

**JASPER COUNTY COUNCIL
COUNCIL RETREAT
PALM KEY
FEB. 25, 2008
10:00 A.M.**

MINUTES

OFFICIALS PRESENT:

DR. GEORGE M. HOOD, CHAIRMAN
FRED TUTEN, VICE CHAIRMAN
GLADYS JONES, COUNCILWOMAN
LEROY BLACKSHEAR, COUNCILMAN
HUBERT TYLER, COUNCILMAN

STAFF PRESENT:

JUDITH M. FRANK, CLERK TO COUNCIL

IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT THE ELECTRONIC AND PRINT MEDIA WERE NOTIFIED.

DURING PERIODS OF DISCUSSION AND/OR PRESENTATIONS MINUTES ARE TYPICALLY CONDENSED AND PARAPHRASED.

CALL TO ORDER:

CHAIRMAN HOOD CALLED THE MEETING TO ORDER AT 10:00 A.M.

INVOCATION:

VICE CHAIRMAN TUTEN GAVE THE INVOCATION.

DISCUSSION:

**COUNCIL POLICIES AND OPERATING PROCEDURES
ORGANIZATIONAL CHART**

CHAIRMAN HOOD SAID THAT HE FELT THE ATTORNEY SHOULD BE UNDER THE DIRECTION AND AN EMPLOYEE OF THE COUNCIL LIKE THE COUNTY ADMINISTRATOR AND THE CLERK TO COUNCIL. CHAIRMAN HOOD SAID THAT THE ADMINISTRATOR CAN HIRE ATTORNEYS FOR SPECIAL SITUATIONS WHEN THEY ARE NEEDED. VICE CHAIRMAN TUTEN SAID THAT THE WAY IT IS SET UP NOW, THE ATTORNEY WORKS FOR THE ADMINISTRATOR AND HE COULD STILL WORK WITH THE ADMINISTRATOR EVEN IF HE WAS AN EMPLOYEE OF THE COUNCIL. CHAIRMAN HOOD SAID THAT WAS CORRECT, BUT THE ATTORNEY WOULD ANSWER TO THE COUNCIL LIKE THE ADMINISTRATOR AND THE CLERK TO COUNCIL. CHAIRMAN HOOD SAID HE DID NOT THINK THE DEPARTMENTS SHOULD CONTACT THE ATTORNEY AND IF THE STAFF NEEDS TO HAVE ANYTHING ADDRESSED BY THE ATTORNEY, ONLY MR. FULGHUM SHOULD PRESENT

IT. COUNCILMAN BLACKSHEAR SAID THAT IF A STAFF MEMBER NEEDED AN ATTORNEY FOR AN ISSUE, THEY WOULD HAVE TO GET THEIR OWN. COUNCILWOMAN JONES SAID THAT MANY OF THE COUNTIES WITH THE COUNTY ADMINISTRATOR FORM OF GOVERNMENT HAVE THE ATTORNEY AS AN EMPLOYEE OF THE COUNCIL. VICE CHAIRMAN TUTEN SAID THAT IF THAT IS WHAT SHOULD BE DONE, HE FELT THE COUNCIL SHOULD DO IT. CHAIRMAN HOOD SAID THAT MR. FULGHUM WOULD NEED TO KNOW HOW THINGS WERE TO BE HANDLED AND WHAT PERAMETERS HE WOULD WORK UNDER. COUNCILMAN BLACKSHEAR SAID HE FELT IT SHOULD BE DONE IN WRITING. THE CLERK WAS INSTRUCTED TO HAVE THE ATTORNEY DO AN ORDINANCE TO ADOPT THE NEW ORGANIZATIONAL CHART AND THAT THE ADMINISTRATOR, ATTORNEY AND CLERK TO COUNCIL WERE TO BE THE EMPLOYEES OF THE COUNCIL. THE COUNCIL ALSO SAID THAT THE ISSUE WHO WOULD BE IN CHARGE OF THE DEVELOPMENT SERVICES DEPARTMENT NEEDED TO BE ADDRESSED IN THE ORGANIZATIONAL CHART. THE COUNCIL ALSO DISCUSSED TALKING WITH SHERIFF JENKINS WITH REGARDS TO THE SHERIFF'S DEPARTMENT TAKING OVER THE OPERATIONS OF THE JAIL.

ROLES AND OPERATING PROCEDURES FOR COUNCIL:

CHAIRMAN HOOD ASKED THE COUNCIL TO REVIEW THE EXAMPLES THEY WERE PROVIDED AND TO HIGHLIGHT THE ITEMS THAT THEY FELT SHOULD BE INCLUDED IN THE COUNTY'S ROLES AND OPERATING PROCEDURES. CHAIRMAN HOOD ASKED THE COUNCIL MEMBERS TO RETURN THEM TO THE CLERK AND SHE WAS TO GET THEM TO THE ATTORNEY AND HAVE HIM DO AN ORDINANCE.

THE COUNCIL ALSO DISCUSSED ANOTHER RETREAT TO WORK ON THE COUNCIL'S VISION STATEMENT AND GOALS. CHAIRMAN HOOD ASKED THE CLERK TO CONTACT SCAC AND SEE IF BO SHATTERLY WOULD BE AVAILABLE TO FACILITATE THAT MEETING.

COUNCIL COMMITTEES

THE COUNCIL DISCUSSED THE COUNCIL COMMITTEES AND WHEN THEY SHOULD MEET AND THAT ALL INSTRUCTIONS FOR THE STAFF SHOULD GO THROUGH THE ADMINISTRATOR. COUNCILWOMAN JONES SAID THE COUNCIL NEEDED TO DECIDE IF THEY WERE GOING TO MEET MONTHLY OR ONLY WHEN THERE WAS AN ISSUE. IT WAS THE CONCENSUS OF THE COUNCIL THAT THE COUNCIL COMMITTEES WOULD MEET ON AN AS NEEDED BASIS AND THAT COMMITTEE CHAIRMAN WOULD CALL THE MEETING. THE ADMINISTRATOR SHOULD CONTACT THE CLERK TO COUNCIL AND PROVIDE HER WITH AN AGENDA FOR THAT MEETING AND SHE IS TO CONTACT THE COMMITTEE CHAIRMAN AND HE WILL SET THE DATE AND TIME OF THE MEETING. THE CLERK TO COUNCIL IS TO POST THE AGENDA, NOTIFY THE MEDIA AND TAKE THE MINUTES AT ALL COUNCIL COMMITTEE MEETINGS. COUNCILWOMAN JONES SAID THAT IF A DEPARTMENT HEAD HAS A PROBLEM, HE SHOULD GO TO THE

ADMINISTRATOR AND THE ADMINISTRATOR FEEL HE CANNOT RESOLVE THE PROBLEM HANDLE WITHOUT INPUT FROM COUNCIL THEN HE SHOULD REQUEST A COMMITTEE MEETING THROUGH THE CLERK TO COUNCIL.

THE COUNCIL AGREED THAT THE PROCEDURE TO BE FOLLOWED IS THAT THE DEPT. HEAD NOTIFIES THE ADMINISTRATOR, THE ADMINISTRATOR NOTIFIES THE CLERK TO COUNCIL AND THE CLERK TO COUNCIL SETS UP THE MEETING WITH THE COUNCIL. COUNCILWOMAN JONES SAID THIS PROCEDURE WILL KEEP THE ADMINISTRATOR INVOLVED WITH POLICY ENFORCEMENT AND THE COUNCIL WITH POLICY MAKING.

BOARDS AND COMMISSIONS:

THE COUNCIL DISCUSSED THE VARIOUS BOARDS AND COMMISSION AND THEIR DUTIES.

VICE CHAIRMAN TUTEN SAID THAT MR. WELDON WALL WANTED TO REMOVE HIS NAME FROM CONSIDERATION FOR THE PLANNING COMMISSION.

MS. FRANK SAID THAT MR. DRAYTON WANTED TO BE CONSIDERED FOR THE AERONAUTICS BOARD.

MEMBERS TO THE BOARDS AND COMMISSIONS WERE DISCUSSED AND THEY WILL BE APPOINTED AT THE MAR. 3, 2008 MEETING OF THE COUNTY COUNCIL AS FOLLOWS AND TERMS WOULD BE DETERMINE BY LOT:

APPEALS BOARD:

L.G SMITH, LEROY MERVIN, CINDY DANTZLER.

THE CLERK WAS TOLD TO CONTACT ROSEMARY O'QUINN AND AL KLECKLEY TO SEE IF THEY WOULD BE WILLING TO SERVE ON THIS COMMITTEE.

PLANNING COMMISISON:

THE COUNCIL AGREED TO INCREASE THE PLANNING COMMISSION TO SEVEN MEMBERS. THE CLERK WAS TOLD TO HAVE THE ATTORNEY PREPARE AN ORDINANCE.

EARL BOSTICK, ALEX PINCKNEY, THEODUS DRAYTON, COURTNEY FLEXON, KIM THOMAS, JUANITA WHITE, WILLIAM YOUNG.

THE CLERK IS TO CONTACT MR. YOUNG AND MR. MIKE TUTEN ABOUT SERVING ON RIDGELAND PLANNING COMMISSION

ZONING BOARD OF APPREALS:

WELDON WALL, LAWRENCE BOWERS, BEN MILLS, BARBARA BARTOLDUS, FREDDY MORGAN.

NEW LIFE CENTER:

MARTHA DAVIS, JOE BOWMAN

THE CLERK IS TO CONTACT JACKIE CHAVERS AND PHIL LANDERS TO SEE IF THEY WOULD BE WILLING TO SERVE.

AERONAUTIC COMMISSION:

CLAUDE DEAN, CHARLES PINCKNEY, GENE CLELAND
CLERK TO CONTACT MR. DEAN TO SEE IF COMMISSION NEEDED TO BE INCREASED AND ALSO CHECK WITH ATTORNEY TO SEE IF IT CAN BE ENLARGED.

VICE CHAIRMAN TUTEN ASKED TO HAVE THE ASSESSOR ATTEND THE NEXT COUNCIL MEETING AND EXPLAIN WHAT IS LOCATION TAX.

COUNCILWOMAN JONES ASKED WHAT IS THE JASPER COUNTY BOARD OF ASSESSORS AND THE FUNCTION OF THE BOARD AND HOW IS THIS BOARD IS DIFFERENT FROM THE FORFIETED LAND COMMISSION. THE CLERK WAS TO HAVE THE ATTORNEY REPORT ON THIS.

THE MEETING ENDED AT 1:30 P.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

JUDITH M. FRANK, CCC
CLERK TO COUNCIL

DR. GEORGE M. HOOD
CHAIRMAN