

WORK SESSION  
Peach County Board of Commissioners  
5:00 p.m., Tuesday, October 4, 2016

The Peach County Board of Commissioners held its regular monthly work session at 5:00 p.m., Tuesday, October 4, 2016, in Commission Chambers at 213 Persons Street, Fort Valley, Georgia, with all Commissioners 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 October 11, 2016, as follows:

1. Vera Jones – Concerned Citizen – Rural Grant Availability
2. Jeralean Walker – Concerned Citizen
3. Jeff Doles – Fire/EMA – Emergency Evacuation Shelter Initiative Memorandum of Understanding
4. Alfonzo Ford – EMS
  - a. Request to Reclassify Position
  - b. Budget Transfer
5. LaTonia Ages – Requested Contribution for 1<sup>st</sup> Saturday Event
6. Jann Culpepper – Clean Community – Request to Accept Donation of 1-4 Rear Loading Steel Bin
7. April Hodges – Assistant County Clerk – Update on County Marketing Contribution
8. Commissioner Walter Smith – Cameras & Lighting at Public Works
9. W. L. Brown – Tax Commissioner – Budget Amendment
10. Proclamation – Dr. Paul Jones Inauguration
11. Michaela Jones, Assistant Finance Director – Budget Amendments FY2016 Closeout
12. Public Works – Paul Schwindler
  - a. Proposal – Crushed Concrete at Old Byron Concrete Plant
  - b. Budget Transfer – Uncompleted Projects from FY2016 to FY2017
  - c. Due Diligence Reports for Hunt Primary School Gymnasium and Auditorium
  - d. Requested Budget Transfer from Contingency to Fund Temporary Worker in Public Buildings
  - e. Triple Point Engineering – SWPCSS – Funding for Meeting Presentation, Easements, and Deed Work
  - f. Funding Approval – Contract Labor – Public Buildings
  - g. Funding Approval – Contract Labor – Roads
  - h. Approval – Chairman to Sign Offer Letter for Barrow Road and Lakeside Drive Easements
  - i. Cost Proposals – Triple Point Engineering – Deed and Easement Preparation Sharon Road and Preston Road
  - j. Labor Ready Name Change Acknowledgement Form
13. Additional Items To Be Placed on Regular Meeting Agenda
  - a. Public Hearings - 6:30 p.m. – Rezoning Request – Judge Varner
  - b. Appearances - Mr. Harry Ross – Concerned Citizen
  - c. New Business - David Parrish – Recreation – Preliminary Plan for Location of New Trails at South Peach Park
14. Setting Meeting Agenda & Consent Agenda for Regular Meeting on October 11, 2016.

The work session adjourned at 7:02 p.m.

  
COUNTY ADMINISTRATOR      10-5-2016  
Date

PEACH COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING OCTOBER 11, 2016

The Peach County Board of Commissioners held its regular meeting at 6:00 p.m., Tuesday, October 11, 2016, in Commission Chambers at 213 Persons Street, Fort Valley, Georgia, with all members in attendance. Chairman Walker called the meeting to order, and Vice Chairman Moseley opened with prayer. Chairman Walker led the Pledge of Allegiance to the Flag and welcomed those present.

CONSENT AGENDA – October 11, 2016:

1. Emergency Evacuation Shelter Initiative Memorandum of Understanding - Jeff Doles - Fire/EMA: Jeff Doles, Fire Chief/EMA Director, has provided the Board of Commissioners with a four year Memorandum of Understanding/Agreement renewal effective September 15, 2016, from the Georgia Emergency Management Agency (GEMA) which specifies the responsibilities of Peach County and GEMA pursuant to the grant funding from the Fiscal Year 2012 EMPG Program to support the all-hazards emergency management mission by GEMA, which provides Peach County emergency evacuation shelter equipment and other items. Jeff Doles has advised that this Agreement is identical to the Agreement approved in 2015.

ACTION REQUESTED: To approve the four year Memorandum of Understanding/ Agreement renewal effective September 15, 2016, between Peach County and the Georgia Emergency Management Agency specifying the responsibilities of the parties pursuant to Peach County's grant award through the 2012 EMPG Program, 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 500, Minutes Book J, for future reference.)*

2. Classification of Advanced Emergency Medical Technician Position - EMS: Alfonzo Ford, EMS Director, has advised that the advertised Paramedic vacancy has been filled by Mr. Jonathan Campbell, a Certified Advanced EMT. There is no separate pay level classification for an Advanced EMT on the County's pay scale to compensate an employee for attaining this additional certification level which requires training over and above that of the Emergency Medical Technician-Intermediate certification. However, the Advanced EMT certification does not require as high a level of training as the Paramedic certification. Since the new Advanced EMT certification is more closely tied to the EMT-Intermediate certification, Director Ford has requested allowing persons who have attained the additional Advanced EMT certification to receive a one step increase on Pay Level 14S, the current pay level for EMT-Intermediate. If approved, this would mean that Mr. Campbell's beginning level of pay would be Pay Level and Step 14S-3(B) instead of 14S-2(A).

ACTION REQUESTED: To approve the request from Alfonzo Ford, EMS Director, to authorize persons attaining the Advanced Emergency Medical Technician certification to receive a one step increase on Pay Level 14S to compensate them for this added level of certification.

3. Budget Transfer - EMS: Alfonzo Ford, EMS Director, has requested the following internal budget transfer to cover overages in the EMS FY2016 Budget for education and training:

<u>Budget Transfer – General Fund – FY2016 - EMS</u>			
100.5.3600.53.1718	From:	Medical Supplies	<u>\$ 278</u>
100.5.3600.52.3700	To:	Education & Training	<u>\$ 278</u>

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

4. Donation Acceptance - Clean Community: Jann Culpepper, Clean Community Director, has advised that Schuster Enterprises, Inc. has provided a letter stating that they want to donate one (1) each four (4) yard rear loading steel bin with plastic lid to Peach County to be used specifically by Keep Peach County Clean and Beautiful. Ms. Culpepper has recommended that the Board accept the donation as presented.

ACTION REQUESTED: To approve the recommendation from Jann Culpepper, Clean Community Director, to accept the donation of (1) one each four (4) yard rear loading steel bin with plastic lid from Schuster Enterprises, Inc. to be used specifically by Keep Peach County Clean and Beautiful.

5. Budget Amendment - Tax Commissioner: W.L. Brown, Tax Commissioner, has advised that the original estimated amount to purchase a copier with sufficient technology to meet the needs of the Tax Commissioner's Office has increased. Mr. Brown has requested a budget amendment to increase the original appropriation in the 1994 SPLOST Fund for this purpose from \$1,000.00 to \$2,000.00 to purchase the 4-in-1 copier he has located that will meet their operational needs, as follows:

<u>Budget Amendment - 1994 SPLOST Fund 321 - FY2017 – Tax Commissioner</u>			
321.5.1599.57.9000	From:	Contingency	\$ 1,000
321.5.1599.53.1600	To:	Small Equipment	\$ 1,000

**ACTION REQUESTED:** To approve the above stated budget amendment in the 1994 SPLOST Fund as requested by W.L. Brown, Tax Commissioner, to purchase a 4-in-1 copier at a cost of \$2,000.00.

6. **Proclamation - Dr. Paul Jones:** Chairman Walker has requested that the Board approve a Proclamation to present to Dr. Paul Jones, congratulating him on his Inauguration as the Fort Valley State University's 10<sup>th</sup> President and to proclaim October 7, 2016, as President Paul Jones Day in Peach County, Georgia.

**ACTION REQUESTED:** To approve the request from Chairman Walker to approve a Proclamation to Dr. Paul Jones proclaiming October 7, 2016, as "President Paul Jones Day" in Peach County, Georgia, and to authorize the Chairman to sign the Proclamation honoring Dr. Jones on behalf of the Board of Commissioners. *(A copy of said Proclamation is attached to Page 499, Minutes Book J, for future reference.)*

7. **Budget Amendments – FY2016 Closeout Process:** Michaela Jones, Assistant Finance Director, has requested the following budget amendments to begin the process of closing out the benefits recorded in Division 1540 to individual departments as part of the closeout process for the FY2016 General Fund Budget, as follows:

#1	<u>Budget Amendment - General Fund - FY2016 - Human Resources - Christmas Checks</u>		
100.5.1540.51.1100	From:	Salaries - Regular	\$ 11,210
100.5.1599.57.9000	From:	Contingency	\$ 787
			<u>\$ 11,997</u>
100.5.1110.51.1100	To:	Commissioners' Office - Salaries - Regular	\$ 433
100.5.1110.51.1500	To:	Commissioners' Office - Salaries - Elected	\$ 271
100.5.1400.51.1100	To:	Elections - Salaries - Regular	\$ 54
100.5.1545.51.1100	To:	Tax Commissioner - Salaries - Regular	\$ 217
100.5.1545.51.1500	To:	Tax Commissioner - Salaries - Elected	\$ 211
100.5.1550.51.1100	To:	Tax Assessors' Office - Salaries - Regular	\$ 325
100.5.1565.51.1100	To:	Public Buildings - Salaries - Regular	\$ 379
100.5.2180.51.1100	To:	Clerk of Superior Court - Salaries - Regular	\$ 162
100.5.2180.51.1500	To:	Clerk of Superior Court - Salaries - Elected	\$ 253
100.5.2200.51.1100	To:	District Attorney's Office - Salaries - Regular	\$ 108
100.5.2210.51.1100	To:	Victim Assistance - Salaries - Regular	\$ 108
100.5.2400.51.1100	To:	Magistrate Court - Salaries - Regular	\$ 217
100.5.2400.51.1500	To:	Magistrate Court - Salaries - Elected	\$ 227
100.5.2450.51.1100	To:	Probate Court - Salaries - Regular	\$ 217
100.5.2450.51.1500	To:	Probate Court - Salaries - Elected	\$ 54
100.5.2600.51.1100	To:	Juvenile Court - Salaries - Regular	\$ 108
100.5.3300.51.1100	To:	Sheriff - Salaries - Regular	\$ 1,625
100.5.3300.51.1500	To:	Sheriff - Salaries - Elected	\$ 238
100.5.3326.51.1100	To:	Sheriff/Jail - Salaries - Regular	\$ 1,625
100.5.3345.51.1100	To:	Sheriff - Drug Education - Salaries - Regular	\$ 54
100.5.3500.51.1100	To:	Fire - Salaries - Regular	\$ 650
100.5.3600.51.1100	To:	EMS - Salaries - Regular	\$ 975
100.5.3700.51.1500	To:	Coroner - Salaries - Elected	\$ 779
100.5.3800.51.1100	To:	E911 - Salaries - Regular	\$ 921
100.5.3920.51.1100	To:	EMA - Salaries - Regular	\$ 54
100.5.3920.51.1600	To:	EMA - Salaries - Appointed	\$ 54
100.5.4000.51.1100	To:	Public Works - Salaries - Regular	\$ 162
100.5.4220.51.1100	To:	Roads - Salaries - Regular	\$ 650
540.5.4450.51.1100	To:	Stormwater - Salaries - Regular	\$ 54
540.5.4540.51.1100	To:	Clean Community - Salaries - Regular	\$ 217
100.5.5500.51.1100	To:	Community Services - Salaries - Regular	\$ 54
100.5.6100.51.1100	To:	Recreation - Salaries - Regular	\$ 217
100.5.7131.51.1100	To:	Cooperative Extension - Salaries - Regular	\$ 162
100.5.7400.51.1100	To:	Code Enforcement - Salaries - Regular	\$ 162
			<u>\$ 11,997</u>

#2	<u>Budget Amendment - General Fund - FY2016 - Human Resources - Workers' Compensation</u>		
100.5.1540.51.2700	From:	Workers' Compensation	\$ 255,952
100.5.1110.51.2700	To:	Commissioners' Office	\$ 4,667
100.5.1400.51.2700	To:	Elections	\$ 740
100.5.1510.51.2700	To:	Board of Equalization	\$ 6
100.5.1545.51.2700	To:	Tax Commissioner	\$ 1,506
100.5.1550.51.2700	To:	Tax Assessors' Office	\$ 6,806
100.5.1555.51.2700	To:	Risk Management	\$ 64
100.5.1565.51.2700	To:	Public Buildings	\$ 6,380
100.5.2150.51.2700	To:	Superior Court	\$ 336
100.5.2180.51.2700	To:	Clerk of Superior Court	\$ 1,561
100.5.2200.51.2700	To:	District Attorney's Office	\$ 502

100.5.2210.51.2700	To: Victim Assistance	\$ 545
100.5.2400.51.2700	To: Magistrate Court	\$ 1,412
100.5.2450.51.2700	To: Probate Court	\$ 1,593
100.5.2600.51.2700	To: Juvenile Court	\$ 330
100.5.3300.51.2700	To: Sheriff	\$ 52,868
100.5.3326.51.2700	To: Sheriff/Jail	\$ 39,154
100.5.3345.51.2700	To: Sheriff/Drug Rehab	\$ 1,921
100.5.3500.51.2700	To: Fire Department	\$ 21,519
100.5.3600.51.2700	To: EMS	\$ 35,291
100.5.3700.51.2700	To: Coroner	\$ 18
100.5.3800.51.2700	To: E911	\$ 5,156
100.5.3920.51.2700	To: EMA/OHS	\$ 545
100.5.4000.51.2700	To: Public Works	\$ 3,852
100.5.4220.51.2700	To: Roads	\$ 31,875
100.5.5500.51.2700	To: Community Services	\$ 1,086
100.5.6100.51.2700	To: Recreation	\$ 6,656
100.5.7131.51.2700	To: Cooperative Extension	\$ 308
100.5.7400.51.2700	To: Code Enforcement	\$ 2,874
100.5.1599.57.9000	To: Contingency	\$ 26,381
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		\$ 255,952

#3 Budget Transfer - General Fund - FY2016 - Human Resources - Retirement

100.5.1540.51.2400	From: Retirement	\$ 500,000
100.5.1110.51.2400	To: Commissioners' Office	\$ 37,037
100.5.1400.51.2400	To: Elections	\$ 5,291
100.5.1545.51.2400	To: Tax Commissioner	\$ 10,582
100.5.1550.51.2400	To: Tax Assessors' Office	\$ 18,519
100.5.1565.51.2400	To: Public Buildings	\$ 21,164
100.5.2180.51.2400	To: Clerk of Superior Court	\$ 7,937
100.5.2200.51.2400	To: District Attorney's Office	\$ 2,646
100.5.2210.51.2400	To: Victim Assistance	\$ 2,646
100.5.2400.51.2400	To: Magistrate Court	\$ 10,582
100.5.2450.51.2400	To: Probate Court	\$ 10,582
100.5.2600.51.2400	To: Juvenile Court	\$ 5,291
100.5.3300.51.2400	To: Sheriff	\$ 84,656
100.5.3326.51.2400	To: Sheriff/Jail	\$ 82,011
100.5.3345.51.2400	To: Sheriff/Drug Rehab	\$ 2,646
100.5.3500.51.2400	To: Fire Department	\$ 31,746
100.5.3600.51.2400	To: EMS	\$ 47,619
100.5.3800.51.2400	To: E911	\$ 47,619
100.5.3920.51.2400	To: EMA/OHS	\$ 2,646
100.5.4000.51.2400	To: Public Works	\$ 7,937
100.5.4220.51.2400	To: Roads	\$ 31,746
100.5.5500.51.2400	To: Community Services	\$ 2,646
100.5.6100.51.2400	To: Recreation	\$ 10,582
100.5.7400.51.2400	To: Code Enforcement	\$ 7,937
100.5.1599.57.9000	To: Contingency	\$ 7,932
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		\$ 500,000

**ACTION REQUESTED:** To approve the above stated budget amendments as recommended by Michaela Jones, Assistant Finance Director, to begin the process of closing out the benefits recorded in Division 1540 to individual departments as part of the closeout process for the FY2016 General Fund Budget.

8. **Budget Amendments To Move Incomplete FY2016 Projects to FY2017 - Public Buildings:** Paul Schwindler, Public Works Director, has advised that certain projects budgeted in the FY2016 Budget for Public Buildings have not yet been completed due to staff shortages and various delays. Because the need to complete these projects is still a high priority, Mr. Schwindler has asked that these projects be re-appropriated in the FY2017 Budget. If approved, the remaining funding for these projects needs to be transferred back to Contingency in the FY2016 Budget and transferred from Contingency to the appropriate expenditure account in the FY2017 Budget, as follows:

<u>Budget Amendment - General Fund - FY2016 - Public Buildings</u>		
100.5.1565.52.2201	From: R&M - Other Departments (Libraries Carpet Replacement)	\$ 34,880
100.5.1565.52.2201	From: R&M - Other Departments (PW Carpet Replacement)	\$ 1,000
100.5.1565.54.1300	From: Capital - Buildings (NPP Pavilion Stain)	\$ 6,600
100.5.1565.54.1300	From: Capital - Buildings (SPP Pavilion Stain)	\$ 6,850
100.5.1565.54.1300	From: Capital - Buildings (Recycle Center Covered Shed)	\$ 8,500
100.5.1565.54.1302	From: Capital - Buildings - Roof (NPP Pavilion)	\$ 8,800
100.5.1565.54.1302	From: Capital - Buildings - Roof (SPP Pavilion)	\$ 9,230
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		\$ 75,860
100.5.1599.57.9000	To: Contingency	\$ 75,860

Budget Amendment - General Fund - FY2017 - Public Buildings

100.5.1599.57.9000	From:	Contingency	\$ 75,860
100.5.1565.52.2201	To:	R&M - Other Departments (Libraries Carpet Replacement)	\$ 34,880
100.5.1565.52.2201	To:	R&M - Other Departments (PW Carpet Replacement)	\$ 1,000
100.5.1565.54.1300	To:	Capital - Buildings (NPP Pavilion Stain)	\$ 6,600
100.5.1565.54.1300	To:	Capital - Buildings (SPP Pavilion Stain)	\$ 6,850
100.5.1565.54.1300	To:	Capital - Buildings (Recycle Center Covered Shed)	\$ 8,500
100.5.1565.54.1302	To:	Capital - Buildings - Roof (NPP Pavilion)	\$ 8,800
100.5.1565.54.1302	To:	Capital - Buildings - Roof (SPP Pavilion)	\$ 9,230
			<u>\$ 75,860</u>

**ACTION REQUESTED:** To approve the above stated budget amendments as presented to transfer the remaining funding for incomplete building projects approved in the FY2016 Budget to Contingency and to transfer funding from Contingency to the appropriate expenditure line item in the FY2017 Budget to allow Public Buildings to proceed in the new budget year with previously approved and needed projects as requested by Paul Schwindler, Public Works Director.

9. **Budget Amendments to Move Incomplete FY2016 Projects to FY2017 – Public Works:** Paul Schwindler, Public Works Director, has advised that the Board allotted \$50,000.00 for the Public Works Director to have an engineer in the Public Works Office to help reduce the backlog of work. No local engineering firm was able to provide an in-office engineer, but to help reduce the work backlog, Triple Point Engineering has picked up work on a weekly basis and has been returning it completed. Therefore, to help reduce some work backlog, Mr. Schwindler has asked that the remainder of the funding be moved to the FY2017 Budget to help complete the remaining backlog. If approved, the remaining funding needs to be transferred back to Contingency in the FY2016 Budget and transferred from Contingency to the appropriate expenditure account in the FY2017 Budget, as follows:

Budget Amendment - General Fund - FY2016 - Public Works

100.5.4000.52.1290	From:	Other Professional Services	\$ 34,248
100.5.1599.57.9000	To:	Contingency	\$ 34,248

Budget Amendment - General Fund - FY2017 - Public Works

100.5.1599.57.9000	From:	Contingency	\$ 34,248
100.5.4000.52.1290	To:	Other Professional Services	\$ 34,248

**ACTION REQUESTED:** To approve the above stated budget amendments as presented to transfer the remaining funding from the allotted \$50,000.00 for the Public Works Director to have an engineer in the Public Works Office to help reduce the work backlog approved in the FY2016 Budget to Contingency and to transfer funding from Contingency to the appropriate expenditure line item in the FY2017 Budget to allow Public Works to proceed in the new budget year with using engineering assistance from Triple Point Engineering to help reduce the remaining backlog as requested by Paul Schwindler, Public Works Director.

10. **Budget Amendment to Move Incomplete FY2016 Projects to FY2017 – Roads:** Paul Schwindler, Public Works Director, has advised that certain projects budgeted in the FY2016 Budget for Public Roads have not yet been completed due to staff shortages and various delays. Because the need to complete these projects is still a high priority, Mr. Schwindler has asked that these projects be re-appropriated in the FY2017 Budget. If approved, the remaining funding for these projects needs to be transferred back to Contingency in the FY2016 Budget and transferred from Contingency to the appropriate expenditure account in the FY2017 Budget, as follows:

Budget Amendment - General Fund - FY2016 - Roads

100.5.4220.54.1200	From:	Capital - Site Improvements (Firing Range Upgrade)	\$ 5,500
100.5.4220.54.1200	From:	Capital - Site Improvements (PW Fence Installation)	\$ 18,000
100.5.4220.54.1200	From:	Capital - Site Improvements (Resurface Parks Basketball Courts)	\$ 11,500
100.5.4220.52.1320	From:	R&M – Motor Vehicles (Seat Repair)	\$ 7,000
100.5.4220.54.1200	From:	Capital - Site Improvements (Taylors Mill Borrow Pit Concrete Apron)	\$ 6,000
100.5.4220.54.1200	From:	Capital - Site Improvements (Road Bulk Material Storage Yard)	\$ 7,500
			<u>\$ 55,500</u>
100.5.1599.57.9000	To:	Contingency	\$ 55,500

Budget Amendment - General Fund - FY2017 - Roads

100.5.1565.57.9000	From:	Contingency	\$ 55,500
100.5.4220.54.1200	To:	Capital - Site Improvements (Firing Range Upgrade)	\$ 5,500
100.5.4220.54.1200	To:	Capital - Site Improvements (PW Fence Installation)	\$ 18,000

100.5.4220.54.1200	To:	Capital - Site Improvements (Resurface Parks Basketball Courts)	\$	11,500
100.5.4220.52.1320	To:	R&M – Motor Vehicles (Seat Repair)	\$	7,000
100.5.4220.54.1200	To:	Capital - Site Improvements (Taylors Mill Borrow Pit Concrete Apron)	\$	6,000
100.5.4220.54.1200	To:	Capital - Site Improvements (Roads Bulk Material Storage Yard)	\$	7,500
			\$	<u>55,500</u>

**ACTION REQUESTED:** To approve the above stated budget amendments as presented to transfer the remaining funding for incomplete road projects approved in the FY2016 Budget to Contingency and to transfer funding from Contingency to the appropriate expenditure line item in the FY2017 Budget to allow the Road Department to proceed in the new budget year with previously approved and needed projects as requested by Paul Schwindler, Public Works Director.

11. **Budget Amendment to Move Incomplete FY2016 Projects to FY2017 – Stormwater:** Paul Schwindler, Public Works Director, has advised that certain drainage projects budgeted in the FY2016 Budget for Stormwater have not been completed due to various delays. Because the need to complete these drainage projects is still a high priority, Mr. Schwindler has asked that these projects be re-appropriated in the FY2017 Budget. If approved, the remaining funding for these projects needs to be transferred back to Contingency in the FY2016 Budget and transferred from Contingency to the appropriate expenditure account in the FY2017 Budget, as follows:

**Budget Amendment - Solid Waste Fund - FY2016 - Stormwater**

540.5.4450.52.2230	From:	R&M - Stormwater & Drainage	\$	41,467
540.5.4450.54.1200	From:	Capital - Improvements (Various Drainage Projects)	\$	45,000
			\$	<u>86,467</u>
540.5.1599.57.9000	To:	Contingency	\$	<u>86,467</u>

**Budget Amendment - Solid Waste Fund - FY2017 - Stormwater**

540.5.1599.57.9000	From:	Contingency	\$	86,467
540.5.4450.52.2230	From:	R&M - Stormwater & Drainage	\$	41,467
540.5.4450.54.1200	From:	Capital - Improvements (Various Drainage Projects)	\$	45,000
			\$	<u>86,467</u>

**ACTION REQUESTED:** To approve the above stated budget amendments as presented to transfer the remaining funding for incomplete stormwater projects approved in the FY2016 Budget to Contingency and to transfer funding from Contingency to the appropriate expenditure line item in the FY2017 Budget to allow Stormwater to proceed in the new budget year with previously approved and needed projects as requested by Paul Schwindler, Public Works Director.

12. **Budget Transfer - Funding for One (1) Temporary Employee - Public Buildings:** Paul Schwindler, Public Works Director, advised that there is presently one highly skilled temporary employee on staff working 29 hours per week as a Building Maintenance Technician. This position was funded by the Board using unused funds from the Salaries – Regular Employees account in the FY2016 Public Buildings Budget. Several people have been interviewed to fill the vacant regular full-time positions of Building Maintenance Technician and Building Maintenance Worker, and it is hoped that these positions will be filled soon once the skills testing is completed by the applicants interviewed. Mr. Schwindler has stated that even if the vacant positions are filled, there is a considerable amount of work backlog that will need to be addressed due to personnel shortages. The cost of funding the temporary position for the remainder of the FY2017 Budget is \$18,096.00 (\$12/hour x 1508 hours). Therefore, Mr. Schwindler is requesting the following budget transfer to appropriate funding to retain this temporary worker position through September 30, 2017:

**Budget Transfer - General Fund - FY2017 - Public Buildings**

100.5.1565.51.1100	From:	Salaries - Regular Employees	\$	18,096
100.5.1565.51.1200	To:	Salaries - Temporary Employees	\$	18,096

**ACTION REQUESTED:** To approve the above stated budget transfer from Paul Schwindler, Public Works Director, to appropriate funding to keep one (1) temporary employee in Public Buildings through September 30, 2017, to help address the backlog of work.

13. **Requested Funding for Southwest Peach Sanitary Sewer Phase II Engineering:** On July 13, 2015, the Board of Commissioners approved a proposal submitted by Triple Point Engineering to provide engineering services necessary for proceeding with Phase II of the Southwest Peach Sanitary Sewer Project. At that time, the Board authorized proceeding with Task 2 to design Phase II at a cost of \$68,000.00. Paul Schwindler, Public Works Director, has advised that it is now time to proceed with Tasks 3 and 4 to move forward with the Bid Phase and the Construction Phase of the project. In order to keep Phase II of the project moving forward, Mr. Schwindler has made some additional requests that will expedite the bidding and construction process. A summary of Mr. Schwindler's requests are as follows:

- (a) That the project be declared a Public Works Project (cost in excess of \$100,000.00);
- (b) That the Public Works Director has the authority to authorize additional services for engineering up to a total of \$15,000.00;
- (c) That authorization be given by the Board to proceed with Task 3 – Bid Phase of the proposal with Triple Point Engineering at a cost of \$12,500.00, and to authorize the Chairman to sign any required paperwork to that effect;
- (d) That authorization be given by the Board to proceed with Task 4 – Construction Phase of the proposal with Triple Point Engineering at a cost of \$85,000.00, and to authorize the Chairman to sign any required paperwork to that effect;
- (e) That the Public Works Director has the authority to authorize construction change orders up to \$5,000.00 each;
- (f) To authorize funding for Triple Point Engineering to have the property easements and property deeds completed for an estimated cost of \$15,600.00 (28 easements @ \$450.00 each plus 3 property deeds @ \$1,000.00 each).

**ACTION REQUESTED:** To approve all of the above requests listed (a) through (f) to allow Paul Schwindler, Public Works Director, to proceed with the bid and construction phase of the SWPCSS Project Phase II, and to authorize the Chairman to sign any paperwork required to that effect on behalf of the Board of Commissioners.

14. **Budget Amendment - Contract Labor - Public Buildings:** Paul Schwindler, Public Works Director, advised that in order to address personnel shortages and address backlogs, additional funding is needed for contract labor to continue to augment the Buildings Maintenance and Custodial staff with temporary help. Therefore, the following budget amendment is needed to appropriate funding for the continuation of contract labor until the end of the calendar year:

<u>Budget Amendment - General Fund - FY2017 - Public Buildings</u>			
100.5.1599.57.9000	From:	Contingency	<u>\$ 7,500</u>
100.5.1565.52.3850	To:	Contract Labor	<u>\$ 7,500</u>

**ACTION REQUESTED:** To approve the above stated budget amendment from Paul Schwindler, Public Works Director, to appropriate funding in the FY2017 Budget for the continuation of contract labor in the Public Buildings Department until the end of the calendar year.

15. **Budget Amendment - Contract Labor - Public Roads:** Paul Schwindler, Public Works Director, advised that in order to address personnel shortages and address backlogs, additional funding is needed for contract labor to continue to augment the Public Roads staff with temporary help. Therefore, the following budget amendment is needed to appropriate funding for the continuation of contract labor until the end of the calendar year:

<u>Budget Amendment - General Fund - FY2017 - Public Roads</u>			
100.5.1599.57.9000	From:	Contingency	<u>\$ 15,000</u>
100.5.4220.52.3850	To:	Contract Labor	<u>\$ 15,000</u>

**ACTION REQUESTED:** To approve the above stated budget amendment from Paul Schwindler, Public Works Director, to appropriate funding in the FY2017 Budget for the continuation of contract labor in the Road Department until the end of the calendar year.

16. **Approval of Chairman to Sign Offer Letters for the Barrow Road and Lakeside Drive Easements:** Paul Schwindler, Public Works Director, advised that offer letters are complete and ready to provide to property owners to obtain easements on Barrow Road and Lakeside Drive for culvert replacements. Mr. Schwindler has requested approval from the Board to authorize the Chairman to sign the offer letters on behalf of the Board of Commissioners.

**ACTION REQUESTED:** To authorize the Chairman to sign the offer letters on behalf of the Board of Commissioners to property owners on Barrow Road and Lakeside Drive to obtain needed easements for culvert replacements.

17. **Acceptance of Cost Estimates for Completion of Deed and Easement Preparation for Sharon Road and Preston Road:** Paul Schwindler, Public Works Director, advised that estimates were received from Triple Point Engineering for deed and easement preparation for Sharon Road and Preston Road, as follows:

<u>Land Acquisition/Easements - Legal Probable Cost Estimates</u>	
SHARON ROAD:	
Estimated Legal/Deed Cost	\$ 4,550
Plat & Drawing Revisions	\$ 1,800
Project Management	<u>\$ 1,000</u>
	<u>\$ 7,350</u>

PRESTON ROAD:

Estimated Legal/Deed Cost	\$	11,825
Project Management	\$	1,000
	\$	<u>12,825</u>

TOTAL BOTH PROJECTS \$ 20,175

Mr. Schwindler has recommended that the Board accept both quotes from Triple Point Engineering totaling \$20,175.00.

**ACTION REQUESTED:** To approve the recommendation from Paul Schwindler, Public Works Director, to accept both quotes from Triple Point Engineering totaling \$20,175.00 to complete deed and easement preparation, plat and drawing revisions, and project management for Sharon Road and Preston Road.

18. **Transfer of Customer Agreement for Staffing Services - PeopleReady:** Clarice Davis, Purchasing Manager, has advised that an Acknowledgement Form has been received stating that the temporary labor service being used by Public Works is changing from LaborReady, Inc. to TrueBlue PeopleReady, Inc. As a result of this internal reorganization, the current agreement with Labor Ready will be transferred to the new PeopleReady, Inc. effective October 1, 2016, if the acknowledgement form is approved.

**ACTION REQUESTED:** To approve the Acknowledgement Form stating that LaborReady, Inc. is changing to True Blue PeopleReady, Inc. and to authorize the Chairman to sign the Acknowledgement form on behalf of the Board of Commissioners contingent on the completion of all required vendor documents by TrueBlue PeopleReady, Inc. *(A copy of said Transfer of Customer Agreement is attached to Page 498, Minutes Book J, for future reference.)*

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

**AGENDA:**

Commissioner Lewis moved to approve the Regular Agenda with the following additions: Under New Business, add Item #2. Bank Account Information Authorization – Michaela Jones, Assistant Finance Director, Item #3. Fire Chief Jeff Doles – Authorization to Seek Chassis Under Georgia Forestry Program, and #4. Easement – City of Byron – Sewer Line Maintenance at North Peach Recreation Park. Commissioner Hill seconded the motion. Motion carried unanimously.

**MINUTES:**

**Regular Meeting – September 13, 2016** – Vice Chairman Moseley moved to approve the minutes as presented. Commissioner Hill seconded the motion, and the motion carried unanimously.

**ANNOUNCEMENTS & UPDATES:**

Fire Chief/EMA Director Jeff Doles gave the Board an update on relief efforts in the aftermath of Hurricane Matthew. He advised that the shelter at Fire Station 1 in Powersville closed Sunday at 5:00 p.m., and the shelter at Fire Station 6 on Highway 341 in Fort Valley closed today at 2:00 p.m. All of the evacuees expressed appreciation for the care they received while here. They had up to 19 children including a six day old baby at one point. There was an overwhelming turnout from the Red Cross, DFCS, Health Department, and other County employees who all volunteered to help staff the shelters. One elderly lady had to be taken to the hospital with congestive heart failure and is still there with her family. They had as many as 92 people at one point, and they fed everyone three times a day. Hopefully all expenses will be reimbursed by FEMA and the Red Cross. They were inspected by the Health Department everyday and had to bring in five (5) porta potties to make sure there were enough toilets. They had concerns about the septic tank limitations at Fire Station 1 since that station is not on a sewage system, but no problems were experienced. They received high marks from GEMA and the Red Cross for having everything that was needed on hand and ready for the emergency. Chief Doles advised the Board that Al Wilson, Assistant EMA Director, was directly responsible for things running as well as they did. Chief Doles thanked the Board for supporting their efforts to have the right equipment and supplies on hand to meet emergencies like this and to be prepared to quickly address this type of situation. Chairman Walker thanked Chief Doles and everyone who helped out.

APPEARANCES:

Dr. Harry Ross was scheduled to meet with the Board to present an issue as a concerned citizen. However, Dr. Ross was not present when called. Chairman Walker advised that they would proceed with the agenda and come back to this item in the event Dr. Ross arrives.

OLD BUSINESS: (None)

NEW BUSINESS:

Mr. David Parrish, Recreation Director, presented preliminary plans for the new walking trails at South Peach Recreation Park and a map of the project area prepared by the engineers. He advised that the yellow lines show the new proposed paths, and the red lines show the existing paths. The original plan was to construct the new roadway to enter the park across from the second driveway going into the Senior Center. Mr. Parrish advised that this would have a negative impact on the park's green space by blocking off a section and making it virtually unusable. He proposed realigning the road to enter across from the first driveway coming into the Senior Center, which will put most of the wasted space back into the usable area. The realignment also moved the roadway further away from the playground area, creating a safer environment for the children. Mr. Paul Schwindler, Public Works Director, advised that the realignment will be more expensive because of the deeper angle and longer piping that will be required.

Commissioner Lewis asked if the trees along the new roadway are necessary because the roadway will get darker more quickly in the evening where trees are located. Mr. Schwindler advised that the berm is only four feet high, and the placement of the trees was to help screen the cemetery. If there are no trees, the berm would need to be raised.

The original plans included 4,900 linear feet of new trails, which included approximately 1,800 linear feet in the wooded area. Because of safety concerns, Mr. Parrish removed the trails in the wooded area and incorporated the lost 1,800 linear feet back into the plans in various areas of the park.

Paul Schwindler, Public Works Director, provided an updated plan that included 7,138 linear feet of new trails, which included additional looping to accommodate the special needs of the elderly wanting to walk near the Senior Center. He advised that the costs are over budget because the cost of concrete has risen from \$2.12 per square foot to \$3.41 per square foot. The total cost for the concrete and drainage is \$146,100.00, and the total project is estimated to be \$190,000.00.

After a brief discussion concerning the overage and possible options for reducing the cost, Commissioner Hill stated that she would like an opportunity to go on site to get a better understanding of how the trails will be constructed. Commissioner Lewis asked that Mr. Parrish, Mr. Schwindler, and Commissioner Hill bring back possible options for Board consideration that might help bring the project cost closer to the budget. Mr. Schwindler stated that the project as presented would be the optimum design, but excluding or postponing certain aspects of the design may help bring the cost down. No action taken.

Vice Chairman Moseley moved to go into a public hearing for rezoning at 6:38 p.m. Commissioner Lewis seconded the motion, and the motion carried unanimously.

PUBLIC HEARING OPENED 6:38 P.M.

Mr. Rickey Blalock presented a rezoning request from Judge Varner, Jr. to rezone approximately 7 acres of property from R-AG to R-2, said property being located at the end of Rolling Hills Road at the intersection of Rolling Hills Road and Wilville Road. Mr. Varner wants to sell a portion of the property to reduce his tax burden. The property was properly posted and advertised, and there were no calls received. Mr. Varner was present at the Planning & Zoning Commission meeting, and there was no opposition expressed. The Planning & Zoning Commission voted unanimously to recommend approval of the request to rezone.

Chairman Walker asked for those speaking in favor of the request. Mr. Varner stated that a couple engaged to be married is interested in purchasing two acres of land to place a home, but they cannot afford to purchase five (5) acres, which is the acreage required for a lot in R-AG. Mr. Varner stated that the taxes are killing him, and he wants to try to sell most of his land.

Commissioner Lewis asked if the request to rezone is for all seven (7) acres. Mr. Blalock stated that Mr. Varner wants to rezone the entire seven (7) acres and then subdivide the property to sell. The seven (7) acres is made up of two lots, and Mr. Varner owns another lot that he lives on that is not part of this property. He has not subdivided the property yet, and it will have to be surveyed.

Commissioner Lewis stated that the zoning was originally changed to keep out mini trailer parks. Mr. Blalock stated that R-2 is medium density residential. Mr. Varner would have to have five lots to be able to rezone to RR-1. The only way for him to sell any of this property is to rezone the whole seven (7) acres. The minimum lot size for R-2 is 1.5 acres with a well and septic tank.

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

Commissioner Lewis moved to close the public hearing at 6:50 p.m. Vice Chairman Moseley seconded the motion, and the motion carried unanimously. The Board postponed a decision pending Rich Bennett providing the Board with a copy of the tax map.

PUBLIC HEARING CLOSED 6:50 P.M.

NEW BUSINESS: (Continued)

Ms. Michaela Jones advised the Board that she had a situation come up where an unauthorized deposit was made into one of the County's bank accounts. The local bank representative was unavailable so she had to contact the company representative. That representative would not discuss the issue with her because she was not an authorized signer for the County. Ms. Jones presented a proposed letter to CB&T Bank of Middle Georgia making her an official designee to manage all banking matters on behalf of the Peach County Board of Commissioners, which would allow her to resolve any future issues that may come up pursuant to any of the bank accounts at CB&T. After discussion, Commissioner Lewis moved to appoint Ms. Jones as an authorized designee for the Board of Commissioners to manage the bank accounts at CB&T and to authorize Ms. Jones to have access to any banking information needed to do so. Commissioner Smith asked if this authorization would give Ms. Jones authorization to sign checks on behalf of the Board of Commissioners. Ms. Jones advised that the authority to sign checks would remain solely with the Board of Commissioners and Marcia Johnson, County Administrator. Vice Chairman Moseley seconded the motion, and the motion carried unanimously. *(A copy of said Authorization is attached to Page 497, Minutes Book J, for future reference.)*

Fire Chief Jeff Doles requested permission to screen for another M-1079 Chassis from the Georgia Forestry Commission to replace Tanker 4. Tanker 4 is a 1984 International and is getting in poor shape. They would turn in the original chassis for surplus. If permission is granted, he will ask the Georgia Forestry Commission to screen for a low mileage chassis for Peach County. The Fire Department would paint it and do the transfer of the tank and the equipment in house. The total cost to convert the unit for County purposes would be approximately \$4,000.00. He further requested that if a chassis is found that Marcia Johnson be given the authority to sign the FC61 Request and Cooperative Equipment Agreement, which would place a hold on the chassis until he can bring it back to the Board for approval. Vice Chairman Moseley moved to approve the request as presented to find a chassis and allow Ms. Johnson to sign the FC61 Request and Cooperative Equipment Agreement. Commissioner Hill seconded the motion, and the motion carried unanimously.

Commissioner Hill asked the status of Fire Station 2. Chief Doles stated that they are cleaning up Fire Station 2 and have already sold 4 vehicles and are working on making more improvements.

REZONING ISSUE (CONTINUED):

Mr. Blalock presented a map of the land in question. Mr. Jeff Liipfert, County Attorney, stated that the triangular portion on the corner of the lot across the road is a separate lot. Although the Tax Assessors' office has it listed as one parcel, the road running through the parcel actually makes it two separate lots. Therefore, the triangular lot across the road should not be rezoned as part of this request. The Tax Assessors will have to create a separate parcel for this lot. Vice Chairman Moseley stated that Mr. Varner has advised that rezoning the two lower parcels is sufficient for what he is trying to accomplish, and the triangular lot across the road can be omitted from the request for rezoning.

After discussion, Vice Chairman Moseley moved to approve the request to rezone from R-AG to R-2 the two parcels on the south side of the road numbered 008C-046 and 008C-047, omitting the triangular shaped portion of the parcel across the road from the area being rezoned. Commissioner Hill seconded the motion, and the motion carried unanimously.

Vice Chairman Moseley presented a request from the City of Byron for a utility line easement to maintain the sewage line which runs into North Peach Recreation Park and services the bathroom and splash pad. Commissioner Lewis moved to approve the easement as presented. Vice Chairman Moseley seconded the motion, and the motion carried unanimously. *(A copy of said Easement is attached to Page 496, Minutes Book J, for future reference.)*

Commissioner Hill moved to go into Executive Session at 7:11 p.m. for a Board appointment. Vice Chairman Moseley seconded the motion, and the motion carried unanimously.

---EXECUTIVE SESSION---

Vice Chairman Moseley moved to terminate Executive Session at 7:21 p.m. Commissioner Hill seconded the motion, and the motion carried unanimously.

Commissioner Smith moved to appoint Mr. Michael Huckabee of Fort Valley to complete the unexpired term of Mr. Freddy Greer on the Peach County Development Authority. Mr. Greer had been serving a six (6) year term scheduled to expire on September 30, 2020. Commissioner Hill seconded the motion, and the motion carried unanimously.

There being no further business to come before the Board at this Regular Meeting on this date, Commissioner Hill moved to adjourn at 7:24 p.m. Vice Chairman Moseley seconded the motion, and the motion carried unanimously.

Meeting adjourned.

November 8, 2016  
APPROVED: \_\_\_\_\_  
CHAIRMAN

PEACH COUNTY  
BOARD OF COMMISSIONERS  
BY: \_\_\_\_\_  
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, October 11, 2016.

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

The Executive Session was called to order at 7:11 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 8<sup>th</sup> day of November, 2016.

\_\_\_\_\_  
Melvin E. Walker, Jr., Chairman  
Peach County Board of Commissioners

Sworn to and subscribed before me this 8<sup>th</sup> day of November, 2016.

\_\_\_\_\_  
Notary Public  
My Commission Expires June 30, 2019