

The Agenda Setting Meeting of the Oconee County Board of Commissioners was held on Tuesday, January 30, 2018 at 6:00 p.m. in the Commission Meeting Chambers at the Oconee County Courthouse.

Members Present: Chairman John Daniell
Commissioner Mark Thomas
Commissioner Chuck Horton
Commissioner W.E. "Bubber" Wilkes
Commissioner Mark Saxon

Staff Present: Justin Kirouac, County Administrator
Daniel Haygood, County Attorney
Kathy Hayes, County Clerk
Wes Geddings, Finance Director
Melissa Braswell, Assistant Finance Director
Paula Nedza, IT Director
Tracye Bailey, Deputy Clerk
Wayne Haynie, Water Resources Director
Donald "Mickey" Baughcum, Water Resources
Lisa Davol, Parks & Recreation Director
Alex Newell, Management Analyst

Media Present: Michael Prochaska, Editor, The Oconee Enterprise

Chairman John Daniell began the Board Meeting at 6:00 p.m. with a moment of silence, and the Pledge of Allegiance was led by Commissioner Bubber Wilkes.

Approval of Agenda:

Chairman Daniell asked that the Board amend the agenda to discuss and consider a one-week moratorium of the Sign Ordinance.

On motion by Commissioner Thomas and second by Commissioner Saxon, the Board unanimously approved the amendment of the agenda to discuss and consider a one-week moratorium of the Sign Ordinance.

On motion by Commissioner Thomas and second by Commissioner Saxon, the Agenda was unanimously approved as amended.

Statements and Remarks from Citizens:

Andy Barrs, Lea Haven Way, Athens, GA asked that the Board consider a rezone of two remaining lots in the Lea Haven Subdivision. He is concerned that the lots are zoned A-1 instead of the R-1 of the adjoining lots.

Statements and Remarks from Commissioners:

Chairman Daniell reminded the audience that the Comprehensive Plan Committee will have a Public Forum on February 5, 2018 at Oconee Veterans Park at 6:00 p.m.; Board of Elections Chair Pat Hayes has announced her retirement; and Water Resources Director Wayne Haynie has accepted another job and will be leaving Oconee County as of March 5, 2018.

Alcohol License Modification for Convenience Stores, Inc. d/b/a JP Bogart:

County Clerk Kathy Hayes presented to the Board a license modification for Convenience Stores, Inc. d/b/a JP Bogart. A modification is requested to change the Registered Agent from Freida T. Coker to Elizabeth Simbro due to Ms. Coker's upcoming retirement.

Chairman Daniell asked for public comment and there was none.

By consensus, this item will be placed on the Consent Agenda of the February 6, 2018 Regular Meeting.

Alcohol License Application – The Falls, LLC:

County Clerk Kathy Hayes presented to the Board a new alcohol license application for The Falls, LLC located at 8851 Macon Highway, Athens, with Norma Miranda as the Registered Agent. Ms. Hayes shared with the Board that the applicant was approved for a 2017 Alcohol License, but the opening of the restaurant was delayed until 2018 and the 2017 license was not needed. Ms. Miranda has received the RASS training.

Chairman Daniell asked for public comment and there was none.

By consensus, this item will be placed on the February 6, 2018 Consent Agenda.

Unified Development Code Article 8: Landscaping and Buffers:

County Administrator Justin Kirouac asked the Board for direction regarding Article 8: Landscaping and Buffers of the Unified Development Code due to comments at the recent Town Hall Meeting, Joint Comprehensive Plan Committee and citizen comments. Mr. Kirouac is to proceed with revisions to the Landscape Ordinance to present to the Board.

Bid Award Recommendation - Northwest Oconee Pressure Zone:

Water Resources Director Wayne Haynie presented the bids for the Northwest Oconee Pressure Zone. Mr. Haynie explained that two separate contracts were included in the Invitation to Bid, one for construction of the elevated tank and another contract for a booster pump station to fill the elevated tank. The recommendations are to authorize the Chairman to sign, Contract 1, Phoenix Fabricators in the amount \$822,080.00 and, Contract 2, Allsouth Constructors in the amount of \$205,500.00.

Chairman Daniell asked for public comment and there was none.

By consensus, this item will be placed on the February 6, 2018 Consent Agenda.

Calls Creek Wastewater Reclamation Facility Upgrade – Change Order No. 1:

Water Resources Director Wayne Haynie presented to the Board Change Order No. 1 for the Calls Creek Wastewater Reclamation Facility Upgrade. He explained that an aeration basin is being constructed for the new facility and it would be financially advantageous to construct a second aeration basin simultaneously. The second aeration basin could be used as a reservoir for reuse water and, in the future, serve as a wastewater treatment unit. The contractor's price for the additional basin is \$1,030,993.00 and would be more cost effective to construct a second basin while the contractor is on-site. Completion date for the Calls Creek Facility Upgrade would be extended 90 days resulting in a completion date of August 4, 2018. Due to favorable bids from another project with a savings of \$1 million, funds are available for the addition of a second aeration basin.

The Board will discuss and consider Change Order No. 1 of the Calls Creek Wastewater Reclamation Facility Upgrade at the February 6, 2018 Regular Meeting.

Epps Bridge Force Main Replacement – Change Order No. 1:

Water Resources Director Wayne Haynie presented to the Board Change Order No. 1 of the Epps Bridge Force Main Replacement Project. He explained that the contractor, Griffin Brothers, Inc., asked for an additional 64 days to complete the construction rather than have the County pay an upcharge for expedited pipe production. Due to unforeseen weather conditions, PVC pipe production was stopped during a week in August 2017. Mr. Haynie recommended that the contract be extended the additional 64 days until July 3, 2018. There is no additional cost for the extension and the unit price of the pipe will remain the same.

Chairman Daniell asked for public comment and there was none.

By consensus, this item will be placed on the February 6, 2018 Consent Agenda.

Annual Emergency Generator Inspection and Maintenance Services:

Finance Director Wes Geddings presented to the Board the Request for Qualifications and Proposal for the Annual Generator Inspection and Maintenance Services. Mr. Geddings explained that the low bidder was Cummins Sales & Service in an amount of \$11,996.90. He recommended Cummins Sales & Service due to their low bid and ability to provide the quickest emergency response time of one hour.

Chairman Daniell asked for public comment and there was none.

By consensus, this item will be placed on the February 6, 2018 Consent Agenda.

Oconee County Fiscal Policies Update:

Finance Director Wes Geddings presented to the Board updates to the Fiscal and Travel Policies. Mr. Geddings explained that the current fiscal policies were last updated in March of 2004. He is requesting that the Fiscal and Travel Policies be changed to Fiscal and Travel Ordinances. Fiscal Policy revisions include re-evaluation of authorizations for spending levels. The Travel Policy revisions will define reimbursements, per diem rate for meals and mileage reimbursement.

Chairman Daniell stated that contracts will continue to come before the Board for approval regardless of the dollar amount involved.

The first reading of the Fiscal and Travel Ordinances was held at the Agenda Setting Meeting (January 30, 2018). The second reading and consideration for adoption will be held at the February 6, 2018 Regular Meeting.

County Financial Audit Update:

Finance Director Wes Geddings introduced Carrie Wilkins of Treadwell, Tamplin & Company to report on the FY2017 Audit. Ms. Wilkins reviewed the result of the annual audit and stated that the County received a clean, unmodified opinion, which is the highest level a County can receive, with no audit findings to report and no material audit adjustments. The auditors received full cooperation from all county personnel and Ms. Wilkes commended County staff for a job well done.

FY2018 Mid-Year Budget Amendments:

Finance Director Wes Geddings presented to the Board mid-year budget amendments for FY2018 as follows: Public Works - \$317,700.00 to include infrastructure improvements for Mars Hill Right-of-Way,

Phase II (acquisition costs and demolition services for miscellaneous structures); and Animal Services – \$25,000.00 for tree removal and grading to prevent flooding of the Shelter.

Mr. Geddings presented budget transfers for Clerk of Courts of \$78,000.00 (\$45,636.00 from personnel due to an employee's retirement and \$32,364.00 from Software Maintenance allocated for deed recording) to provide e-filing of court documents; Fire Department of \$39,525.00 to transfer personnel services from Planning and Code Enforcement to the Fire Department for the Fire Marshal position; Operations of \$20,000.00 to increase professional services for the Capital Reserve Analysis of the Parks & Recreation Department; and Planning & Code Enforcement of \$10,000.00 to transfer personnel services to professional services to fund the Bureau Veritas contract to perform inspection and planning review services.

Chairman Daniell asked for public comment and there was none.

By consensus, this item will be placed on the February 6, 2018 Consent Agenda.

Mr. Geddings presented to the Board the FY2019 Budget Submittal Plan and Public Hearing dates. This item will be discussed and considered at the February 6, 2018 Regular Meeting.

Oconee County Little League Concession Services Agreement:

Parks and Recreation Director Lisa Davol presented to the Board an Agreement with Oconee County Little League (OCLL) to provide concession services for baseball and softball for the spring 2018 season at Oconee Veterans Park, Bogart Sports Complex and Herman C. Michael Park. OCLL has agreed to pay the County a fee of \$2,000.00 or 10% of gross concessions, whichever is higher. The term of the contract is February 1, 2018 through June 30, 2018. Ms. Davol recommended two changes to the Agreement: 1) Under "compensation," change the fee of \$2,000.00 to \$1,000.00 since the term of the agreement is for one season; 2) Change the compensation due date from June 15, 2018 to June 30, 2018 to coincide with the end of the term of the Agreement.

Chairman Daniell asked for public comment and there was none.

By consensus, this item will be placed on the February 6, 2018 Consent Agenda with the recommended changes.

Sign Ordinance Moratorium:

County Attorney Daniel Haygood presented to the Board that revisions are needed in the Sign Ordinance. He asked that the Board place a one-week moratorium on the Sign Ordinance should potential applications be submitted prior to the next Board Meeting on February 6, 2018 and asked that the Board sign a Resolution, as presented, to effect the moratorium. Mr. Haygood will present revisions to the Sign Ordinance at the February 6, 2018 Regular Meeting.

Chairman Daniell asked for Public Comment and there was none.

On motion by Commissioner Saxon and second by Commissioner Horton, the Board unanimously adopted a resolution to place a one-week moratorium on the Sign Ordinance. **See Ordinances and Resolutions Book No. 22.**

Executive Session:

On motion by Commissioner Wilkes and second by Commissioner Thomas, the Board unanimously voted to adjourn into Executive Session at 7:14 p.m. to discuss personnel, land acquisition, and/or potential litigation.

No action was taken in Executive Session.

On motion by Commissioner Saxon and second by Commissioner Horton, the Board adjourned Executive Session at 7:29 p.m. On motion by Commissioner Saxon and second by Commissioner Wilkes, the Board adjourned back into Regular Session.

There being no further business, on motion by Commissioner Wilkes and second by Commissioner Horton, the meeting was adjourned at 7:30 p.m.

County Clerk

Chairman

Date