

Minutes
Historic Courthouse, Board Chambers, 3rd Floor
225 North Board Street
January 26, 2016

The Thomas County Board of Commissioners met on the above date in a regular scheduled meeting at 9:00 a.m. at the Historic Courthouse, Commission Chambers, with the following board members present:

Kenneth E. Hickey, Chairman, Dist. 3	Phillip V. Brown, Vice-Chair, Dist. 7
Merrill E. Baker, Jr., Dist. 1	Moses Gross, Dist. 2
Mark NeSmith, Dist. 4	Hershel P. Ansley, Dist. 5
Wiley E. Grady, Dist. 6	J. Elaine Mays, Dist. 8

Staff present was Michael J. Stephenson, Bruce Warren, County Attorney, Toyna Brooks, Board Secretary, and Twink Monahan, County Clerk. There was no Media present.

Chairman Hickey called the meeting to order.

Chairman Hickey recognized Commissioner Grady to give the invocation and led the Pledge of Allegiance.

Chairman Hickey recognized Commissioner Grady who made a motion to approve the minutes of the 1/12/16 Board Meeting. The motion was seconded by Commissioner Mays. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

Chairman Hickey announced that there will not be a public hearing concerning Winterpast Way Closure. Chairman Hickey stated that the board had received a letter from Gene Phipps' attorney, William Blackburn, requesting to withdraw his request for closure of Winterpast Way. Bruce Warren advised the board that it was a motion that called for the public hearing and it would be proper to have a motion to rescind the 11/10/2015 motion to have a public hearing.

Chairman Hickey recognized Commissioner Mays who made a motion to rescind the motion made on 11/10/2015 to hold a public hearing concerning the request to close Winter Past Way and receive concerned citizens' comments. The motion was seconded by Commissioner Grady. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

Commissioner NeSmith said that he wants to put the citizens' minds at ease about the landowner re-approaching the board with another request. Commissioner Mays said that it is every citizen's right to make requests from the board however it does not mean that a public hearing will be granted.

Chairman Hickey recognized Christa McGregor a resident of the Norias Road. She thanked the board for rescinding the motion. She also said that it is a beautiful county dirt road and implored the board to put the matter to rest. She also thanked the board for resurfacing the Metcalfe Road.

Chairman Hickey thanked her for her comments.

Bruce Warren stated that the public hearing for the Brookwood School entrance will have to be delayed. The second required legal ad was not published.

Chairman Hickey recognized Commissioner Mays who made a motion to declare a public hearing to obtain citizens' input into the development of an application to apply for the 2016 Community Block Grant for up to \$500,000. The motion was seconded by Commissioner NeSmith. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

Chairman Hickey called for comments. There were no public comments. Tony Wooten, Public Works Director explained the proposed project is Foxcroft Road where the road and drainage needs improving for the over forty residents of the road.

Chairman Hickey recognized Vice-Chairman Brown who made a motion to close the public hearing. The motion was seconded by Commissioner Ansley. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

Chairman Hickey recognized Lee Webb the executive director of Thomasville Landmarks. Mr. Webb reviewed the history of the Transportation Enhancement project for Metcalfe Road from Broad Street to Metcalfe-Beachton Road. The Georgia Department of Transportation has forwarded to the board an updated Memorandum of Understanding regarding preliminary engineering expenses. Mr. Lee stated that the construction documents are complete and the environmental study submitted. The project will be ready to be for a contractor within 60-90 days.

Chairman Hickey recognized Commissioner Gross who made a motion to approve the Memorandum of Understanding with the Georgia Department of Transportation, Engineering for project identification number 0010609, Metcalfe Road. The motion was seconded by Commissioner NeSmith. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

Chairman Hickey recognized Commissioner NeSmith who made a motion to approve a Resolution regarding County Issued Purchasing and/or Credit Cards. The motion was seconded by Commissioner Grady. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

**Resolution of the Thomas County Board of Commissioners Regarding
County Issued Purchasing and/or Credit Cards**

WHEREAS, Georgia law prohibits counties from issuing purchasing cards and credit cards to elected officials unless the governing authority of the county has authorized such issuance and has promulgated policies regarding their use as provided by law; and

WHEREAS, such purchasing cards and credit cards shall only be issued to elected officials designated by the governing authority; and

WHEREAS, in order to comply with O.C.G.A. § 36-80-24, the Thomas County Board of Commissioners desires to authorize certain elected officials to be issued a county purchasing and/or credit card, to adopt the attached ordinance containing the County's policy on purchasing cards and credit cards and to adopt the attached user agreement.

NOW, THEREFORE, BE IT RESOLVED that the Thomas County Board of Commissioners adopts the attached Purchasing Card and Credit Card Ordinance for Thomas County Elected Officials.

BE IT FURTHER RESOLVED that the Board of Commissioners, by public vote, designates the following Thomas County Elected Officials to receive a county issued purchasing and/or credit card and approves the attached user agreement for the following elected officials:

- Chairman
- Commissioners
- Coroner
- Magistrate Judge
- Probate Judge
- Sheriff
- Superior Court Clerk
- Tax Commissioner
- Solicitor
- State Court Judge

This 26th day of January, 2016.

Chairman Hickey recognized Commissioner Grady who made a motion to approve a Purchasing Card and Credit Card Ordinance for Thomas County Elected Officials according to O.C.G.A. § 36-80-24, effective 1/1/2016. The motion was seconded by Commissioner Mays. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

Purchasing Card and Credit Card Ordinance for Thomas County Elected Officials

WHEREAS, effective January 1, 2016, O.C.G.A. § 36-80-24 prohibits county elected officials from using government purchasing cards and government credit cards unless the county governing authority authorizes the issuance of such cards by public vote and has promulgated specific policies regarding the use of such cards;

WHEREAS, the Thomas County Board of Commissioners promulgates this ordinance as the official policy of Thomas County.

NOW, THEREFORE, BE IT ORDAINED that the following ordinance be adopted by the Thomas County Board of Commissioners to be effective February 1, 2016.

I. Intent and Scope

This ordinance is intended to comply with the policy requirements of O.C.G.A. § 36-80-24 regarding the use of County issued government purchasing cards and credit cards.

II. Definitions

A. "Authorized elected official" means an elected official designated by public vote of the Board of Commissioners to receive a county issued government purchasing card or credit card.

B. "Card Administrator" means the purchasing card and credit card administrator designated by the Thomas Board of Commissioners.

C. "County" means Thomas County Board of Commissioners

D. "County purchase card," "county p-card" or "county credit card" means a financial transaction card issued by any business organization, financial institution, or any duly authorized agent of such

organization or institution, used by a County official to purchase goods, services and other things of value on behalf of the County.

E. "Financial transaction card" means an instrument or device as the term is defined in O.C.G.A. § 16-9-30(5).

F. "User agreement" means the required agreement between the Board of Commissioners and the authorized elected officials which restricts the use of a county purchasing card or credit card.

III. Designated Elected Officials

The Thomas County Board of Commissioners ("County"), in its discretion, may authorize specific county elected officials to use a county purchasing card or credit card by adoption of a resolution in a public meeting.

No authorized elected official may use a county purchasing card or credit card until and unless he or she has executed the County's purchasing card and credit card user agreement.

The County will not make payments to any business organization, financial institution, or any duly authorized agent of such organization or institution, for amounts charged by an elected official to any purchasing cards or credit cards that are not issued pursuant to this ordinance or for any purchases that are not authorized by this ordinance.

IV. Card Administrator

The Board of Commissioners shall designate a County purchasing card and credit card administrator. The responsibilities of the Card Administrator include:

- a. Manage County issued purchasing cards and credit cards.
- b. Serve as the main point of contact for all County purchasing card and credit card issues.
- c. Serve as liaison to the elected officials authorized to use a purchasing card or credit card and their staff, as well as to the issuer of the purchasing card or credit card.
- d. Provide training on card policies and procedures to the elected officials authorized to use a purchasing card or credit card and their staff.
- e. Develop internal procedures to ensure timely payment of cards.
- f. Assist authorized elected officials to dispute transactions when necessary.
- g. Establish internal procedures to ensure compliance with this ordinance, County procurement ordinances and policies, County purchasing card and credit card user agreements, applicable agreements with the business organization, financial institution, or any duly authorized agent of such organization or institution, issuing card, and state law, specifically, O.C.G.A. §§ 16-9-37 and 36-80-24.
- h. Document internal controls, audits and other measures to prevent and detect misuse or abuse of the cards.
- i. Audit and reconcile transactions monthly.
- j. Maintain records for at least seven years or as otherwise provided by the County's record retention policy.

V. Use of Cards

- A. **Authorized Purchases.** County purchase cards and credit cards may be used to purchase goods and services directly related to the public duties of the authorized elected official only. All purchases are subject to the terms of this ordinance, the County purchasing card and credit card user agreement, county procurement policies and ordinances, and the adopted budget.

Only authorized elected officials may use a County purchase card or credit card for purchases or payments. The cards, and use of the cards, are not transferrable to employees. The authorized elected official shall use care to ensure that others do not have access to the card account number, expiration date and security code.

Unless otherwise approved by the governing authority or established in the County purchasing card and credit card user agreement, the transaction limits are as follows:

Per Transaction: \$2,000

Per Month: \$5,000

- B. **Unauthorized Purchases.** County purchasing cards and credit cards shall not be used for goods and services not directly related to the official responsibilities of the authorized elected official. Additionally, cards shall not be used to avoid compliance with the County's purchasing ordinances and procedures, to purchase goods and services that are not approved in the County's budget, to purchase goods and services exceeding the per transaction or per month limit, or to make purchases not in compliance with the County purchasing card and credit card user agreement.
- C. **Receipts and Documentation.** Receipts, invoices and other supporting documentation of all purchases made with a county purchasing card or credit card shall be obtained and maintained by the authorized county elected official for five years or as otherwise provided by the County's record retention policy. If an original or duplicate cannot be produced, a sworn affidavit of the authorized elected official may be substituted. The documentation must include the supplier or merchant information (i.e., name and location), quantity, description, unit price, total price, price paid without sales tax and an explanation of the purchase sufficient to show that the expense was in the performance of official County duties.
- D. **Public Records.** All receipt and other documentation of purchases are public records and subject to the requirements of O.C.G.A. § 50-18-70 *et seq.*

VI. Review of Purchases and Audit. Proper documentation of purchases, internal controls and other measures prevent and allow detection to misuse or abuse of County issued purchase cards and credit cards. Authorized elected officials and staff that process payments under this program shall cooperate and comply with the procedures established by the County.

- A. **Review of Purchases.** All purchases shall be reviewed according to the following procedure: Purchases shall be reviewed to determine whether they are authorized purchases for County Purposes. Purchases shall be reviewed to insure that the billing statements are correct. Purchases shall be reviewed to insure that the amounts do not exceed the authorized limit.
- B. **Audits.** The Card Administrator shall perform an annual review of the card program to ensure adequacy of internal policies and procedures, cardholder spending limits, monthly reconciliation procedures and documentation for transactions. Elected officials and staff shall cooperate with such review.

VII. Violations.

- a. An elected official shall reimburse the County for any purchases made with a County issued purchase card or credit card in violation of this ordinance or the user agreement.

- b. In the discretion of the county governing authority, failure to comply with the procedures outlined in this ordinance may result in:
 - i. A warning;
 - ii. Suspension of the elected official's authority to use a County purchase card or credit card; or
 - iii. Revocation of the elected official's authority to use a County purchase card or credit card.
- c. Nothing in this ordinance shall preclude the county governing authority from referring misuse of a purchase card or credit card for prosecution to the appropriate authorities.

FURTHER RESOLVED that any resolution in conflict with this resolution is hereby repealed.

This 26th day of January, 2016.

Chairman Hickey recognized Commissioner Gross who made a motion to ratify the action taken by a poll of the board on 1/20/2016 to extend the open enrollment period for Colonial Insurance until 2/29/2016 for 2016 only, to provide employees and dependents of employees the opportunity to purchase policies for occupational claims that are not covered by the Thomas County Health Benefit when injured when either self-employed or working for another employer. The motion was seconded by Vice-Chairman Brown. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

Mr. Stephenson said as projects are completed the actual cost is presented as an amendment to the 2012 SPLOST. A paid to date 2012 project report was distributed.

Chairman Hickey recognized Vice-Chairman Brown who made a motion to approve the 2016 Budget Amendment 16-1-1 as presented. The motion was seconded by Commissioner Gross. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

2016 BUDGET AMENDMENT 16-1-1
2012 SPLOST - CAPITAL PROJECTS FUND (328)
26-Jan-16

Account	Description	Original 2016 Budget	Amended Budget	Difference
Expenses				
328-4200-54-2500	Equipment	1,025,760	1,111,062	85,302
328-4209-54-1405	Infra-Roads-Egg & Butter Road	350,000	310,650	-39,350
328-9010-57-9000	Contingencies	1,468,951	1,422,999	-45,952
	Total			0
Net Increase to Expenses				\$0

Chairman Hickey recognized Vice-Chairman Brown who made a motion to approve the following financial resolution naming agents authorized to carryout banking matters for Thomas County. The motion was seconded by Commissioner Mays. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

Chairman Hickey recognized Commissioner Grady who made a motion to approve the

THOMAS COUNTY
FINANCIAL AUTHORIZATION RESOLUTION

I, M. Twink Monahan, certify that I am Clerk of the Thomas County Board of Commissioners, a political subdivision of the State of Georgia, with Federal I. D. Number 58-6000893, and that the resolutions on this document were adopted at a meeting of the Board of Commissioners on January 26, 2016. These resolutions appear in the minutes of this meeting and have not been rescinded or modified, to wit:

Any two agents listed herein are authorized to exercise the powers granted as indicated below:

Name & Title	Signature	Facsimile
1. Kenneth E. Hickey, Chairman	X _____	X _____
2. Merrill E. Baker, Finance Chairman	X _____	X _____
3. Michael J. Stephenson, County Manager	X _____	X _____

Powers granted are listed as follows:

1. Open any deposit or share accounts in the name of the County.
2. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Financial Institutions.
3. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in the Financial Institutions.

I further certify that the Thomas County Board of Commissioners has, and at the time of adoption of this resolution had full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

In a witness whereof, I have subscribed my name to this document and affixed the seal of Thomas County, on January 26, 2016.

Chairman Hickey recognized Commissioner Grady who made a motion to approve the Intergovernmental Agreement between Thomas County Board of Elections and Registration and the City of Barwick designate the Election Supervisor of Thomas County to conduct elections. The motion was seconded by Commissioner Ansley. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown, Commissioners Baker, Gross, NeSmith, Ansley, Grady and Mays voting aye.

INTERGOVERNMENTAL AGREEMENT BETWEEN THOMAS COUNTY BOARD OF
ELECTIONS AND REGISTRATION AND THE CITY OF BARWICK

THIS CONTRACT entered into this the 26 day of January 2016, by and between the Thomas County Board of Elections (the "Board of Elections") and the City of Barwick (the "City") and the election Supervisor of Thomas County ("Election Supervisor").

WHEREAS the State of Georgia has provided Direct Record Voting Equipment to Thomas County to conduct the Federal, State and County elections; and

WHEREAS the City desires to employ a voting system that is consistent with the system used by Thomas County to conduct Federal, State and county elections; and

WHEREAS the City has requested that the Board of elections designates the Election Supervisor of Thomas County to conduct such elections;

NOW THEREFORE the parties agree as follows:

1. The Elections Supervisor of Thomas County shall be the Superintendent of Elections as defined by applicable law in all respects for such election. .
2. The City will qualify candidates for such election and receive such qualifying fees in amounts to be set by the City as required by applicable law. The City will receive and act on all matters regarding qualification and/or disqualification of any person seeking to hold public office including any challenges under O.C.G.A. §21-2-6, the Constitution of the State of Georgia and/or any other applicable law or ordinance.
3. The Board of Elections will conduct the election in all respects as required by the election laws set forth in Title 21 of the Official Code of Georgia Annotated. The Thomas County Elections Supervisor will:
 - a. Prepare, print and issue absentee and provisional ballots;
 - b. Arrange for pick up, delivery, storage and return of voting units for each municipal election.
 - c. Perform all programming required to prepare for each municipal election. These services will be provided directly or through recommendation of approved programming.
 - d. Ensure that there are sufficient supplies available to conduct each municipal election.
 - e. Ensure that there are an adequate number of poll workers to conduct the municipal elections and provide proper training before each election.
4. Upon the completion of the election and any subsequent runoff or recount election, the Elections Supervisor will invoice the City for all costs and expenses incurred in connection with the conduct of the election.
5. As consideration for the Elections Supervisor providing the above services, the City agrees:
 - a. To cooperate with the county and to ensure that elections are conducted in an orderly manner and to provide sufficient space for the conduct of the election.
 - b. To reimburse the County for all costs incurred by the County in assisting the City in preparation for and conducting of each election within thirty days of receipt of invoice. There shall be no cost for the use of the DRE Voting System. The City shall reimburse any overtime charges incurred by County staff.
 - c. The City shall reimburse the County for any damage to the voting machines, equipment or peripherals during the conduct of municipal elections not held in conjunction with a county election. Provided, however, that city shall not be responsible for any damage to any equipment as a result of the negligence of any County employee or County official.

6. This agreement shall continue in full force and effect until such time as either party shall notify the other of their intent to terminate. All termination notices shall be provided at least six months prior to the next scheduled election.

Chairman Hickey opened the meeting to the Citizens to address the board for items not listed on the agenda. Chairman Hickey recognized Howard Woodard a resident of Holly Springs Drive. Mr. Woodard is requesting 'no trucks' signage at the County Line Road at the Highway 84 By-Pass. He said that signs are at the Highway 19N at County Line Road. The truck traffic is heavy coming from the by-pass and the trucks are down breaking at all hours of the night.

Commission NeSmith, Road Committee Chairman, said that he will add this to Thursday's committee agenda and requested that Mr. Wooten put up signs as soon as possible.

Chairman Hickey recognized William Crain who voiced his concerns about his termination 5 years ago. Mr. Crain also submitted two (2) documents from the Department of Labor.

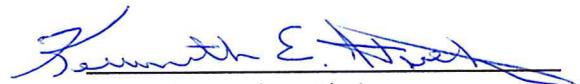
Mr. Stephenson stated for the record that Thomas County has never had a problem with credit cards even though the State Government is requiring 159 counties to adopt a resolution and policy. He also explained the letter from Alicia Hester concerning the reevaluation of the distribution of the Title Ad Valorem Tax the county is looking at an estimated \$273,807.45 loss.

Mr. Stephenson also reported that he and staff are firming up the pricing for a new shop 23,000 square feet estimated at \$20 to \$40 per square foot. A new prison estimated cost is \$10,000,000 using the CRA's design.

Bruce Warren informed the board that there are two real property valuations appeals pending in Superior Court.

Chairman Hickey announced that there was a ribbon cutting at the manned Hansell Collection Site. It is open to the public from 7-7 daily.

Chairman Hickey recognized Commissioner Grady who made a motion to adjourn. The motion was seconded by Commissioner NeSmith. Motion carried unanimously; Chairman Hickey, Vice-Chairman Brown and Commissioners Baker, Ansley, NeSmith, Grady, Gross and Mays voting aye.


Kenneth E. Hickey, Chairman

ATTEST:


M. Twink Monahan, County Clerk