Monthly Budget Report (Don Norton)**
11. **Monthly Financial Report (Jimmy Whitaker)**

EXECUTIVE SESSION

Personnel

ADJOURNMENT

The McDuffie County Board of Commissioners held a regular Commission Meeting, Tuesday evening, November 20, 2007, 6:30 PM, Grand Jury Room, McDuffie County.

COMMISSIONERS PRESENT

Charles G. Newton IV, Chairman
Sammie Wilson Sr., Vice Chairman
Darrell Wester, Commissioner
Rev. Frederick Favors, Commissioner
J. Robt. "Bob" Farr, Commissioner

COUNTY REPRESENTATION

Don Norton, County Manager
Ruthie Thomas, HR Coordinator
For County Clerk
Fred Guerrant, Director, Planning Board
Bob Howard, Director, Recreation, Leisure Svs.
& Transportation
Jimmy Whitaker, County Finance Director
Bruce Tanner, County Fire Chief
Tim Edwards, Director, EMS Services
Kelly Evans, Director, IT Department

MEDIA REPRESENTATION

WTHO Radio Station
McDuffie Mirror Newspaper
McDuffie Progress Newspaper

PUBLIC INPUT

Speakers: None
Adjournment: 6:30 PM

ZONING HEARING

1. Georgia Hayes, Conditional Use Review, GOETT Road.

Chairman Newton asked Fred Guerrant, Director of the Planning Board to address this issue.

Fred stated that he had received an application requesting a Conditional Use Review for the placement of an office building on Goett Road noting that Mr. Hayes is requesting permission to construct a 2,400 sq. ft. steel office building for his trucking firm. The proposed location is on the south side of Goett Road approximately 550' north of its intersection with Bowdens Pond Road. Mr. Hayes stated that he and eight additional office staff run a Lease-Owner/Operator trucking firm, all contact with his drivers is made by long-distance and has assured the Planning Commission that no trucks would be coming to the office site. The site will be used as an office with no trucks coming to the site for truck maintenance or truck/trailer storage. Mr. Hayes committed to keeping the natural tree buffer and only remove enough trees from the site to construct the steel building and clear a parking area. This buffer is required by the Planning Commission in anticipation of the creation of additional residential lots by the adjoining Huff property. Also, it was requested by the Planning Commission that Mr. Hayes move the site of the building to the next lot north of the proposed site; this was agreed upon. F. Guerrant reported no public comment regarding the application. A recommendation for "conditional approval" was made by the Planning Commission with the following stipulations:

- 1) the office not be larger than the 2,400 sq. ft.
- 2) that only enough area for the building and parking area be cleared
- 3) the building be sited on the next lot north of the westernmost lot owned by Hayes

Mr. Hayes agreed to the above stipulations.

Hearing adjourned at 6:45 PM.

COMMISSION MEETING

CALL TO ORDER

Chairman Newton announced that a quorum was present, called the meeting to order and welcomed everyone in attendance.

INVOCATION & PLEDGE OF ALLEGIANCE

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

APPROVALS

Minutes (Regular Mtg. 10/16/07)

Chairman Newton announced that due to the Clerk's absence as a result of an injury, the minutes will have to be postponed again but will be done as soon as possible.

Agenda (Current)

A motion to approve the current agenda without changes was made by Farr, seconded by Wilson and passed unanimously.

INFORMATION & ANNOUNCEMENTS

1. **Recent Air-conditioner Thefts:** Don Norton explained details of two thefts involving 2 air-conditioner units at the Mental Health Center, Greenway Street, and 4 air-conditioner units at the Human Development Center on Whiteoak Rd. Claims have been filed with the insurance company. The County Sheriff and the GBI are investigating these matters and prosecution of these thieves will be forthcoming when they are caught.
2. **Overnight Parking of "Outside Ambulance":** Bruce Tanner reported that a "Capital City" ambulance had been parking at Fire Station 1 which had brought about some concern. Bruce stated that he had allowed them to park at the station as a "courtesy" only and EMS Director Tim Edwards pointed out that they could not respond to any 911 calls, they can only respond to non-emergency calls (nursing homes patients going to doctor's office, etc.). They are not allowed to respond to any 911 calls since they are not "zoned" to do so by the EMS Council. It was pointed out that Capital City is a private ambulance service. Bruce was advised that he should relay to Capital City Ambulance Service that they could not park at the county fire station and they will have to move their vehicle to the Nursing Home or wherever they are awaiting calls for business.

OLD BUSINESS

1. **Presentation-Baird & Company, 2006 Annual Audit:** Chairman Newton asked Butch Whiddon of Baird & Company to present this report.

B. Whiddon stated that a independent auditors' report had been made of McDuffie County's financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of McDuffie County as of and for the year ending December 31, 2006.

After discussion, the Annual Financial Report of McDuffie County for the Year ending December 31, 2006 was accepted as presented with a motion made by Wilson, seconded by Farr and passed unanimously.

NEW BUSINESS

1. **Planning Board Recommendations:**
 - a. George Hayes – Conditional Use Review, Goett Road

Chairman Newton reviewed the issue heard earlier in the Zoning Hearing and asked the Board for action on the matter.

A motion was made by Wester to approve and uphold the Planning Commission's recommendation with the following stipulations:

- 1) the office not be larger than the 2,400 sq. ft.
- 2) only enough area for the building & parking area be cleared
- 3) the building be sited on the next lot north of the westernmost lot owned by Mr. Hayes.

motion was seconded by Farr and passed unanimously.

2. **Resolution – Award Water System Expansion Construction Contract:**
Chairman Newton presented construction contracts along with a Resolution to award Contracts 1 and 2 for the Water System improvements project. The Resolution authorized the chairman and county manager to sign appropriate documents for project implementation. The Project Manager, Wm. L. Crowder of Precision Planning, submitted the contracts for water lines, case bores, fire hydrants, valves, service connections and other miscellaneous appurtenances.

Note was made of both bids coming in “under budget”, coverage area is that of Southeast McDuffie County rural area near Dearing, construction to consist of 72 miles of water lines and financed by the USDA with a grant-loan (\$2,700,000.00 grant, \$4,000,000.00 loan). USDA originally approved construction budget funds for this project in the amount of \$7,311,000 plus an additional \$444,450 from DCA, thru the CDBG program for a total construction amount of \$7,655,530.

Since the County's Engineering firm, Precision Planning, recommended 2 contracts and two separate firms, the best bid received is that of Mid-South Builders, Inc., Lithonia, GA in the amount of \$3,465,876 for Contract 1 and Sweetgrass, Inc., Carrollton, GA in the amount of \$2,860,700.39 for Contract 2. A copy of the bid tabulation and reference review information for Contract No. 2 and No. 2 is on file in the Commission Office.

A copy of the Resolution is copied below and made a part of these minutes:

After discussion, a motion was made by Wester to award the contracts to the low bidders. Chairman Newton pointed out and reminded Wester that these bids did not represent the low bids but rather the “best” bids as recommended by Precision Planning. Wester withdrew his motion at this time.

After additional discussion, a second motion was made by Wilson to approve the recommendations and adopt the Resolution for the Water System Improvements Project authorizing the chairman and county manager to sign appropriate documents for project implementation and awarding Contract 1 to Mid-South Builders, Inc., in the amount of \$3,465,876.00, Contract 2 to Sweetgrass, Inc., in the amount of \$2,860,700.39; motion was seconded by Farr and passed unanimously.

3. **Discussion – RDC, Possible 2008 CDBG/CHIP Projects:** County Manager Don Norton reported the RDC is currently preparing for the 2008 round of CDBG applications which are due on Tuesday, April 1, 2008 along with the CHIP funds which come by a formulated allocation through HOME Investment Partnerships Act. The CSRA RDC is asking that if McDuffie is interested in their grant-writing services, a signed agreement be executed and returned to them by December 14 for potential projects in this community. Chairman Newton advised there had been some discussion as to the expansion of the Sr. Citizens Center as well as several other county buildings, but no interest in RDC grant-writing services was indicated at this time. No action was therefore needed.

4. **Proposed City of Thomson Annexation – Greater Hayes Line Area:** Chairman Newton announced that he had received a notice from City of Thomson regarding the annexation of two parcels of land located in the Hayes Line area of approximately 130 acres. The property was recently purchased by Knox Enterprises and has a current zoning classification as R-2 and I-2. The city has plans to bring this property into the City with a residential classification of R1-A.

After discussion, there was no objection noted nor action taken on the matter at this time.

5. **Employee Health Benefit Plan for 2008:** Chairman Newton asked County Manager Don Norton to present this matter.

Don presented an Executive Summary for the McDuffie County Employee Health Benefits. The summary and alternatives outlined in the proposal submitted by Al Sherling, Insurance Consultant, is copied below and made a part of these minutes.

After discussion, a motion was made by Farr to approve the Taylor Benefit Resource proposal with no benefit changes; motion was seconded by Wilson and passed unanimously.

6. **Recommendation for Replacement of EMS Substation located in Dearing:** Chairman Newton asked County Manager Don Norton to address this matter.

Don stated that Time Edwards, Director of the McDuffie County EMS, is Requesting that the current mobile home EMS substation in Dearing be replaced. The station was purchased in 1987 and is beyond repair. There is severe water and structural damage to the facility as well as mold and mildew present in the building.

Don reported that funds for this expenditure could be realized from an EMS allocation of \$90,000 of which only \$61,595 for an ambulance remount is being used leaving a balance of \$27,405 in SPLOST funds. An additional \$1,795 would be needed to purchase a single wide mobile home. This \$1,795 could come from the 2008 EMS allocated SPLOST money.

After discussion a motion to postpone this matter until the December 5, 2007 Commission Meeting was made by Farr, seconded by Wilson and passed unanimously.

7. **Budget Amendment Request – Solid Waste:** Chairman Newton asked Don Clauson, Director of Solid Waste, to address this matter.

Don stated that during 2007, they had received 900= tons of waste for which no revenue was received, i.e. tornado, roadside clean-ups and two (2) Trash Amnesty Days. At this time, a budget amendment in the amount of \$115,566 with funds coming from contingency, is needed which will allow for the solid waste budget to balance and offset the cost of the additional workload and shipping of the waste for 2007. A fair amount of this shortfall was offset by FEMA/GEMA tornado relief deposited in the General Fund Revenue Account.

After discussion, a motion was made to approve this budget amendment request in the amount of \$115,566 with funds coming from contingency was made by Wester, seconded by Farr.

8. **Section 5311 Public Transportation Authorizing Resolution & Application 2009:** Chairman Newton asked Bob Howard, Director of Recreation, Leisure Services and Rural Transportation, to address this matter.

Bob stated that he was seeking the approval to submit an application and to move forward with the application process for funding FY 2009; funds which are federally funded and are administered through the Department of Transportation. Also, he submitted a Resolution authorizing the filing of an application with the Georgia Department of Transportation in conjunction with the Federal Transit Administration to grant to non-urbanized areas for transportation projects. This Resolution is copied below and made a part of these minutes:

After discussion, a motion was made by Favors to approve the application process and to adopt the Resolution for the FY 2009 Funding; motion was seconded by Wilson and passed unanimously.

9. **Bid Award – Custodial Services for the Recreation Department:** Chairman Newton asked Bob Howard, Director of Recreation, Leisure Services and Rural Transportation, to present this matter.

Bob presented the results from a bid opening for the custodial services for the Recreation Department held on October 26, 2007. Three bids with their respective quotes are listed below and made a part of these minutes:

RECREATION CUSTODIAL SERVICES BID OPENING
October 16, 1007

Vendor	Quote
Blessed Assurance Cleaning Service PO Box 2062 Thomson, GA 30824	\$1100.00/Mo.
J&S Cleaning Service 222 Ballard Rd. Thomson, GA 30824	\$2400.00/Mo.
Jan-Pro Cleaning System (of Southeast GA)	\$3365.60/Mo.

After discussion, a motion was made by Wester not to accept any of the bids and to allow Bob Howard to negotiate with the low bidder in order to best serve McDuffie County; motion was seconded by Favors and passed unanimously

10. Monthly Budget Report – October 2007: Chairman Newton asked County Manager, Don Norton, to present this report..

Don reported that as of October 31, 2007 with 83.3% of the year lapsed, the County had collected \$8,794,695.27 or 71.3% of the projected YTD General Fund Revenue. Wit 83.3% of the year lapsed, the YTD General Fund Expenditures were \$9,415,453.79 or 76.4%.

11. Monthly Financial Report – October 2007: County Finance Director, Jimmy Whitaker, presented reports on all bank accounts showing a grand total of \$11,690,613.03 as of October 31, 2007; Hotel/Motel Report reflects a YTD \$192,315.78 or 7.58% increase from 2006 on the same date; Local Option Sales Tax Collections YTD are at \$2,049,567.70 or an overall increase of 1.18% from 2006 on the same date; and, SPLOST IV Revenue/Expenditure Report with a total program revenue of \$12,709,996, expenditures of \$8,001,019 leaving an available balance of \$4,708,977, plus \$419,980 earned interest.

At this time, Chairman Newton asked for an Executive Session to discuss personnel. A motion to enter into an Executive Session to discuss personnel was made by Farr, seconded by Wilson and passed unanimously.

EXECUTIVE SESSION

Topic of Discussion:	Personnel
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At the end of the Executive Session, a motion to resume the regular Commission Meeting was made by Farr, seconded by Wilson and passed unanimously.

ADJOURNMENT

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

McDUFFIE C OUNTY BOARD OF COMMISSIONERS

Charles G. Newton IV, Chairman

ATTEST:

**Ruthie Thomas, HR Coordinator
For County Clerk**