

**Regular Meeting
Minutes**

The Spalding County Board of Commissioners held their Regular Meeting in Room 108 in the Courthouse Annex, Monday, August 5, 2013, beginning at 6:00 p.m. with Chairman Gwen Flowers-Taylor presiding. Commissioners Raymond Ray, Rita Johnson and Bart Miller were present. Also present were County Manager William P. Wilson Jr., Attorney Stephanie Windham and County Clerk, Ex-Officio Ricky L. Clark Jr. to record the minutes.

- I. **OPENING (CALL TO ORDER) – Chairman, Gwen Flowers-Taylor**
- II. **INVOCATION – Dr. Med Roach, Senior Pastor, Griffin First United Methodist Church**
- III. **PLEDGE TO FLAG – led by Commissioner Raymond Ray**

Motion/Second by Ray/Johnson to amend the agenda by adding the following items under Presentations/Proclamations, respectively:

- 1. Presentation of recommendation from the Educational Incentive Program Committee- Lt. Bryan Cline***
- 2. Presentation & Overview of the Municipal Separate Storm Sewer System (MS4) Program- Kyri Reid Johnson, Environmental Resource Coordinator.***

Motion carried by a vote of 4-0.

IV. PRESENTATIONS/PROCLAMATIONS –

Commissioner Samuel Gardner joined the meeting at this time (6:12 pm)

- 1. Presentation of recommendation from the Educational Incentive Program Committee- Lt. Bryan Cline***

Lt. Bryan Cline advised that at the request of Chairman Flowers-Taylor, the Educational Incentive Program Committee was formed to review the current Educational Incentive provided to County employees. Lt. Cline noted that the current policy allows employees an increase of one step, which is a 2.5% raise if they receive a four-year degree or master's degree while employed and the degree is related to their field of work and exceeds the minimum qualifications of their job. At the committee's initial meeting held on April 19th, the committee reviewed the policy with the County Manager. Committee members included William P. Wilson, Jr., County Manager, Bill Gay, Human Resources Director, Ricky L. Clark, Jr., County Clerk-Ex-Officio, Judge Rita Cavanaugh, Chief Magistrate, Greg Stansell, Parks & Recreation Designee, Randy King, Public Works Designee, Glenn Polk, Fire Department Designee, Renee McIver, Fire Department Designee.

The committee analyzed certifications brought forth by committee members and whether or not they were paid by the county and/or recognized by the county. The topic of certifications relative to employees' jobs generated substantial discussion. Upon majority consensus, it was decided that due to the plethora of certifications applicable to the workforce, it would be financially impossible, at this time, to compensate without some form of sliding scale. A majority of committee members agreed that after speaking with the work force, the most prominent issue was the lack of knowledge of the current educational incentive program. To address this issue, information about the Employee Incentive Program was published in the last edition of the County Employee Newsletter.

In closing, Lt. Cline stated that the recommendation of the committee is to leave the Educational Incentive Program as is. The committee agrees that there is potential for more to be offered for our employees but at the current time, finances will not allow. The committee agrees to continue researching the feasibility of implementing a broader educational incentive program for county employees. Furthermore, the committee does recognize that a more educated employee provides a more educated workforce, hence delivering better services to our citizenry.

Chairman Flowers-Taylor questioned how members of the committee were selected. Mr. Wilson stated that they were solicited amongst department heads.

Chairman Flowers-Taylor also questioned if Lt. Cline had a degree. Lt. Cline advised that he had an associate's degree.

2. Presentation & Overview of the Municipal Separate Storm Sewer System (MS4) Program- Kyri Reid Johnson, Environmental Resource Coordinator.

Mrs. Johnson explained several different aspects of the MS4 program and her involvement therein. An MS4, a municipal separate storm sewer system, is any storm water conveyance system (including storm drains, catch basins, gutters, roadways, ditches, channels, etc.) that is owned by a public body and discharges to waters of the United States. These systems cannot be part of combined sewer systems or publicly owned treatment works, explained Kyri. Additionally, Kyri explained that the main objective of the MS4 program is to "Keep Waters of the State Clean by implementing the storm water management program. Kyri noted that the MS4 reporting format once went by the name, Notice of Intent (NOI) prepared by Paragon Consulting. This five year program is now called the Storm Water Management Program (SWMP). There are eight (8) components of this program:

- Public Education and Outreach (Website, Land Disturbance Permit Packets, 4-H Storm Water Pollution Lesson "Stop that Sediment" & 4-H Water Field day),
- Public Involvement and Participation (Public Attitude Surveys & Community Storm Water Hotline/Web Link),
- Illicit Discharge (Ordinance Evaluation/Modification, Outfall Map Update, IDDE Plan, IDDE Education, IDDE Complaint Resolution Procedure),
- Detection, and Elimination (E&S Ordinance Evaluation/Modification, E&S Plan Review, E&S Routine Site Inspections, E&S Violation Plan, E&S Complaint Tracking/Resolution, Public Construction Hotline)
- Construction Site Storm water Runoff Control,
- Post Construction Storm Water Management in New Development and Redevelopment.

In closing, Kyri advised that Paragon would be helping in implementing the plan relative to continuity of the MS4 Program. Commissioner Miller questioned if the services for Paragon were bid out. Mr. Wilson explained that there is Master Services Agreement with Paragon Consulting that covers projects such as this.

Chairman Flowers-Taylor questioned if assistance was received or requested from Dr. Brant Keller. Kyri explained that no assistance was requested of Dr. Keller because the State provides an outline of what they are expecting and a template to follow. Chairman Flowers-Taylor also questioned if we requested that developers utilize pervious structures in lieu of impervious structures. Chad Jacobs, Community Development Director noted that an ordinance amendment would be necessary to require this practice but our ordinance does allow such surfaces.

Commissioner Ray stated that all commissioners received notification from EPD in reference to various grants. He requested that Kyri review this document and see if there are any applicable grants for Storm Water Management to offset the cost of this project.

V. PRESENTATION OF FINANCIAL STATEMENTS-

1. Consider approval of Financial Statements for the twelve month period ended June 30, 2013.

Commissioner Ray requested the status of the possible Tax Anticipation Note. Jinna Garrison, Administrative Services Director stated that she has performed a preliminary financial analysis of August through July but has to project through the end of the year to ascertain the amount we may have to borrow. Ms. Garrison noted that she has sent her work to our financial advisors to give an outlook of what more

she needs to do. In closing, Ms. Garrison noted that she anticipates having the analysis done within the next couple of weeks.

Motion/Second by Ray/Gardner to approve Financial Statements for the twelve month period ended June 30, 2013. Motion carried unanimously by all.

VI. CITIZEN COMMENT

Speakers must sign up prior to the meeting and provide their names, addresses and topic in which they will speak on. Speakers must direct all comments to the Board only. Speakers will be allotted three (3) minutes to speak on their chosen topics and relate to matters pertinent to the jurisdiction of the Board of the Commissioners. No questions will be asked by any of the commissioners during citizen comments. Outbursts from the audience will not be tolerated. Common courtesy and civility are expected at all times during the meeting.

Dick Morrow- 263 Westchester Drive, Griffin GA- (As read in the meeting) I understand your financial situation and budgetary stress. I, too, have sat in your seats as a county commissioner and dealt with the reality of constitutional officers and mandatory state service delivery with limited resources available. It's a most difficult job, and I appreciate your challenges and the work you do. Recently, a comment was made that somehow the city and county should not be equal financial partners in support of our local existing airport. That statement was made under a false premise that somehow the city was making utility profits and this put the count at a disadvantage. Here are some facts to address that allegation:

1. The city does not make a profit. Griffin is NOT a for-profit corporation and does not pay dividends. The city delivers services just as does the county and uses multiple revenue streams to pay the cost of service delivery. We operate on a balanced budget the same as Spalding County. Most of our utilities break even. The fee charged is enough to pay for the service cost. Most of our utilities break even. The fee charged is enough to pay for the service cost. Sewer and Solid Waste are two such examples. Money in equal money out. Water and electricity have small percentages of net positive revenue. That "profit" is used to help pay for other city services: primarily police, fire and streets.
2. The city provides all fire and police protection to the airport without charge. It is furnished as a city service. Our police patrol the airport, investigate any crime, and provide law enforcement as needed. Our fire department is responsible for fire protection and responds to any need. The direct costs for this paid for partially by any net utility revenue.
3. At the current millage rates and digest, Spalding County collects about \$41,600 from the airport property- buildings and aircraft. (Net taxable digest: \$2.59 million at the 40% assessment rate.) Griffin collects about \$22,500. Therefore the county receives \$19,000 more in property taxes from the airport than does the city. And remember, Spalding gets almost 59% of all local sales taxes generated from the airport businesses. Clearly Spalding County benefits much more from airport tax revenues.
4. Georgia House Bill 489 was passed to prevent double taxation on city residents. Spalding County's 2012 net property tax digest was \$1.384 billion. The City of Griffin's digest was \$513 million- comprising 37% of the county wide total. That means 37% of the county's property tax collections are from property owned within the city. Therefore, Griffin city property tax payers are paying not only the city's half of any airport subsidy- but they also pay 37% of the county's share.

Simply stated- a case can be made that the county financially benefits more than the city from the airport. However, I believe we are 50-50 partners regardless.

VII. MINUTES –

1. Consider approval of Minutes of the following meetings: July 15, 2013 Extraordinary Session, July 15, 2013 Executive Session; July 25, 2013 Work Session (Financial Policies & Procedures); July 25, 2013 Joint Meeting with the Griffin Housing Authority.

Motion/Second by Ray/Miller to approve minutes listed above. Motion carried unanimously by all.

VIII. CONSENT AGENDA – NONE

IX. OLD BUSINESS –

1. Discussion of Intergovernmental Agreement with the City of Griffin for funding of the Griffin-Spalding Airport Authority approved at the May 20, 2013 Meeting.

Commissioner Miller stated that he does not think a 50/50 split for the people that live in the county is fair. Commissioner Miller's suggested a 70/30 split. In addition, he stated that storm water does not cost the City anything.

Chairman Flowers-Taylor gave an example of City services vs. County services and stated that she recommends leaving the contract as is for this year.

Mr. Wilson stated that the current contract is only for the existing airport and the operational costs. It puts into an Intergovernmental Agreement the process that has been in place for over 20 years. Chairman Flowers-Taylor stated that even if we pay 50% of the deficit of the operational costs, the City still has a revenue source. She doesn't want to fight with the city but stated that the County's concerns need to be addressed.

Commissioner Miller stated that his constituency is not happy with the decision and they elected him to speak on their behalf.

Commissioner Ray stated that we must look at services to make sure that there is not double taxation and then we can make an intelligent decision about the issue at hand.

Board consensus to leave Intergovernmental Agreement as is for this contract year but to address the Boards concerns to the City of Griffin.

X. NEW BUSINESS -

1. Consider approval of rental request from Truevine Fellowship Holiness Church to utilize the parking lot adjacent to the Spalding County Courthouse Annex for a car show to be held on October 5, 2013.

Apostle Weaver stated that his church used the parking lot last year as a fund raiser and community event. He is new to the area and would like to make this a community-wide event.

Motion/Second by Gardner/Ray to approve rental request Truevine Fellowship Holiness Church to utilize the parking lot adjacent to the Spalding County Courthouse Annex for a car show to be held on October 5, 2013. Applicant must remit \$150.00 for rental and provide a certificate of liability insurance. Motion carried unanimously by all.

2. Consider approval, on first reading, an ordinance amending the Code of Spalding County, Part VII, Chapter 1, Section 7-1002, relating to speed limits on specific County Roads, by adding Brentwood Drive from Carver Road to the Dead End & Brentwood Circle from Brentwood Drive to the Dead End be posted as 25 MPH.

Motion/Second by Gardner/Johnson to approve, on first reading, an ordinance amending the Code of Spalding County, Part VII, Chapter 1, Section 7-1002, relating to speed limits on specific County Roads, by adding Brentwood Drive from Carver Road to the Dead End & Brentwood Circle from Brentwood Drive to the Dead End be posted as 25 MPH. Motion carried unanimously by all.

3. Consider approval of an Intergovernmental Agreement between Spalding County and Fayette County for the replacement of the West McIntosh Road Bridge.

Mr. Wilson stated that everything is lined up with GDOT for the replacement of the West McIntosh Road bridge. This intergovernmental agreement is between Spalding County and Fayette County for a 50/50 split of repairs and maintenance. Mr. Wilson noted that Spalding County's portion is \$592,00 and will be funded out of the 2008 SPLOST. In addition, Spalding County must acquire right of ways and Fayette is willing to also split that cost 50/50.

Chairman Flowers-Taylor questioned if this was the bridge that was washed out. Mr. Wilson stated that in the flood of 1994, the water was up over the bridge but wasn't completely washed away. Furthermore, Mr. Wilson stated that GDOT will be raising the bridge about 20-30 feet.

Motion/Second by Ray/Miller to approve an Intergovernmental Agreement between Spalding County and Fayette County for the

replacement of the West McIntosh Road Bridge. Motion carried unanimously by all.

4. Consider approval for transmission of the Spalding County CIE/STWP annual update to the Three Rivers Regional Development Center and Department of Community Affairs for compliance review.

Community Development Director Chad Jacobs, noted that this is an annual transmittal that the county must do because we collect impact fees. He noted that we are way ahead of the time frame and staff has meticulously went through submittal to remove projects and add specific ranges to each project.

Motion/Second by Gardner/Ray to approve transmission of the Spalding County CIE/STWP annual update to the Three Rivers Regional Development Center and Department of Community Affairs for compliance review. Motion carried unanimously by all.

5. Consider request of the Griffin-Spalding Transportation Planner to enter into an agreement for professional services with the URS Corporation to conduct the Federal Transit Administration (FTA) funded Griffin-Spalding Transit Feasibility Study.

Mr. Anthony Dukes, Transportation Planner noted that in 2008 Spalding County completed its first Comprehensive Transportation Plan (CTP). The CTP examined the need for transit in the community and recommended using FTA Section 5307 Urban Transit funds to conduct a Transit Feasibility Study and develop “a Comprehensive Transit System Plan for local buses, commuter rail and circulators to meet future demands.” Mr. Wilson stated that the City and the County have entered into an intergovernmental agreement at \$15,000, each. The low bid came in lower than expected so the county’s portion will probably be around only \$10,000.

Commissioner Miller questioned where the company was located. Mr. Dukes advised that URS is located in Atlanta.

Chairman Flowers-Taylor questioned the scope of the study Mr. Dukes stated the study will look at five options: fixed routes, if community can support or if it’s just a desire of the leadership to have some form of circulator or fixed route in place. The study will also take a look at our existing systems called demand response.

Motion/Second by Gardner/Miller to approve request of the Griffin-Spalding Transportation Planner to enter into an agreement for professional services with the URS Corporation to conduct the Federal Transit Administration (FTA) funded Griffin-Spalding Transit Feasibility Study. Motion carried unanimously by all.

6. Consider declaring surplus and authorize transfer to the City of Jonesboro Police Department two (2) vehicles from the Spalding County Sheriff’s Department.

Mr. Wilson stated that Mayor Joy Day & Police Chief Franklin Allen of Jonesboro has requested to have two of our retired Sheriff’s Department vehicles transferred to their department. Sheriff Beam has agreed to allow the City of Jonesboro two of their vehicles should the Board approve. Mr. Wilson noted that if approved, the County will charge the City of Jonesboro a nominal fee for this transfer.

Motion/Second by Ray/Johnson to declare surplus and authorize transfer to the City of Jonesboro Police Department two (2) vehicles from the Spalding County Sheriff’s Department for a nominal fee. Motion carried unanimously by all.

7. Consider setting a date and time for a workshop to complete review of the proposed Financial Policies and Procedures.

Motion/Second by Miller/Ray to conduct workshop on August 23, 2013 beginning at 9:00 a.m. to complete review of the proposed Financial Policies and Procedures. Motion carried unanimously by all.

8. Consider setting a date and time for the annual evaluation of the County Manager.

Motion/Second by Gardner/Ray to set date of September 9, 2013 at 10:00 a.m. to conduct annual evaluation of the County Manager. Motion carried unanimously by all.

9. Consider setting a date and time for a fall follow-up Retreat.

Motion/Second by Miller/Ray to establish August 23, 2013 after the review of Financial Policies & Procedures as the date for the fall follow-up Retreat. Motion carried unanimously by all.

10. Consider District 1 appointment to the Ethics Review Board.

Motion/Second by Ray/Miller to table District 1 appointments to the Ethics Review Board until next meeting. Motion carried unanimously by all.

11. Consider cancellation of the September 2, 2013 Board of Commissioners Meeting due to observance of Labor Day Holiday.

Motion/Second by Ray/Miller to approve cancellation of the September 2, 2013 Board of Commissioners Meeting due to observance of Labor Day Holiday.

XI. REPORT OF COUNTY MANAGER

- A. The Parks & Recreation Advisory Commission meeting will be held on Thursday, August 8, 2013 at 6:00 pm in the Conference Room of the Senior Center.
- B. The Griffin-Spalding Development Authority meeting will be held on Thursday, August 8, 2013 at 8:00 am at the Development Authority.
- C. The Griffin-Spalding Airport Authority meeting will be held on Monday, August 12, 2013 at 6:00 pm in the Elmore George Meeting Room of One Griffin Center.
- D. The Animal Care & Control Advisory Board meeting will be held on Monday, August 12, 2013 at 5:15 pm in Meeting Room 108 of the Courthouse Annex.
- E. The Zoning Public Hearing will be held on August 22, 2013 at 6:00 pm in Meeting Room 108 of the Courthouse Annex.
- F. Chief Appraiser Larry Lillard has been diligently working to update assignments to his office. Joe Maddox has been promoted as Assistant Chief Appraiser and has a substantial history working in the office. Joe's tenure will officially begin on August 9, 2013. With the voluntary transfer of one field appraiser and the promotion of Joe Maddox, there were two vacancies to fill. The two new field appraisers are Jerry Johnson & Harry Busby and both will report to work on August 9, 2013. Longtime employee Kathy Hollis has announced her retirement later this year and more changes will be announced at that time.
- G. As of the end of July a total of 109 appeals had been heard by the Board of Equalization. 76 appeals resulted in no change in value with 33 being changed to the property owners' requests. This resulted in a 4.2% loss in value of the amount appealed.
- H. Each year the City of Griffin sponsors a Leadership Development Institute. The Leadership Development Institute provides employees with the tools to further their personal and professional development and helps them prepare for leadership roles. This year the County is sending several representatives from various departments. The following employees will be attending the Leadership Development Institute: Mike Windham (800 MHz Department), Rocky White (Fire Department), Joe Maddox (Tax Assessors Office) & Barbara Lights (Emergency 911)
- I. The Chief Appraiser Larry Lillard & the Tax Commissioner Sylvia Hollums have been vigorously working on the 2013 Tax Digest. As many of you probably are aware, assessments were mailed on July 8th. The final date to file an appeal is August 22nd. The following is a brief summary of our real property notices: 10,659 parcels – 35% had value increase, 12,552 parcels – 42% had a decrease in value, 6,853 parcels – 23% had no change. The Tax Commissioner & Chief Appraiser have prepared a 2013 Digest Submission Calendar that will be distributed to all detailing an estimated taxes due taxes due date of December 20, 2013.
- J. Mr. Wilson has obtained a sample building naming policy and submitted for review by the Board. At the current time, staff has only heard comments from two commissioners.
- K. Spalding County has kicked off its United Way Campaign and intends to make this year better than ever. For 2013, Spalding County employees contributed \$10,750. Our goal for 2014 is \$12,500. We plan on hosting three separate events in an effort to raise more money. Dress Down Wednesdays, a 50/50 drawing & a County Yard Sale at the Park @ Sixth are all activities that we hope will generate not only great support but help reach our 2013 goal.
- L. Last month Mr. Wilson distributed an overview of the 2012 Sales Ratio Study. Our overall ratio was 40.74 which is indicative that the digest is correctly valued in

relation to sales in Spalding County for the 2012 calendar year. Previous reports have been as low as 35% and have resulted in fines. The state requirement is 40% + or – approximately 2%.

- M. Recently Spalding County was awarded the prestigious designation of a StormReady Community. We have now received the signage and will begin placing them at all Fire Stations. Staff intends to place them on several State right of ways but will first need approval from GDOT. We will be working with the local news media to do a follow-up article on this designation.
- N. Staff was notified last week from the Georgia Department of Community Affairs that the periodic updates of our local comprehensive plan, service delivery strategy, and other documents are approaching. A Full Plan update is due by 10/31/2017.
- O. Due to the Federal court ordered change of the 2014 Primary, the 2014 SPLOST schedule had to be updated. The 2014 General Primary will be held on June 3rd. Elections Supervisor Terry Colling has prepared a detailed time line with the relevant dates for the 2014 SPLOST. Staff will distribute this calendar to all commissioners. **Board consensus to move forward with 2014 June SPLOST.**
- P. At the Planning Retreat held at the beginning of the year, there was general consensus to move forward with the Bi-Weekly pay. The transition to Bi-Weekly pay from Semi-Monthly is slated to become effective January 1, 2014. Staff is beginning to work with Time & Attendance vendors to make sure software & hardware are compatible with this change and to also work out any problems with the County's current offset time policy.
- Q. In February 2009, take home vehicles were discontinued for the Public Works Director, Assistant Public Works Director, Parks & Recreation Director, Parks Superintendent, Water Superintendent, Construction & Maintenance Director, Construction & Maintenance Sr. Technician, Code Enforcement Officers & the Deputy Warden. The only take home vehicles allowed were the Fire Chief, Assistant Fire Chief, Fire Marshal, Warden, Coroner & the Sheriff's Department fleet. In 2010, the position of Communications Systems Specialist was created and a take home vehicle was authorized at that time by the Interim County Manager, Deputy County Manager & the Board of Commissioners.
- R. In June of 2012 the Board approved an expense sharing agreement between the City of Griffin and Spalding County for a transportation planner. Chairman Flowers-Taylor has requested that the Board review the terms of this contract to make sure it's consistent with other City/County contracts.

XII. REPORT OF COMMISSIONERS

Miller- None

Gardner- None

Johnson- None

Ray- Reminded everyone that Griffin-Spalding Schools start back next week and prompted all to use extreme caution on the road due to the increased number of kids.

Flowers-Taylor- Advised that she really wants a 2014 SPLOST. Additionally Chairman Flowers-Taylor requested the status of the following items: hiring a Parks & Recreation Director & Public Works Director, addressing the issue of extra Warrant Division Personnel, take home vehicle policy at the Sheriff's Department.

XIII. CLOSED SESSION

Chairman Flowers-Taylor requests an Executive Session for the purpose of discussing 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-(b)(2)

***Motion/Second by Ray/Johnson to enter Executive Session at 8:10 pm.
Motion carried unanimously by all.***

***Motion/Second by Gardner/Miller to adjourn Executive Session at 9:14 m.
Motion carried unanimously by all.***

XIV. ADJOURNMENT

Motion/Second by Miller/Ray to adjourn at 9:15 pm. Motion carried unanimously by all.

/s/ _____
Chairman

/s/ _____
County Clerk

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