

**PIERCE COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, OCTOBER 2, 2018 AT 6:00 PM**

Commissioners in attendance

Neal Bennett, Chairman  
Harold Rozier, Dist 1  
Mike Streat, Dist 2  
Randy Dixon, Dist 3  
Lanier Walker, Dist 4

Staff in attendance

Franklin Rozier, County Attorney  
Jason Rubenbauer, County Manager  
Amy Hitt, County Clerk

**CALL TO ORDER** – Chairman Bennett called the meeting to order at 6:05 PM

**INVOCATION/PLEDGE OF ALLEGIANCE** – Commissioner Lanier Walker gave an invocation and led the pledge of allegiance.

**MINUTES**

September 4, 2018 Public Hearing Minutes  
September 4, 2018 Regular Meeting Minutes  
September 6, 2018 Called Meeting Minutes - Millage

Commissioner Randy Dixon made a motion to approve the minutes from the September 4, 2018 Public Hearing, September 4, 2018 Regular Meeting and the September 6, 2018 Called Meeting to adopt the 2018 Millage. Commissioner Mike Streat seconded the motion. All voted aye. Motion approved.

**GENERAL BUSINESS**

1. Consider motion to bring road closing item, Correia Trail, off the table at this time.

Commissioner Harold Rozier made a motion to bring back to the table for discussion. Commissioner Mike Streat seconded the motion. All voted aye. Motion approved.

Commissioner Dixon asked who marked the trees, Mr. Newman stated that he hired a surveyor to look at the issue of the trees possibly needing to be removed for him to have a house moved in. County Manager, Jason Rubenbauer stated that both parties had requested to have the item remain tabled. Commissioner Streat stated that he would like for the parties to have more time to try and resolve the issue. Attorney Tommy Hatfield stated that he had spoken with County Attorney Rozier and with County Manager Rubenbauer and that Mr. Newman is happy to try and resolve this

among the owners. Commissioner Dixon asked that the County surveyor go out and do a survey of the property lines so the County has some clarification. Attorney Mark Hatfield stated that it might help resolve the issue if County Attorney Rozier were involved in discussions.

Commissioner Harold Rozier made a motion to table this item to allow the parties and attorneys to work on a resolution. Commissioner Mike Streat seconded the motion. All voted aye. Motion approved.

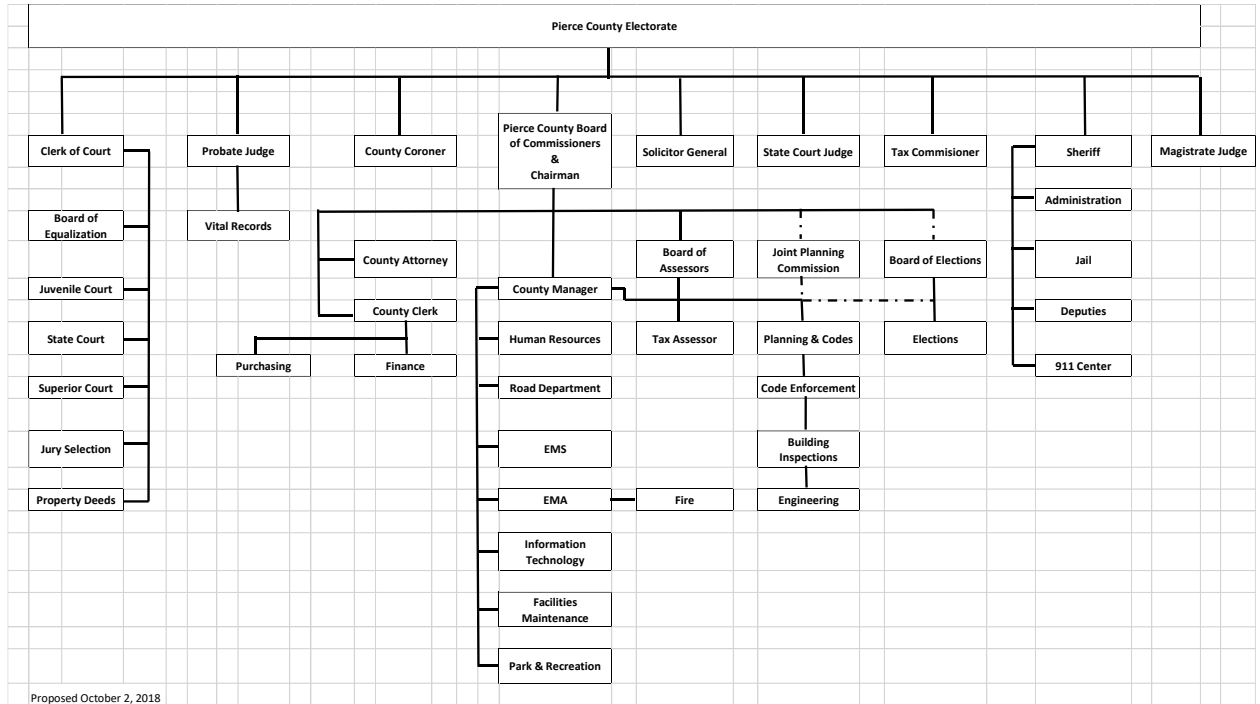
2. County Manager Report. County Manager Jason Rubenbauer shared an overview of the August financials. Noted that EMS collections are down \$100,000 from last year this same time, overtime is up about \$63,000 and that prisoner housing is up about \$59,000. Patrick Arrington was introduced as the new Recreation Director.
3. Request to approve bids on Striping County Farm Road and New School Road and bear paws and install centerline reflectors. Chairman Bennett shared that the low bid was Roadside Specialties at \$16,435 approximately with Peek at \$26,370 and Mid-State at \$47,235. This will be paid from LMIG monies. Commissioner Dixon asked who will be checking the paint to make sure it's accurate. County Manager Rubenbauer stated that he will be making sure that it's done correctly and that this was spec'd as high build paint.

Commissioner Harold Rozier made a motion to approve Roadside Specialties as the low bid for the striping of County Farm Road and New School Road and to install bear paws on the roadway. Commissioner Randy Dixon seconded the motion. All voted aye. Motion approved.

4. Request to approve contractor for the 2017 CDBG project at Sandy Bottom – Satilla Trail and Buck Trail. Chairman Bennett shared that there were two (2) bids submitted, one from Littlefield Const \$599,184.72 and one from Allen Owens \$660,950.06. This is a CDBG project that was awarded at \$750,575.00. The project came in under budget so we will be working with Statewide to see what other work we can do in that area so we utilize all the funds awarded.

Commissioner Randy Dixon made a motion to move forward with Littlefield Construction at \$599,184.72. Commissioner Harold Rozier seconded the motion. All voted aye. Motion approved.

5. Request to approve the Organizational Chart for Pierce County. Chairman Bennett stated that this is to update for GDOT purposes.



Commissioner Harold Rozier made a motion to approve the Org Chart as presented. Commissioner Lanier Walker seconded the motion. All voted aye. Motion approved.

6. Request from Sheriff Bennett to approve the purchase of a new Dodge Ram 1500 from the GSA site for state contract price of \$24,370.29. Chairman Bennett shared the request from the Sheriff to try a Dodge because of the price savings and the shorter time to receive the vehicle.

Commissioner Harold Rozier made a motion to purchase a Dodge Ram 1500 for \$24,370.29 from the GSA site. Commissioner Mike Streat seconded the motion. All voted aye. Motion approved.

7. Request from Maintenance Supervisor to approve the emergency purchase of a new chiller system for the Courthouse. Chairman Bennett shared quotes from three vendors for a new chiller system for the Courthouse. Air Management Systems of Baxley was the low bidder at \$98,750. Also Mizell was \$105,000 and W.C. Turner at \$115,323. Commissioner Rozier asked who had installed the unit that is currently in the courthouse and no one was certain as it was so long ago.

Commissioner Harold Rozier made a motion to approve the low bidder of Air Management Systems at \$98,750 for a new chiller at the courthouse. Commissioner Randy Dixon seconded the motion. All voted aye. Motion approved.

8. Request from Recreation Director to approve job description for Recreation Groundskeeper Part Time and reclassify position and pay on the approved pay scale for Pierce County. Chairman Bennett asked to vote on all three of these together.

**JOB DESCRIPTION**  
**Recreation Groundskeeper (PT 20 Hours per week)**

**Supervisor:** Recreation Director

The Recreation Groundskeeper is responsible for the ground's maintenance of all parks & recreation facilities, and for the landscaping and beautification of all county owned facilities.

**Responsibilities:**

1. Operate vehicles and powered equipment, such as mowers, tractors, chainsaws, electric clippers, sod cutters, leaf blowers, and pruning saws.
2. Mow and edge recreation and county property using power mowers and edgers.
3. Care for established turf and grass areas by mulching, aerating, weeding, grubbing, removing thatch, and trimming or edging around flower beds, walks, walls, and courtyards.
4. Prune or trim trees, shrubs, and hedges using shears, pruners, or chainsaws.
5. Gather and remove litter.
6. Maintain and repair tools, equipment, and structures such as buildings, fences, benches, and batting cages using hand and power tools.
7. Mix and spray or spread fertilizers, herbicides, fungicides, and insecticides onto grass, shrubs, or trees using hand or automatic sprayers or spreaders.
8. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features.
9. Performs additional duties as assigned by the Recreation Director or his/her designee.

**Minimum Qualifications:**

- This is an entry level position.
- Must be 16 years of age or older.
- Must have valid Georgia driver's license or work permit.

Pay for this position is \$9.00 per hour.

9. Request from Recreation Director to approve job description for Recreation Facilities Assistant and reclassify position on the approved pay scale for Pierce County.

**JOB DESCRIPTION**  
**Recreation Facilities Assistant**

**Supervisor:** Recreation Director

The Recreation Facilities Assistant is responsible for the ground's maintenance of all parks & recreation facilities, and for the landscaping and beautification of all county owned facilities.

**Responsibilities:**

1. Operates, services and maintains tractors, mowers, chainsaws, weed trimmers, and other related recreation department equipment.
2. Trims and removes trees, bushes, and shrubs using a chainsaw or pole saw, rake leaves and removes fallen branches and other objects which are hazardous to public safety in or around all recreation facilities, county buildings, and other property maintained by the recreation department.
3. Performs field and park maintenance work and participates in the basic repair and construction of recreation facilities to include concrete and dirt work, carpentry, painting, electrical wiring, plumbing, and irrigation.
4. Mows grass, weed-eats, distributes mulch, sows and fertilizes grass, applies herbicides, fungicides, pesticides as directed.
5. Maintain the cleanliness of all recreation facilities by collecting and properly disposing of all trash from receptacles after each event, constantly ensure that all signage is properly affixed to fencing and that all facilities are appealing to the general public.
6. Performs additional duties as assigned by the Recreation Director or his/her designee.

**Minimum Qualifications:**

- High School Diploma or GED.
- Knowledge of operation, maintenance and repair; of lawn mowers, small tractors, chainsaws, weed trimmers, irrigation systems, field markers, pitching machines, and other related equipment; working ability to repair aforementioned equipment; to read, interpret and apply repair manuals, construction plans, specifications and blueprints; to follow oral and written instructions. Ability to lift, push, and carry heavy items.
- Must have valid Georgia driver's license or work permit.

Pay for this position will be Level I \$10.00, Level II \$11.00, & Level III \$12.00

10. Request from Recreation Director to approve job description for Recreation Facilities Team Leader and reclassify position on the approved pay scale for Pierce County.

**JOB DESCRIPTION**  
**Recreation Facilities Team Leader**

**Supervisor:** Recreation Director

The Recreation Facilities Team Leader is responsible for the ground's maintenance of all parks & recreation facilities, and for the landscaping and beautification of all county owned facilities.

**Responsibilities:**

1. Operates, services and maintains tractors, mowers, chainsaws, weed trimmers, and other related recreation department equipment.
2. Trims and removes trees, bushes, and shrubs using a chainsaw or pole saw, rake leaves and removes fallen branches and other objects which are hazardous to public safety in or around all recreation facilities, county buildings, and other property maintained by the recreation department.

3. Performs field and park maintenance work and participates in the basic repair and construction of recreation facilities to include concrete and dirt work, carpentry, painting, electrical wiring, plumbing, and irrigation.
4. Mows grass, weed-eats, distributes mulch, sows and fertilizes grass, applies herbicides, fungicides, pesticides as directed.
5. Maintain the cleanliness of all recreation facilities by collecting and properly disposing of all trash from receptacles after each event, constantly ensure that all signage is properly affixed to fencing and that all facilities are appealing to the general public.
6. Assists in the operation of recreation activities requiring a flexible schedule.
7. Provides oversight of the operations as assigned by the Recreation Director.
8. Provides quality leadership, training, and guidance to recreation staff, coaches, and participants of the various programs offered.
9. Performs additional duties as assigned by the Recreation Director.

**Minimum Qualifications:**

- High School Diploma or GED.
- Knowledge of operation. maintenance and repair; of lawn mowers, small tractors, chainsaws, weed trimmers, irrigation systems, field markers, pitching machines, and other related equipment; working ability to repair aforementioned equipment; to read, interpret and apply repair manuals, construction plans, specifications and blueprints; to follow oral and written instructions. Ability to lift, push, and carry heavy items.
- Must have valid Georgia driver's license or work permit.

Pay for this position will be Level I \$12.00, Level II \$13.00, & Level III \$14.00

Commissioner Randy Dixon made a motion to approve items 8, 9, & 10 the Recreation job descriptions and pay as presented. Commissioner Harold Rozier seconded the motion. All voted aye. Motion approved.

**ADJOURN** – Chairman Bennett adjourned the meeting at 6:50 PM.

\_\_\_\_\_  
Neal Bennett

\_\_\_\_\_  
Harold Rozier

\_\_\_\_\_  
Mike Streat

\_\_\_\_\_  
Randy Dixon

\_\_\_\_\_  
Lanier Walker