

Board of Commissioners of Candler County
Regular Meeting
October 1, 2018
6:00 p.m.

The Board of Commissioners of Candler County met for the regular monthly meeting on Monday, October 1, 2018, at 6:00 p.m., in the Commissioners' boardroom at 1075 East Hiawatha Street, Suite A, Metter, Georgia. Those attending the meeting were Candler County Chairman, Glyn Thrift Candler County; Candler County Vice-Chairman Brad Jones; Commissioners Donny Wells, Wayne Culbertson and David Robinson; Candler County Administrator, Bryan Aasheim; Candler County Clerk, Maranda K. Lank; Candler County Attorney, Kendall Gross; Candler County Tax Assessor, Marian Grier. Jerri Goodman represented The Metter Advertiser. Other guests attending the meeting included Mary Ruth Berry, Perry "Strip" Turner, Gary Howard, Glen Deal and Bobby Odom.

Call To Order

Chairman Thrift called the meeting to order at 6:00 p.m.

Invocation and Pledge of Allegiance

Vice-President of Member Services, Mary Ruth Berry, delivered the invocation and led the *Pledge of Allegiance*.

Amendment to the Agenda

Vice-Chairman Jones made a motion seconded by Commissioner Robinson to amend the agenda to include the items below. The motion passed unanimously.

6. g. Resolution to Authorize a Tax Anticipation Note (TAN)

2nd Amendment to the Agenda

Commissioner Robinson made a motion seconded by Vice-Chairman Jones to amend the agenda to include the items below. The motion passed unanimously.

6. i. Surplus the City of Metter Police Station.

Approval of the Minutes

Commissioner Wells made a motion seconded by Commissioner Robinson to approve the minutes listed below. The motion passed with four votes in favor and one affirming vote through abstention. Those voting in favor were Chairman Thrift, Commissioner Wells, Commissioner Robinson, and Commissioner Culbertson. Vice-Chairman Jones abstained.

Financial Report

Mr. Aasheim presented an abbreviated financial report due to the meeting falling on the 1st day of the month. The monthly statements had not been received to reconcile the bank accounts. Due to funds being allocated to Service Delivery, the general operating fund account will fall short. A Resolution allowing the acquisition of a Tax Anticipation Note (TAN) is on the agenda to relieve the shortfall until the tax revenues are received. Mr. Aasheim asked the Board to allow the smaller Hospital loan note to be paid off. \$18,239.47 is what is due.

Old Business**County Retirement Plan – 401 (a) Proposal**

Mr. Aasheim delivered the results of the poll taken per the Board's request. Vice-Chairman Jones made a motion seconded by Commissioner Robinson to adopt a 401 (a) retirement plan with a target date of January 1, 2019. The motion passed unanimously.

Tax Assessor Vehicle

Commissioner Culbertson gave an update that four-wheel drive is not needed and discussed the \$20,000.00 budget for one vehicle. Commissioner Culbertson and County Administrator Aasheim will continue to work with Mrs. Grier.

Bucksnot Road – Consideration of Closing – Perry S. Turner

Mr. Perry S. Turner approached the Board requesting the closure of the County maintained dirt road, Bucksnot Road. Commissioner Culbertson made a motion seconded by Commissioner Robinson to begin the process of closing Bucksnot Road. The motion passed unanimously.

Strickland Building Renovation Projects

Vice-Chairman Jones made a motion seconded by Commissioner Robinson to accept the bids as stated below. The motion passed unanimously.

1. Flooring – Awarded to Franklin Commercial Flooring at \$11,350.00.
2. Cleaning and Painting – Awarded to Buddy Sammons at \$6,875.00.

2011 SPLOST Funds for the Rec Department shall be depleted before seeking other sources to pay the overage of \$725.00. Mr. Aasheim will oversee the project.

Canoochee Road Drain Pipe Repair

Vice-Chairman Jones made a motion seconded by Commissioner Robinson to table Canoochee Road Drain Pipe. The motion passed unanimously.

New Business**Resolution and Policy for County Credit Cards**

Vice-Chairman Jones made a motion seconded by Chairman Thrift to approve the Resolution and Policy for County Credit Cards. The motion passed unanimously.

Resolution to Adopt a Drug Free Workplace and Random Drug Testing Policy

Vice-Chairman Jones made a motion seconded by Commissioner Culbertson to approve the Resolution to Adopt a Drug Free Workplace and Random Drug Testing Policy. The motion passed unanimously.

Amend the Personnel Policy to Include Usage of Sick Time Accrued

Vice-Chairman Jones made a motion seconded by Commissioner Robinson to approve the amendment of the personnel policy to include usage of sick time accrued. The motion passed unanimously.

Resolution to Apply for LWCF Grant and Commitment of \$100,000 of 2018 SPLOST to Recreation Department Lighting Project

Vice-Chairman Jones made a motion seconded by Commissioner Wells to approve the Resolution to Apply for LWCF Grant and Commitment of \$100,000 of 2018 SPLOST to Recreation Department Lighting Project. The motion passed unanimously.

Consideration of County Property to be Designated as Surplus

Commissioner Robinson made a motion seconded by Commissioner Wells to surplus and sell to the Allied Recycle Center the county property listed below. The motion passed unanimously.

- 1. 1995 Nissan Pathfinder VIN#8818
- 2. 1992 Ford F150 VIN#6682
- 3. 2001 Ford F150 VIN#7670
- 4. 2005 Crown Victoria VIN#7567
- 5. Lawnmower from Public Works
- 6. EXGO Golf Cart Serial#3502160493

County Social Media Site

Mr. Aasheim requested the Board to consider a County social media site.

Resolution to Authorize a Tax Anticipation Note (TAN)

Chairman Thrift made a motion seconded by Vice-Chairman Jones to adopt the Resolution to Authorize a Tax Anticipation Note (TAN). The motion passed unanimously.

Surplus the City of Metter Police Station

Vice-Chairman Jones made a motion seconded by Commissioner Culbertson to Surplus the City of Metter Police Station. The motion passed with four votes in favor and one affirming vote through abstention. Those voting in favor were Chairman Thrift, Vice-Chairman Jones, Commissioner Wells, and Commissioner Culbertson. Commissioner Robinson abstained.

Report from Chairman

Chairman Thrift reported of improved relationships between the City of Metter and Candler County.

Report from County Administrator

Mr. Aasheim presented a written report to the Board on the list below.

- 1. Local Bridge Replacement Program - Fifteen Mile Creek Bridges
- 2. State of the Ports Address
- 3. 911 Monument
- 4. Industrial Park Repairs – no response from the City of Metter
- 5. Courthouse repairs – reached out to Winston Bennet
- 6. Elevators – continuing to search for a vendor to make repairs.
- 7. Fee Abatement letter have gone out.
- 8. Alcohol License fingerprinting will need to go through GAPS and cannot be done for the Board of Commissioners. Do we want to obtain our own ORI to run our own background checks?

Report from County Attorney

Mr. Gross made comments on the items below

- 1. The County won the Nesbitt case.

Report from Commissioners

Commissioner Wells stated he had ninety-one days left in his term before retiring. Vice-Chairman Jones requested information of the Metter Police Station. Chairman Thrift requested a motion to amend the agenda. He then requested information when Excelsior Church Road would be resurfaced.

Commissioner Robinson commended Mr. Aasheim for the meeting material organization.

Commissioner Culbertson had nothing to report from District 1.

Executive Session

Vice-Chairman Jones made the motion to enter an Executive Session at 7:56 p.m. seconded by Commissioner Robinson to discuss personnel and litigation only. The motion passed unanimously.

Vice-Chairman Jones made the motion seconded by Commissioner Culbertson to adjourn the Executive Session and resume with the regular business meeting at 9:00 p.m. Motion carried unanimously.

Commissioner Robinson made the motion to authorize Chairman Thrift to sign the *Closed Meeting Affidavit*. Commissioner Wells seconded the motion. Motion carried unanimously.

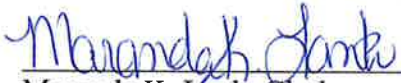
Action Taken After Executive Session

No Action from Executive Session

Other Business

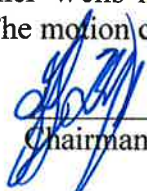
Adjournment

With no further business to discuss, Commissioner Wells made a motion at 9:04 p.m. seconded by Commissioner Robinson to adjourn the meeting. The motion carried unanimously.



Maranda K. Lank, Clerk

Attest



Chairman Glyn Thrift

RESOLUTION OF THE CANDLER 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 counsel 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 or key County staff as designated by the governing authority; and

WHEREAS, in order to comply with O.C.G.A. § 36-80-24, the Candler 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 Candler County Board of Commissioners adopts the attached Purchasing Card and Credit Card Ordinance for Candler County Elected Officials.

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

- Tax Commissioner
- Sheriff
- Probate Court Judge
- Clerk of Courts

This 1st day of October, 2018

Candler County Board of Commissioners:


Chair


Clerk

**PURCHASING CARD AND CREDIT CARD ORDINANCE FOR
CANDLER COUNTY ELECTED OFFICIALS**

WHEREAS, effective January 1, 2016, O.C.G.A. § 36-80-24 prohibits county elected officials from using 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 Candler County Board of Commissioners promulgates this ordinance be adopted by Candler County Board of Commissioners to be effective

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 Candler Board of Commissioners.
- C. "County" means Candler County and/or the 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. Key County staff are management employees designated by public vote of the Board of Commissioners to receive a county issued government purchasing card or credit card.
- G. "User agreement" means the required agreement between the Board of Commissioners and the authorized elected officials or Key County staff which restricts the use of a county purchasing card or credit card.

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III. Designated Elected Officials

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

No authorized elected official or key county staff 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.

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 cards and credit cards.
- b. Serves 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 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: \$250
- Per Month: \$1,000

The following policies are enacted and shall govern the use of all Purchase Cards/Credit cards issued by Candler County:

Constitutional Officers/Elected Officials

Goods and services only within budgeted limits

1. Regular Purchase Transactions
Per Transaction/Month
\$250/\$1000
2. Training/Motels Transactions

Booked through County Commissioner Office; No Limit (within budget)

Booked outside Commissioners office; same limits as Regular Purchase Transactions

Same as Regular Purchase without prior approval

No incidentals or meals shall be charged to the purchase card; these expenses must be submitted on a county expense report

Must submit receipts within 48 hours of purchase or return to County.

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Key County Staff

Must be approved in writing by Board of Commissioners for key staff to be issued a card, limited to Tax Commissioner, Sheriff, Probate Court Judge, or Clerk of Courts.

Goods and services only within budgeted limits

1. Regular Purchase Transactions
Per Transaction/Month
\$250/\$1,000
2. Training/Travel/Motels Transactions

Training and Lodging must be booked through the County Commissioner Office No Limit (within budget). Training or motels may be booked on the County Manager/clerk card.

Card may be temporarily assigned to a traveling employee for use during a trip for the County business. This assignment must be authorized in writing by the Constitutional Officer or the County Manager. The Card can be used only for the following conditions and restrictions.

Fuel or emergency repairs for County Vehicles only.

No incidentals or meals; they must be submitted on expense report. No Alcoholic beverages will be reimbursed.

Emergency or unscheduled lodging with written approval of the Constitutional Officer.

Must submit receipts with 48 hours of purchase or physical return to County

- 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 exceeding the per transaction 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 long 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 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: The County Manager is designated as the Card Administrator and shall review all receipts and credit card transactions on a monthly basis and reconcile all receipts to purchases listed on the statements. He or his designated staff shall verify, detail and reconcile any discrepancies prior to being paid. All elected officials issued a card by the County must be submit all receipts to the office of the County Manager within forty-eight (48) hours of the transaction or upon the physical return to Candler County. All unreconciled discrepancies or suspected misuse of the issued cards shall be reported immediately in writing to the Chairman of the Board of Commissioners and to the County Attorney.

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.

**PURCHASING CARD AND/OR CREDIT CARD USER AGREEMENT
BETWEEN CANDLER COUNTY AND ELECTED OFFICIALS/KEY
COUNTY STAFF**

This Purchasing Card and/or Credit Card User Agreement is between the Board of Commissioners of Candler County (hereinafter "County") and _____ (hereinafter "Elected Official" "Key County Staff"), an elected or designated official of Candler County for use of Candler County Purchasing and/or Credit Card (hereinafter "card"), issued by Chase Card Services (hereinafter "Bank"), in accordance with O.C.G.A. § 36-80-24(c)(2).

In exchange for the privilege of being issued a card for the purpose of purchasing goods and services directly related to the public duties of the authorized elected official /Key Staff of the County, Elected Official/Key Staff agrees as follows:

I. Authorized and Unauthorized Use.

- a. Elected Official/Key Staff agrees to use the card for goods and services directly related to Elected Official's public duties, except for the following:
 - i. Training and Hotels must be booked through the County Commission office
 - ii. Meals and Incidentals. There expenses must be paid directly and included on a travel reimbursement form
 - iii. No Alcoholic Beverages
- b. Elected Official/Key Staff agrees to use the card for the purchases of goods and services authorized by the budget adopted by the Board of Commissioners.
- c. Elected Official/Key Staff not use the card for personal use or any use other than goods and services directly related to the official responsibilities of Elected Official.
- d. Elected Official/Key Staff shall not exceed the following transaction limit for the card: \$250 without prior approval of the Board of Commissioners or their designee
- e. Elected Official/Key Staff shall not subdivide a purchase in an effort to circumvent the transaction limit for the card.
- f. Elected Official/Key Staff shall not request or receive cash from suppliers or venders as a result of exchanges or returns. All refunds or exchanges must be credited to the card account.

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II. Obligations of Elected Official/Key Staff. Elected Official/Key Staff agrees to use the card in accordance with the terms and conditions of this Agreement, the Purchasing Card and Credit Card Ordinance for the Candler County Elected Officials ("Ordinance"), incorporated herein by reference, as it may be amended from time to time, and any procedures developed in relation to the use of the card.

- a. Elected Official/Key Staff agrees to cooperate with the Card Administrator in relation to the use of the card, including participation in training, submission of receipts and documentation, notification of lost or stolen cards, etc.
- b. Elected Official/Key Staff shall comply with the County's budget, purchasing policies and procedures when making purchases with the card.
- c. Elected Official/Key Staff shall notify the Card Administrator, if Elected Official's/Key Staff name or contact information changes, within thirty days of such change
- d. Elected Official/Key Staff protect the card at all times to prevent unauthorized use.
- e. Elected Official/Key Staff shall immediately notify the Bank and Card Administrator if the card is lost or stolen.
- f. Elected Official/Key Staff shall surrender the card immediately upon request, expiration, resignation or removal from office.
- g. Elected Official/Key Staff acknowledges that he or she is the only individual authorized to use the card.
- h. Elected Official/Key staff acknowledges that purchases by the County are exempt from Georgia sales tax. Elected Official shall provide any supplier or vendor with the County's tax exempt number (58-6000897).

III. Receipts and Documentation. Receipts are required for all Card transactions. Elected Official shall provide receipts, invoices and other supporting documentation of all purchases made with the card as required by the Card Administrator. Substantiating documentation shall include the supplier or merchant information, quantity, description, unit price, total price, price paid without sales tax and an explanation of the purchase sufficient to demonstrate that the expense was in the performance of official County duties.

IV. Violations. In the discretion of the Board of Commissioners, failure to comply with the terms of this agreement or the ordinance may result in one or more of the following:

- a. Warning;
- b. Suspension of card privileges;
- c. Termination of card privileges;
- d. Collection of an amount equal to the total of any improper purchases, including but not limited to declaring such purchases as an advance on salary to the extent allowed by law; and/or
- e. Prosecution. Official understands and acknowledges that misuse of the card may be considered a crime. Suspected misuse of the card may be reported to the proper authorities for prosecution.

V. Term. This agreement shall be for effective for a period of two calendar year effective the 1st day of January, 2016. Provided the Elected Official remains eligible for a county issued card, this agreement may be renewed for successive terms. Either party may terminate the agreement with 30 days notice. The card shall be promptly returned to the Card Administrator in the event of such termination. The Elected Official's obligations of this agreement shall survive the termination of this agreement.

COUNTY:

ELECTED OFFICIAL:

Chairman

Title

DATE:

DATE:

CLERK'S CERTIFICATE

The undersigned Clerk of the Board of Commissioners of Candler County, keeper of the records and seal thereof, certifies that the foregoing is a true and correct copy of a resolution approved and adopted by majority vote of said Board of Commissioners in a meeting assembled on October 1, 2018, the original of which resolution has been entered in the official records of said Board of Commissioners under my supervision and is in my official possession, custody, and control.

I further certify that said meeting was held in conformity with the requirements of Title 50, Chapter 14 of the Official Code of Georgia.



Miranda K. Lank
Kellie Lank, Clerk
Board of Commissioners of Candler County

STATE OF GEORGIA

COUNTY OF CANDLER

RESOLUTION

WHEREAS Candler County, Georgia is a political subdivision of the State of Georgia; and

WHEREAS Candler County, Georgia is governed by its duly elected board of commissioners; and

WHEREAS, Candler County, Georgia employs a number of people in order to carry out essential governmental functions and to provide services to the citizens of Candler County, Georgia; and

WHEREAS, Candler County, Georgia has determined to provide a drug-free workplace in order to provide essential governmental functions and services; and

WHEREAS. Candler County, Georgia has determined that a drug-free workplace mitigates the risks of accidents that might cause personal injury or property damage and improves the overall quality of service rendered by county employees to the general public;

IT IS NOW THEREFORE, resolved that the Candler County, Georgia personnel policy and procedure manual is amended as follows:

Notwithstanding any provision to the contrary that may now exist in the

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Candler County, Georgia personnel policy and procedure manual, employees of Candler County, Georgia shall not use non-prescribed drugs or alcohol during work hours. In the event an employee is found to be under the influence of alcohol or non-prescribed drugs during work time, the employee will be disciplined in accordance with the Candler County, Georgia employment policies. This may include termination of employment.

All county employees and prospective employees must submit to the drug testing policy described below as a condition of their employment and/or prospective employment. All prospective employees will be required to submit to a drug test prior to beginning their employment with Candler County, Georgia. All prospective employees must execute any necessary waiver of privacy so that the results of any drug test administered under this policy may be made known to the County. The determination that the prospective employee has ingested illegal drugs or drugs for which the employee does not have a valid prescription shall disqualify the prospective employee from employment with the County.

All current employees of Candler County, Georgia shall be required to submit to random drug screens at the request of the County Administrator. The employees subject to this policy shall be selected from among the current full-time and part-time employees. The list of employees to be tested shall be strictly random, with the names of the employees to be tested drawn by a computer function without input from any individual. For purposes of this policy only those people receiving Internal Revenue Service form W-2 shall be considered county employees. Any person refusing to submit to a drug screen as described in this policy shall be subject to disciplinary action, which may include termination.

Additionally, all persons who operate any county vehicle or heavy equipment shall be subject to this policy as a condition of that person's ability to continue to operate a county vehicle or piece of heavy equipment. The list of such persons shall be generated by a computer function without input from any individual. Any non-employee who refuses to submit to a drug screen as described in this policy shall not be permitted to operate any county vehicle or piece of heavy equipment. Additionally, such refusal may be communicated to that person's employer.

Notwithstanding any provision now existing in the Candler County, Georgia employee policy and procedure manual or any provision contained in this policy, Candler County, Georgia may require employees who have been involved in a motor vehicle accident or heavy equipment accident while operating property belonging to Candler County to submit to an immediate drug screen. Further, any workplace accident that is suspected to have been caused by or contributed to the use of any drugs or alcohol shall subject any person involved in any such accident to an immediate drug test.

If there is any reason to suspect that any county employee is working while under the influence of any illegal drug or alcohol that employee may be suspended with or without pay at the county's election until the results of a drug and alcohol test are made available to Candler County, Georgia by the testing laboratory.

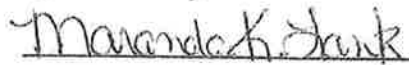
Any expenses related to drug and alcohol tests administered under the terms of this policy shall be borne by Candler County, Georgia. If an employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain any positive result. Additionally, the employee may have the same sample retested at a laboratory of the employee's choice at his or her own

expense. However, Candler County, Georgia shall not be required to wait on the results of such a second test in imposing disciplinary action up to and including termination of employment. Moreover, any disciplinary action imposed as a result of a positive alcohol or drug test shall not be required to be overturned by a subsequent negative test. Such second test shall only be a consideration and not a determinative factor in any appeal of any disciplinary action taken in accordance with this policy.

Adopted this 1st day of October, 2018.

COUNTY OF CANDLER, GEORGIA

By: 
Myn Thrift, Chairman

Attest: 
Kellie Lank, Clerk

CLERK'S CERTIFICATE

The undersigned Clerk of the Board of Commissioners of Candler County, keeper of the records and seal thereof, certifies that the foregoing is a true and correct copy of a resolution approved and adopted by majority vote of said Board of Commissioners in a meeting assembled on October 1, 2018, the original of which resolution has been entered in the official records of said Board of Commissioners under my supervision and is in my official possession, custody, and control.

I further certify that said meeting was held in conformity with the requirements of Title 50, Chapter 14 of the Official Code of Georgia.



Marsela K. Lank
Kellie Lank, Clerk
Board of Commissioners of Candler County

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BOARD OF COMMISSIONERS OF CANDLER COUNTY

Glyn Thrift
Chairman

Bryan Aasheim
County Administrator

Brad Jones
Vice-Chairman

Donny Wells
Commissioner

David Robinson
Commissioner

Wayne Culbertson
Commissioner

October 15, 2018

To: Candler County Employees

RE: Changes to the Candler County Board of Commissioners Personnel Policy Manuel

To whom it may concern:

At the regular Board of Commissioners meeting on October 1, 2018, the Board voted to make two changes to the current personnel policy manual. The changes are as follows:

Amendment #1. Affects all employees who accrue sick time.

Pg. 21 of the personnel policy manual was amended to clarify that full time employees who have accrued sick time may use their sick time for sickness or disability of the employee or their immediate family.

Immediate family as defined by the policy includes the employee's spouse, children and parents.

Amendment #2. Affects all personnel who receive a W-2 or operate a County vehicle or equipment.

The Candler County personnel policy manual includes a substance abuse policy in Section 13. The policy was amended by resolution to include a provision that all people receiving a W-2 or who operate County owned vehicles/equipment and are subject to the provisions of the Candler County personnel policy manual will be subject to random drug screening.

The full text version of the amending resolution or the amended personnel policy manual may be obtained by request to Crystal Carter at ccarter@candlerco-ga.gov or from the Administration Office. If you have any questions about this notice or the changes to the policy please direct them to Bryan Aasheim at baasheim@candlerco-ga.gov or call the Administration Office at 912-685-2835.

Sincerely,

Bryan Aasheim
County Administrator

1075 EAST HIAWATHA STREET, SUITE A, METTER, GEORGIA 30439
(912) 685-2835 FAX (912) 685-4823



RECEIVED
SEP 04 2018
Candler County

MEMORANDUM

TO: Local Government Officials
Regional Commissions
Park and Recreation Departments

FROM: Antoinette Norfleet, Grants Specialist & SLC *Antoinette Norfleet*

DATE: August 31, 2018

SUBJECT: Land and Water Conservation Fund 2018-2019 Grant Cycle

The 2018-2019 Land and Water Conservation Fund (LWCF) grant cycle is officially open.

The federal LWCF grant program helps state and local governments not only acquire and develop recreation lands, but also rehabilitate outdoor recreation facilities. Between \$5 and \$6 million will be available for grant awards to local governments during this funding cycle.

Grant funds are disbursed based on scores received using criteria questions. The criteria questions have a direct correlation to the priorities identified in the current Statewide Comprehensive Outdoor Recreation Plan (SCORP). This ensures that funds are being used to address statewide concerns.

Again this year, the following will apply:

- o Recipient must provide a minimum 50% match;
- o Grant minimum is \$25,000; grant maximum is \$100,000;
- o Only one pre-application can be submitted per jurisdiction;
- o Grant forms, instructions, criteria questions, etc. can be found on-line at www.gastateparks.org/lwcf;
- o To be considered for funding, an original and 1 copy of the pre-application package must be postmarked on or before **Wednesday, October 31, 2018**.

Please contact our office at (770) 389-7286 if you need additional information / clarification / or do not have internet access.

cc: Members of the Board of Natural Resources
Mark Williams, Commissioner
Terry West, Deputy Commissioner
Walter Rabon, Director of Administrative Services

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Quote

Date: September 10, 2018
To: Mr. Mike Robins
Recreation Director

Project: Metter-Candler Co Recreation Complex
Metter, GA
Ref: 172820

Quotation Price – Materials and Installation

Musco's Light-Structure System™ as described below, and delivered to the job site:

Fields 1 – 3

- **HID.....\$204,500**
- **LED.....\$262,500**

Fields 4 – 6

- **HID.....\$226,500**
- **LED.....\$303,500**

TBall 1 & 2

- **HID.....\$41,000**
- **LED.....\$63,000**

Sales tax and bonding is not included.

Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.

Light-Structure System with Total Light Control – TLC for LED™ technology OR Green Generation Lighting® metal halide technology

Guaranteed Lighting Performance

- Guaranteed light levels and uniformity to meet IESNA Class IV Level of Play
- BallTracker™ technology – targeted light, optimizing visibility of the ball in play with no glare in the players typical line-of-sight (LED Option Only)

System Description [Light-Structure System]

- Pre-cast concrete bases
- Galvanized steel poles
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- Factory wired poletop luminaire assemblies
- Factory aimed and assembled luminaries
- UL Listed as a complete system

Environmental Light Control

- Spill and glare light control Improved by over 50% compared to existing metal halide equipment

Control Systems and Services

- Control-Link® system with contactors for remote on/off control and performance monitoring with 24/7 customer support
- Lighting contactor cabinet with contactors



Quote

Operation and Warranty Services

- Reduction of energy and maintenance costs by 50% to 85% over typical 1500W metal halide equipment
- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs:
 - HID – 25 years
 - LED – 10 years or 5000 hours
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Payment Terms

Musco's Credit Department will provide payment terms.

Delivery Timing

Six to eight weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Notes

Quote is based on:

- Shipment of entire project together to one location.
- 480 Volt, 3 Phase electrical system requirement.
- Structural code and wind speed = 2009 IBC, 100 mi/h, Importance Factor C.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees.
- Includes supply and installation of Musco system including underground wiring and conduit, service entrance panel board, and controls by a licensed contractor. Demo of existing poles and fixtures included.
- Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost.
- Confirmation of pole locations prior to production.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Rob Staples
 Georgia Sales Representative
 Musco Sports Lighting, LLC
 Phone: 706.870.2177
 E-mail: rob.staples@musco.com



RESOLUTION

STATE OF GEORGIA

COUNTY OF CANDLER

WHEREAS, at the regular council meeting of Candler County, Georgia, held on October 1, 2018, a motion was made and duly seconded that Candler County agrees to submit a Pre-application for funding from the Land and Water Conservation Fund. Candler County further agrees that in the event the County of Candler pre-application is recommended for funding by the Department of Natural Resources, Candler County certifies and assures that it has the **ability** and **intention** to finance their 50 percent of the total project cost and will move forward with due diligence to prepare, or have prepared, appropriate documentation required for a formal LWCF application.

PROJECT SPONSOR

BY: [Signature]
(Official Authorized to Sign)
[Signature]
[Signature]
[Signature]



(Signatures of Council/Commission, if required)

CLERK'S CERTIFICATE

The undersigned Clerk of the Board of Commissioners of Candler County, keeper of the records and seal thereof, certifies that the foregoing is a true and correct copy of a resolution approved and adopted by majority vote of said Board of Commissioners in a meeting assembled on October 1, 2018, the original of which resolution has been entered in the official records of said Board of Commissioners under my supervision and is in my official possession, custody, and control.

I further certify that said meeting was held in conformity with the requirements of Title 50, Chapter 14 of the Official Code of Georgia.



Maramda K. Lank
Kellie Lank, Clerk
Board of Commissioners of Candler County

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**RESOLUTION OF THE CANDLER COUNTY BOARD OF COMMISSIONERS REGARDING
AUTHORIZATION TO ENTER INTO A TAX ANTICIPATION NOTE (TAN) BORROWING
AGREEMENT**

WHEREAS, the Board of Commissioners are required to provide certain services to the citizens of Candler County; and,

WHEREAS, the funds necessary for the operations of the County are derived from various sources including fees, fines and taxes; and,

WHEREAS, a significant portion of the funds necessary for the operations of the County are derived from ad valorem tax which are billed and due annually; and,

WHEREAS, it may be necessary for the County government to borrow funds from a financial institution, with said funds being collateralized by the collection of ad valorem taxes and repayable from those taxes in order to meet short term operating and cash flow needs; and,

WHEREAS, the Candler County Board of Commissioners desires to authorize certain individuals to enter in a contract or agreement to encumber anticipated ad valorem tax revenue in order to ensure the ongoing provision of services to the citizens of Candler County.

NOW, THEREFORE, BE IT RESOLVED that the Candler County Board of Commissioners hereby authorizes, for the sole purpose of continued and uninterrupted services and operations, by act of any two of the Chairman, Vice-Chairman or County Administrator, the Candler County Board of Commissioners to enter into a Tax Anticipation Note (TAN) agreement with Queensborough National Bank for an amount not to exceed \$800,000.

BE IT FURTHER RESOLVED that the authorization provided by this resolution will terminate on February 1, 2019 and that any agreement or contract entered into under the authorization provided by this resolution will remain subject to all applicable laws of the State of Georgia and Candler County.

This 1st Day of October, 2018.

Candler County Board of Commissioners:


Chair


Clerk