

Wilkinson County Commission
September 19, 2006

The Wilkinson County Board of Commissioners met in a Regular Session at 5:00 p.m. on Tuesday, September 19, 2006 at the Wilkinson County Courthouse. The following Commissioners were present: C. L. Brooks, Dennis Holder, J.M. Howell, John Williams. Commissioner Alfred Gibson was absent.

The following staff was present County Manager Laura Mathis and County Attorney Jon Helton.

The following visitors were present: Becky Langford

Chairman Holder called upon Commissioner Williams to give the invocation.

I. Approval of Minutes.

Chairman Holder presented the minutes of the September 1 and 5, 2006 meetings. Copies of the minutes were distributed prior to the meeting. Upon motion of Commissioner Brooks and second by Commissioner Williams, the minutes were approved as prepared.

II. Recognition of Visitors

Chairman Holder recognized and welcomed all visitors to the meeting.

III. Old Business

1. **Nichols Farmer Road** Ms. Mathis stated that work is Nichols Farmer Road has been primed and the decel lane is being constructed. Paving should begin shortly.
2. **Criswell Road** Ms. Mathis stated that she would follow up with Imerys about their plans for dust control on Criswell Road.
3. **Davis Cemetery Road** Ms. Mathis stated that she would re-schedule the meeting the WKA to discuss Davis Cemetery Road.

IV. New Business

1. **Resolution to Approve FY 2007 Budget** A copy of the proposed budget was distributed prior to the meeting. Upon motion by Commissioner Williams and second by Commissioner Brooks, the Wilkinson County Board of Commissioners unanimously approved the following resolution:

WHEREAS: The County Manager of Wilkinson County has presented a proposed FY 2007 Budget to the Board of Commissioners on each of the various funds of the County, and

WHEREAS: Each of these budgets lists proposed expenditures for the fiscal year October 1, 2006 to September 30, 2007, proposes certain levies and charges to finance these expenditures, and lists the anticipated revenues to be derived therefore; and

WHEREAS: Each of these budgets is a balanced budget, so that projected revenues for each fund equal proposed expenditure appropriations; and

WHEREAS: A public hearing was held on the proposed budget on Tuesday, August 29, 2006 at 9:00 a.m.

NOW THEREFORE, BE IT RESOLVED, that this budget be and is hereby approved and the several items of revenues projected in this budget for each fund in the amounts anticipated are adopted and that the several amounts recommended in the budget for each fund as proposed expenditures are hereby appropriated to the departments, function or purpose named in each fund.

BE IT FURTHER RESOLVED that the expenditures shall not exceed the appropriations authorized by this budget or any subsequent amendments thereto and that expenditures for the fiscal year shall not exceed funding available.

2. **21st Century Partnership** Chairman Holder discussed the 21st Century Partnership and the impact of Robins Air Force base on Wilkinson County. Upon conclusion of the discussions, the Wilkinson County Board of Commissioners approved a contribution to 21st Century Partnership in the amount of \$1,958.65 for 2007.

3. **Board Appointment to the Department of Family and Children Services Chairman** Holder stated that David Smallwood has submitted his resignation from the DFCS Board. No action was taken regarding a new appointment.

4. **Amendment to the Travel Policy** A copy of the proposed Travel Policy was distributed prior to the meeting. Upon motion by Commissioner Brooks and second by Commissioner Howell, the Wilkinson County Board of Commissioners unanimously approved the following Travel Policy as amended.

WILKINSON COUNTY TRAVEL POLICY
Effective December 4, 2001
Revised September 19, 2006

APPLICABILITY:

This policy covers all departments of Wilkinson County that are reimbursed for travel expenditures by the Wilkinson County Board of Commissioners, including but not limited to: Board of Commissioners, Board of Assessors, Board of Elections, Board of Equalization, Coroner, Tax Assessor's Office, Tax Commissioners Office, Extension, Clerk of Superior Court Office, Probate/ Magistrate office, Recreation, Road Department, Transit Department, Sanitation Department, Senior Citizens Center, Sheriff's Department, 911, Jail, EMA.

PROVISIONS:

- a. Prior to travel, employees must obtain the appropriate forms from the Commissioners Office, including the Hotel/Motel Tax Form, Sales and Use Exemption Form and credit card authorization (if needed)
- b. All travel expenses must be recorded on the attached "Travel Reimbursement Request".
- c. Receipts for all expenditures must be submitted with the reimbursement request. A copy of the conference agenda should be attached to the reimbursement request.
- d. The mileage reimbursement rate shall be the same as the reimbursement rate of the State of Georgia set by OCGA 50-19-7 for use of a personal vehicle. The number of miles eligible for reimbursement shall be based on the calculated number of miles from departure point (generally residence) to destination plus a reasonable allowance for incidental travel. For any incidental miles that are submitted, an itemized statement or written explanation should be included and will be reviewed on a case-by-case basis.
- e. When possible, a County owned vehicle should be used for transportation rather than personal vehicle.
- f. For members of Board of Assessors, Board of Elections and Board of Equalizers, the appropriate per diem shall be paid for each day of training. If the member must travel on the day prior to the commencement of training or on the day after completion of the training, the appropriate per diem shall be paid. For example, the Board member travels on Sunday for training that begins at 8:00 a.m. Monday in Athens, they will receive their per diem rate for Sunday and Monday.
- g. For one-day travel (where no overnight stay is required), employees shall be paid for hours from time of departure from home to time of arrival home with one hour lunch period.
- h. For training that requires overnight stay, employees are paid for an eight-hour workday for each day of training/meetings. If the employee opts to travel outside the normal work hours prior to the commencement of travel, they will receive pay for the hours that exceed their normal workday.
- i. If travel occurs on a day when the employee is not normally scheduled to work (i.e., Saturday or Sunday), the employee will be paid for reasonable travel time.

5. **Amendment to the Retirement Model Plan Document** A copy of the amendment was distributed prior to the meeting. Upon motion by Commissioner Williams and second by Commissioner Howell, the Wilkinson County Board of Commissioners unanimously approved amendments to the Retirement Plan Document by the following resolution:

WHEREAS, the Employer maintains the Association County Commissioners of Georgia Defined Benefit Plan (the "Plan") for Wilkinson County Employees for the benefit of its eligible employees;

WHEREAS, Section 16.02 of the Plan allows the Employer to amend the Plan with the consent of the Association County Commissioners of Georgia (the "Plan Sponsor");

WHEREAS, the Plan Sponsor previously approved a resolution permitting the Board of Trustees of the ACCG Defined Benefit Plan ("Board of Trustees") to make certain amendments to the model plan documents that are used in connection with the defined benefit plan program;

WHEREAS, the Board of Trustees approved an amendment to the model plan documents in a meeting held on the 18th day of August 2006, to permit the recoupment of significant overpayments made to a participant by offset of future payments to such participant or his or her beneficiary.

WHEREAS, the Employer desires to adopt the amendment approved by the Board of Trustees.

NOW, THEREFORE, the Plan is hereby amended effective August 1, 2006 by adding a new section 12.12 to Article 12: MISCELLANEOUS PROVISIONS AFFECTING THE PAYMENT OF BENEFITS to read as follows:

“12.12 Offset of Benefits.

Notwithstanding anything in this Plan to the contrary, if a Participant or Beneficiary owes any amount to the Trust, whether as a result of an overpayment or otherwise, and regardless of who is at fault, the Employer, Trustees or Third Party Administrator may, in its discretion, offset the amount owed or any percentage thereof, against any future payments due from the Trust to the Participant or his Beneficiary.”

6. **Inmate Meal Bids** Ms. Mathis stated that the contract for inmate meals is set to expire on September 30 and that although the current contractor is willing to continue, it was been four years since the contract was put out for bid. Upon motion by Commissioner Williams and second by Commissioner Brooks, the Wilkinson County Board of Commissioners unanimously approved an extension of the current contract with Aretha Jones and instructed Ms. Mathis to solicit bids.

7. **Oconee Center Board Appointment** Chairman Holder stated that Betty Thomas' appointment to the Oconee Center Board of Directors is set to expire and Ms. Thomas is willing to continue serving. Upon motion by Commissioner Williams and second by Commissioner Howell, the Wilkinson County Board of Commissioners unanimously approved the re-appointment of Betty Thomas o the Oconee Center Board of Directors.

V. County Managers Report

1. **Courthouse Project** Ms. Mathis stated that the move was conducted on September 11 and 12 and that there were some problems with furniture installation. Overall, the move went without incident and everyone is getting settled into his or her new spaces.

2. **Fall Line Regional Development Authority** Ms. Mathis stated that the Fall Line Regional Development Authority would like for the economic development professionals and the county managers to develop a draft of an agreement between Baldwin and Wilkinson Counties to address revenue and cost sharing on the proposed industrial park.

3. **Recreation** Ms. Mathis stated that the Recreation Board has requested that a committee from the County, the City of Gordon and the Recreation Board meet to discuss various issues

related to the Gordon Complex. The Wilkinson County Board of Commissioners agreed that Ms. Mathis could serve as the County's representative.

4. Chairman Holder noted that the Development Authority is advertising for a secretarial position. After discussion, the Board of Commissioners asked Mr. Helton to look into the matter.

VI. Visitor Comments

Chairman Holder opened the floor to visitor comments; Ms. Langford inquired about air conditioning in the old gymnasium at the school. Chairman Holder referred Ms. Langford to the Board of Education.

V. Executive Session

Upon motion by Commissioner Brooks and second by Commissioner Williams, the Wilkinson County Board of Commissioners voted unanimously to enter into executive session to discuss real estate acquisition.

Upon motion by Commissioner Brooks and second by Commissioner Williams, the Wilkinson County Board of Commissioners voted unanimously to leave into executive session to discuss real estate acquisition. Chairman Holder stated that no action was taken during executive session.

Upon motion by Commissioner Brooks and second by Commissioner Williams, the Wilkinson County Board of Commissioners unanimously voted to condemn parcels A and B as discussed.

Upon motion by Commissioner Williams and second by Commissioner Howell, the Wilkinson County Board of Commissioners voted to adjourn meeting.