**AGENDA**

**GEORGETOWN-QUITMAN COUNTY, GEORGIA**

**REGULAR MEETING**

**DECEMBER 12, 2017**

CALL TO ORDER 6:30 PM

AGENDA AMENDMENTS

PUBLIC COMMENTS (Time allocated 10-minute’s total) APPROVAL OF PREVIOUS

MONTH CHECK REGISTERS

APPROVAL OF BILLS

MINUTES WORK SESSION MEETING MINUTES NOVEMBER 9, 2017

 REGULAR MEETING MINUTES NOVEMBER 14, 2017

 WORK SESSION MEETING MINUTES NOVEMBER 15, 2017

MONTH WORK SESSION MEETING MINUTES NOVEMBER 28, 2017

REPORTS MANAGER’S REPORT

 EMS

 EMA DIRECTOR

 FIRE

 FAMILY CONNECTIONS

OLD BUSINESS

\*UPDATE\*

\*UPDATE\*

\*ACTION ITEM\* 2ND Reading Alcohol Ordinance 04-2017

\*ACTION ITEM\*

NEW BUSINESS

\*ACTION ITEM\* 1 Appointment for Planning & Zoning Board due 12/31/2017

\*ACTION ITEM\* 1 Appointment for Health Board due 12/31/2017

\*ACTION ITEM\* 1 Appointment for Water & Sewer Authority Board

\*ACTION ITEM\* Holiday and Meetings Schedule

\*ACTION ITEM\*

\*ACTION ITEM\*

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\*ACTION ITEM\*

EXECUTIVE SESSION

APPEARANCES Ben & Tiffany Cleveland-Stray/Loose Dogs

 John Pollard-Forestry Report

MEETING ADJOURN

**GEORGETOWN-QUITMAN COUNTY COMMISSION**

**WORK SESSION MEETING MINUTES**

**NOVEMBER 9, 2017**

**4:00PM**

**CALLED TO ORDER** The meeting was called to order at 4:00 p.m. with prayer followed by the pledge. Members present were Commissioners: Lewis, Blackmon, Hayes, and Kinsey. County Manager Jason Weeks, and County Clerk Carolyn Wilson. Bussey arrived at 4:25.

**Washington D.C.-** Lewis wanted to meet with everyone to discuss the Washington D.C. meeting to be held December 4th -5th that is specifically for Georgia County Commissioners to offer the resources to help get us in touch with the contacts that will help us progress. Blackmon had discussed that each commissioner pay their own airfare and the County pay for the hotel. Lewis wants to put together a packet sometime after Thanksgiving to be able to hand out some material to represent Quitman County. Lewis said he would check with Northwestern Benefit to do the marketing packet.

After a lengthy discussion, a **Motion was made by Blackmon that the County would cover all cost for the Washington D.C. trip. Second by Kinsey.** Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

**Tax Appraiser**- Jason went over the new proposal submitted by MW Consulting for the Tax Appraiser position. It is about a $12,000.00 decrease because we will have Michael Flowers working with them**. Motion made by Blackmon to approve the proposal from MW Consulting and associates as amended. Second by Kinsey.** Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

Lewis stated that he wanted all the Commissioners to plan at the next meeting for two holiday gatherings. One is during the day for County employees and the other is for the evening for all appointed board members.

It was also mentioned getting Mr. Jimmy McCoy a gas gift card for appreciation for years of service. Each Commissioner gave money to purchase a gas gift card.

**EXECUTIVE SESSION-**

**APPEARANCES**

**MEETING ADJOURN**

Motion to adjourn at 5:13 p.m.

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Carvel Lewis, Chairman Danny Blackmon, Vice Chairman

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Willie H. Bussey, Jr., Commissioner David Kinsey, Commissioner

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Jim Hayes, Commissioner Attest: Jason Weeks, County Manager

**GEORGETOWN-QUITMAN COUNTY COMMISSION**

**REGULAR MEETING MINUTES**

**NOVEMBER 14, 2017**

**6:30PM**

**CALLED TO ORDER** The meeting was called to order at 6:35 p.m. with prayer followed by the pledge. Members present were Commissioners: Lewis, Blackmon, Hayes, and Kinsey. County Attorney Tracy Cary, County Manager Jason Weeks, Financial Officer Teri Odom, and County Clerk Carolyn Wilson. Bussey arrived late.

**AGENDA AMENDMENTS-**

**Motion made by Kinsey to accept the agenda. Second by Hayes**. Voting Yes- Kinsey, Hayes, Blackmon, and Lewis.

**PUBLIC COMMENT-** A citizen from Winding Way asked the Commissioners if there is anything they can do to help clean up a few areas in Winding Way. Lewis stated that the County Manager and one of the Commissioners went to Winding Way and have sited about eight areas to start the process to get them cleaned up.

**PREVIOUS MONTH CHECK REGISTER- Motion made by Hayes to approve previous month check register. Second by Kinsey.** Voting Yes- Kinsey, Hayes, Blackmon, and Lewis.

**APPROVAL OF BILLS**

**Motion made by Hayes. Second by Bussey to approve the bills as presented.** Voting Yes – Bussey, Kinsey, Hayes, Blackmon and Lewis.

**MINUTES**

October 9, 2017 Public Hearing. **Motion made by Bussey to approve the minutes of the Public Hearing. Second by Kinsey.** Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

October 9, 2017 Regular meeting**. Motion made by Kinsey to approve the minutes. Second by Bussey.** Voting Yes – Bussey, Kinsey, Hayes, Blackmon, and Lewis.

October 18, 2017 Work Session. **Motion made by Hayes to approve the minutes of the work session. Second by Kinsey.** Voting Yes- Kinsey, Hayes, Blackmon, and Lewis.

**MANAGER’S REPORT**

**EMS-** Ems report for October total calls 26, 21 transports, and 5 refusals. Jason explained to the Commission that some of the issues that EMS was having in Winding Way was due to no street signs or street sign was facing the wrong way. Jason has had some employees working on the street signs and has gotten all of them posted correctly.

**Road Dept. -** Jason stated that the new backhoe was delivered. The road dept. has cleaned off the fence line at the ballpark. Eufaula glass will get started installing the fence. Speed bumps have been installed on High street. Jason has had several compliments on the speed bumps.

**Kaigler Road Project**- Jason is meeting with Tim Simpson of Barrett-Simpson to go over the plans for Kaigler Road project.

**Land on Hwy 27-** We received 1 bid on the property on Hwy 27. The bid amount was $3800.00. **Motion made by Kinsey to accept the bid of $3800.00 for the property on Hwy 27. Second by Hayes.** Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

Jason asked to have a work session to go over purchasing policy and purchase orders. This will be discussed at the meeting on November 15, 2017.

Lewis stated the Mossy Oak community wants to purchase recycled asphalt to asphalt their road.

**Fire Dept. -** Fire Chief John E. Pate stated that he is grateful for the opportunity to be the Fire Chief. He has purchased new radios and is looking for a Fire Truck. Tina White will start January 1, 2018 as the book keeper/record keeper, which will include data retention on all Fire Fighters. He is looking at the Georgia firefighter pension fund for retirement for the firefighters. We received an application for a 50/50 grant from the Ga. Forestry Commission to be able to purchase anything to deal with wild land fires. Pate stated that he has about six new potential volunteer fire fighters. Pate requested a pay increase for the assistant Fire Chief. This will be discussed at the work session tomorrow.

**Family Connection-** Lewis went over the list of things that the Family Connections Coordinator has been doing. Sara Lee Crumbs spoke about people calling her office and asking for assistance for help with bills. She has been looking for resources for these people. Crumbs’ stated that she looks forward to upcoming events that are planned.

**OLD BUSINESS-**

**NEW BUSINESS-**

**R11-2017 LAW LIBRARY BUDGET- Motion made by Blackmon to accept Resolution R11-2017 Law Library Budget. Second by Hayes.** Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis

**R12-2017 E-911 BUDGET- Motion made by Kinsey to accept Resolution R12-2017 E-911 Budget. Second by Bussey.** Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

**R13-2017 GENERAL BUDGET**- **Motion made by Kinsey to accept Resolution R13-2017 General Budget. Second by Hayes.** Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

**BEER & WINE APPLICATION-POOJA JEET INC. - Motion made by Bussey to accept the Beer & Wine application for Pooja Jeet Inc. Second by Hayes.** Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

**VOLUNTEER FIREFIGHTER FIRE RUN PAY**-This will be discussed at the work session.

**Flat Rate Meal Per Diem per Day**-Currently we pay $30.00 per day for meals during travel for the County and require receipts for every meal. Blackmon stated that this causes a lot of work for the Commission office by trying to track receipts down and making sure totals are correct. **Motion made by Bussey to go with a Flat Rate Meal Per Diem per Day. Second by Kinsey.** Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

**WEBSITE**- Mrs. Wilson explained that she contacted Ingenuity for a more detailed billing agreement. **Motion made by Hayes to go with Ingenuity for the website. Second by Kinsey**. Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

**CODE ENFORCEMENT CONTRACT**-**Motion made by Bussey to accept the contract for Code Enforcement with Ben Plowden as presented. Second by Kinsey**. Voting Yes-Bussey, Kinsey, Hayes, Blackmon, and Lewis.

**EXECUTIVE SESSION-**

**APPEARANCES**

**MEETING ADJOURN**

Motion to adjourn by Blackmon at 8:00 p.m.

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Carvel Lewis, Chairman Danny Blackmon, Vice Chairman

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Willie H. Bussey, Jr., Commissioner David Kinsey, Commissioner

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Jim Hayes, Commissioner Attest: Jason Weeks, County Manager

**GEORGETOWN-QUITMAN COUNTY COMMISSION**

**WORK SESSION MEETING MINUTES**

**NOVEMBER 15, 2017**

**9:00AM**

**CALLED TO ORDER** The meeting was called to order at 9:00 p.m. with prayer followed by the pledge. Members present were Commissioners: Lewis, Blackmon, Hayes, and Kinsey. John DeLoach and Richard Wingate of DeLoach Wingate & Co. County Manager Jason Weeks, Financial Officer Teri Odom and County Clerk Carolyn Wilson. Bussey was not present.

**AUDIT-** Richard Wingate opened by thanking the staff for their hard work during the 2016 audit. Wingate stated that nothing wrong was found. The findings on the FY 2016 audit have been addressed and discussed with management. He went over the audit and answered questions to better understand the report. It was suggested for the Commission to follow up to make sure actions are being done to improve the report.

**Fire Chief**-**Motion made by Blackmon to appoint John Everett Pate Fire Chief. Second by Kinsey.** Voting Yes-Kinsey, Hayes, Blackmon, and Lewis.

**FIREFIGHTER RUN PAY- Motion made Blackmon to pay each fire fighter a $10.00 travel allowance for every run made for a call. Second by Hayes**. Voting Yes-Kinsey, Hayes, Blackmon, and Lewis.

**FIRE CHIEF AND ASSISTANT FIRE CHIEF PAY**-**Motion made by Blackmon to pay the Fire Chief $600.00 monthly and the assistant Fire Chief $300.00 monthly effective January 1, 2018**. Second by Hayes. Voting Yes-Kinsey, Hayes, Blackmon, and Lewis.

The clerk for the Fire Dept. will be paid $8.00 per hour to become effective January 1, 2018.

**PURCHASE ORDER POLICY-Motion made by Blackmon to start sending out letters and emails stating the County will not pay any valid invoices that do not have a valid purchase order. Second Kinsey.** Voting Yes-Kinsey, Hayes, Blackmon, and Lewis.

**EXECUTIVE SESSION-**

**APPEARANCES**

**MEETING ADJOURN**

Motion to adjourn at 11:13 a.m.

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Carvel Lewis, Chairman Danny Blackmon, Vice Chairman

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Willie H. Bussey, Jr., Commissioner David Kinsey, Commissioner

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Jim Hayes, Commissioner Attest: Jason Weeks, County Manager

**GEORGETOWN-QUITMAN COUNTY COMMISSION**

**WORK SESSION MEETING MINUTES**

**NOVEMBER 28, 2017**

**3:00PM**

**CALLED TO ORDER** The meeting was called to order at 3:00 p.m. with prayer followed by the pledge. Members present were Commissioners: Lewis, Blackmon, Hayes, and Kinsey. County Manager Jason Weeks, and County Clerk Carolyn Wilson. Bussey was not present.

**1st READING OF ALCOHOL ORDINANCE NO. 04-17**–Lewis explained that the current ordinance prohibits the sale of alcohol on Thanksgiving, Christmas, and Election Day. **Motion made by Blackmon to amend Sec. 6-8 Days, hours of sale as follows: that no person shall sell, offer for sale, give, dispense or distribute alcoholic beverages on the following named times: 1) Class II and Class III licenses from 12:59 a.m. to 11:50 a.m. on Sunday.**

**2) Class IV and Class V licenses (consumption on-premises) from 11:59 a.m. to 11:30 a.m. each day. 3) At any time prohibited by state or federal law. Second by Kinsey.** Voting Yes-Kinsey, Hayes, Blackmon, and Lewis.

**EXECUTIVE SESSION-**

**APPEARANCES**

**MEETING ADJOURN**

Motion to adjourn at 4:19 p.m.

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Carvel Lewis, Chairman Danny Blackmon, Vice Chairman

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Willie H. Bussey, Jr., Commissioner David Kinsey, Commissioner

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Jim Hayes, Commissioner Attest: Jason Weeks, County Manager