



# BOARD OF COUNTY COMMISSIONERS

T. PAGE THARP GOVERNMENTAL BUILDING  
102 STARKSVILLE AVENUE NORTH, LEESBURG, GEORGIA 31763

TUESDAY, JUNE 14, 2022 AT 6:00 P.M.  
T. PAGE THARP BUILDING  
OPAL CANNON AUDITORIUM  
WWW.LEE.GA.US

MEETING AGENDA  
WORK SESSION

**COUNTY COMMISSIONERS**

Billy Mathis, Chairman	District 3
John Wheaton, Vice-Chairman	District 1
Luke Singletary, Commissioner	District 2
George Walls, Commissioner	District 5
	District 4

**COUNTY STAFF**

Christi Dockery, County Manager  
Kaitlyn Sawyer, County Clerk  
Jimmy Skipper, County Attorney

		<u>PAGE</u>
1.	<b><u>INVOCATION</u></b> Pastor Aaron McCulley, Philema Road Baptist Church, to lead the invocation.	
2.	<b><u>PLEDGE OF ALLEGIANCE</u></b>	
3.	<b><u>CALL TO ORDER</u></b>	
4.	<b><u>APPROVAL OF MINUTES</u></b> (A) Consideration to approve the minutes for the Board of Commissioners meeting for May 24, 2022.	A - D
5.	<b><u>CONSENT AGENDA</u></b> NONE	
6.	<b><u>NEW BUSINESS</u></b> (A) Patsy Shirley, Executive Director of Lee County Family Connections, Inc., to present to the Board.  (B) Discussion of DoProcess software.	1 - 6
7.	<b><u>PUBLIC HEARING</u></b> (A) The Lee County Board of Commissioners will hold a public hearing regarding the <b>proposed 2022-2023 Budget</b> .	7
8.	<b><u>DEPARTMENTAL MATTERS</u></b> NONE	
9.	<b><u>CONSTITUTIONAL OFFICERS &amp; GOVERNMENTAL BOARDS/AUTHORITIES</u></b> (A) Consideration to appoint <b>three members</b> to the <b>Utilities Authority Board</b> for a term of one year. Current term expires 06/30/2022. New term expires <u>06/30/2023</u> . Letter of interest in reappointment received from Art Ford, Levent Gokcen, and Victor Stubbs.	8 - 14
10.	<b><u>COUNTY MANAGER'S MATTERS</u></b> (A) Updates on County projects.	15 - 20

- (B) Consideration to adopt a comp time policy for employees. 21 - 25
- (C) Consideration to adopt a social media policy for employees. 26 - 28
- (D) Consideration to adopt a resolution requesting the call of a special election to fill the unexpired term of Rick Muggridge on the Board of Commissioners. 29 - 32
- (E) Discussion of the bid for Inmate Medical Services. 33 - 40

11. **COMMISSIONER'S MATTERS**

NONE

12. **UNFINISHED BUSINESS**

NONE

13. **COUNTY ATTORNEY'S MATTERS**

NONE

14. **EXECUTIVE SESSION**

NONE

15. **PUBLIC FORUM**

*Citizens will be allowed to address the Board of Commissioners regarding any issues or complaints. Individuals should sign up prior to the start of the meeting.*

16. **ANNOUNCEMENTS**

- (A) The **Broadband Initiative Kick Off Event**, hosted by Windstream, will be held **Wednesday, June 22, 2022** beginning at **3:00pm** in the Opal Cannon Auditorium of the T. Page Tharp Governmental Building.
- (B) **Advance-in-Person Voting** for the June 21, 2022 Primary/Special Election Runoff is open to all eligible voters at the Elections and Registration Office, 100 Starksville Avenue North, Suite C in Leesburg **Monday - Friday from 8:15am to 5:00pm**. The **last day** for Advance-in-Person Voting is **Friday, June 17, 2022**.
- (C) Voted **Absentee-by-Mail ballots** mail may be returned to the Elections Office through the Postal Service, in-person, by a family member, or by using the Official Absentee Ballot Drop Box, located inside the Elections Office at 100 Starksville Avenue North, Suite C, Leesburg, Georgia. **The ballot drop box was made available beginning Monday, June 13, 2022 and will close on Friday, June 17, 2022 at 5:00pm.**
- (D) A **Special Called Joint Meeting** with the County Commission, City of Leesburg, and City of Smithville will be held **Tuesday, June 21, 2022 at 5:00pm** to discuss **TSPLOST II**.
- (E) The next regularly scheduled County Commission Meeting is **Tuesday, June 28, 2022 at 6:00pm**.

17. **ADJOURNMENT**

AGENDA MAY CHANGE WITHOUT NOTICE

*Lee County is a thriving vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.*

Persons with special needs relating to handicapped accessibility or foreign language interpretation should contact the ADA Coordinator at (229) 759-6000 or through the Georgia Relay Service (800) 255-0056 (TDD) or (800) 355-0135 (voice). This person can be contacted at the T. Page Tharp Building in Leesburg, Georgia between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, except holidays, and will assist citizens with special needs given proper notice of seven (7) working days. The meeting rooms and buildings are handicap accessible.



## BOARD OF COUNTY COMMISSIONERS

T. PAGE THARP GOVERNMENTAL BUILDING  
102 STARKSVILLE AVENUE NORTH, LEESBURG, GEORGIA 31763

TUESDAY, MAY 24, 2022 AT 6:00 PM  
T. PAGE THARP BUILDING  
OPAL CANNON AUDITORIUM  
WWW.LEE.GA.US

MEETING MINUTES  
VOTING SESSION

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### COUNTY COMMISSIONERS

Billy Mathis, Chairman	District 3
John Wheaton, Vice-Chairman	District 1
Luke Singletary, Commissioner	District 2
George Walls, Commissioner	District 5
	District 4

### COUNTY STAFF

Christi Dockery, County Manager  
Kaitlyn Sawyer, County Clerk  
Jimmy Skipper, County Attorney

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The Lee County Board of Commissioners met in a voting session on Tuesday, May 24, 2022. The meeting was held in the Opal Cannon Auditorium of the Lee County T. Page Tharp Governmental Building in Leesburg, Georgia. Those present were Chairman Billy Mathis, Vice-Chairman John Wheaton and Commissioner Luke Singletary. Commissioner George Walls was absent. Staff in attendance was County Manager Christi Dockery, County Clerk Kaitlyn Sawyer, and County Attorney Jimmy Skipper. The meeting was also streamed on Facebook Live.

### INVOCATION

Senior Pastor Andrew Kornegay, Lakeside Baptist Church, led the invocation.

### PLEDGE OF ALLEGIANCE

The Board and the audience said the Pledge of Allegiance in unison.

### CALL TO ORDER

### APPROVAL OF MINUTES

- (A) **Consideration to approve the minutes for the Board of Commissioners meeting for May 10, 2022.**  
Commissioner Singletary made the **MOTION** to approve the minutes for the Board of Commissioners meeting for May 10, 2022. Commissioner Wheaton seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.
- (B) **Consideration to approve the minutes for the Special Called meeting for the Board of Commissioners for May 10, 2022.**  
Commissioner Singletary made the **MOTION** to approve the minutes for the Special Called meeting for the Board of Commissioners for May 10, 2022. Commissioner Wheaton seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

### CONSENT AGENDA

NONE

### NEW BUSINESS

- (A) **Recognition of employee years of service.**  
The following employee was recognized for her years of service to Lee County:  
5 years – Dana Maples – Clerk, Utilities Authority
- (B) **David Dixon, Flint Riverkeeper, to address the Board regarding future projects and waterway**

concerns.

Mr. Dixon was not able to attend.

**PUBLIC HEARING**

NONE

**DEPARTMENTAL MATTERS**

**Planning, Zoning & Engineering**

- (A) **Consideration to approve an application from Lexwig, LLC (Z22-001) to rezone a total of 151.361 acres from AG-1 (Active Agricultural District) to R-1 (Single-Family Residential District). The property owner is Lexwig, LLC, Parcel Number is 039D 121, being part of Land Lots 209 and 210 of the Second Land District of Lee County, GA. Planning Commission members and Planning Department staff recommend approval. Public Hearing held May 10, 2022**

Commissioner Singletary made the **MOTION** to approve an application from Lexwig, LLC (Z22-001) to rezone a total of 151.361 acres from AG-1 (Active Agricultural District) to R-1 (Single-Family Residential District). The property owner is Lexwig, LLC, Parcel Number is 039D 121, being part of Land Lots 209 and 210 of the Second Land District of Lee County, GA. Commissioner Wheaton seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

**CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES**

NONE

**COUNTY MANAGER'S MATTERS**

- (A) **Updates on County projects.**

County Manager Dockery and Chairman Mathis discussed ongoing projects in the County: (1) the design for the CDBG project (Palmyra Mobile Home Park) should be completed within the next two weeks, with construction commencing soon after; (2) the LMIG road resurfacing projects have begun, with Cookville Road complete and work being started on Palmyra Road and the Woodstone Circle area; and (3) the new portable radios are being distributed, with the majority of the staff having already received theirs.

- (B) **Consideration to adopt a comp time policy for employees.**

- (C) **Consideration to adopt a social media policy for employees.**

Commissioner Singletary made the **MOTION** to table the issues of a comp time policy and a social media policy for employees until the following meeting to allow the Board more time to review. Commissioner Wheaton seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

- (D) **Discussion of a Resolution and Build Agreement with Windstream.**

Chairman Mathis stated, with agreement from County Attorney Skipper, that the resolution should be adopted tonight, however, the MOU will be tabled to allow for further review.

Commissioner Singletary made the **MOTION** to adopt a Resolution Authorizing Acceptance by Lee County of an American Rescue Plan Act State Fiscal Recovery Fund Broadband Infrastructure Grant from the State of Georgia in the Amount of \$12,541,241.00; Finding that Windstream Corporation is the Sole Source Qualified to Design, Construct, Install, and Implement the Broadband Public Works Project Funded by the Grant; Awarding the Public Works Project to be Funded by the Grant Proceeds to Windstream Corporation; Ratifying the Acceptance of the Grant and its Terms and Conditions; Authorizing the Execution and Delivery of Documents Relating to the Grant Award of the Project to be Funded by the Grant to Windstream Corporation; and for Other Purposes. Commissioner Wheaton seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

Commissioner Wheaton made the **MOTION** to table the Memorandum of Understanding (MOU) with Windstream. Commissioner Singletary seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

(E) **Consideration to approve a change order for Oxford Construction for the LMIG Resurfacing Projects.**  
Commissioner Singletary made the **MOTION** to approve a change order for Oxford Construction for the LMIG Resurfacing Projects in the amount of \$59,231.50 for come from TSPLOST funds. Commissioner Wheaton seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

(F) **Consideration to accept a proposal from Reliable Engineering for professional services.**  
County Manager Dockery summarized the proposal stating that Brent Davis of Reliable Engineering is a Lee County resident who we have asked to assist in the current LMIG Road Resurfacing Projects and potentially future road projects by providing oversight and review.

Commissioner Singletary made the **MOTION** to accept a proposal from Reliable Engineering in the amount of \$16,500.00 to come from TSPLOST funds for professional services connected to the 2022 LMIG Resurfacing Projects. Commissioner Wheaton seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

(G) **Consideration to put out a RFQ for engineering services for the expansion of the wastewater treatment plant.**  
The Utilities Authority will put out a RFQ for engineering services for the expansion of the wastewater treatment plant, with assistance from the County as necessary. No action taken.

**COMMISSIONER'S MATTERS**

NONE

**UNFINISHED BUSINESS**

NONE

**COUNTY ATTORNEY'S MATTERS**

NONE

**EXECUTIVE SESSION**

NONE

**PUBLIC FORUM**

*Citizens will be allowed to address the Board of Commissioners regarding any issues or complaints. Individuals should sign up prior to the start of the meeting.*

No citizens took part in the Public Forum.

**ANNOUNCEMENTS**

(A) The next regularly scheduled County Commission Meeting is **Tuesday, June 14, 2022 at 6:00pm.**

(B) Offices of the Lee County Board of Commissioners will be **closed Monday, May 30, 2022** in observance of Memorial Day.

**ADJOURNMENT**

The meeting adjourned at 6:08PM.

\_\_\_\_\_  
CHAIRMAN

ATTEST: \_\_\_\_\_  
COUNTY CLERK

*Lee County is a thriving vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.*

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DRAFT

A hand is shown holding a tablet. The tablet screen displays a dark background with a network diagram consisting of white lines connecting various circular nodes. Some nodes contain white icons of a person. The text on the screen is in orange and white.

**Standardize.  
Delegate.  
Optimize.**

Project Proposal:

**Do Process™ Proposal**

Client:

**Lee County Board of  
Commissioners**

Delivered on:

**6/7/2022**

Submitted by:

**Blake Cook**

## Overview

LUKE SINGLETARY, COMMISSIONER  
LEE COUNTY

Luke,

Outlined below is our scope of work to create and maintain a robust online platform that will house your created and curated training materials. We are excited about the opportunity to take these next steps together with you as we know that our products will help streamline your training, help pave the way for stronger growth, provide support for your current staff, and improve the overall corporate health of Lee County.

In this initial phase we will create a Corporate Online Training Portal for the Human Resources department, which will give your staff access to written SOPs and enable them to watch online video-based courses. This will ensure that they are educated on the proper training curriculum, the Lee County way, and will set Lee County up for future growth.

Please feel free to reach out to me if you have any questions.

Sincerely,  
Blake Cook  
(229) 347-5945  
leveeblake@gmail.com

# Our Process

## 1) Evaluate

We spend our first hours at your organization talking with you about your training needs. We want to understand your strategic goals, challenges, identify skill gaps, and find out what's holding your organization back from being more efficient. We then create our Course Builder to begin identifying our first areas of process capture.

## 2) Capture

This is where we shine - developing training specific to your needs. We use an approach that respects the availability and learning styles of your employees, while still capturing the knowledge that you need to disseminate. We capture in both written SOP's and video formats to create the best learning experience for the end user. Video formats include virtual OJT, explainer, screen capture and many more.

## 3) Integrate

Once we have your training developed, we'll give you an opportunity to review it before implementing it with your staff. Then, let the training begin! Our staff will fully integrate all of the captured training courses into your platform within days so you can begin training and on-boarding as soon as possible. All courses have the potential to be individually assigned to each user so that they will only be able to view the positions and courses that apply to their role in the organization.

## 4) Do

Now that we have captured and integrated your courses, we have created a hub that is guaranteed to increase your training efficiency. As your organization grows, Do Process™ will grow with you to ensure that we have captured the latest and most current curriculum. No more paper manuals or antiquated methods. Do Process™ is here every step of the way to help take your training to the next level.

## Do Process™

# Scope of Services

## Platform Creation

- Platform Build
- User Account Creation
- Stylized Portal Banners and Thumbnails
- Video Interface Integration
- Course Update and Implementation Triggers
- Catalog Creation
- Global Content Search
- Quiz / Certificate Build
- Custom Reporting

## Full Training Capture / Integration / Migration

- Process Mapping w/ Weekly Consultations for the Length of the Agreement
- Writing, Staging and Blocking
- Production Planning / Set Location Design
- Production Video Capture
- Post Production
- Digital Mastery
- 32 hours allocated for the length of the agreement (4 days on location)
- Third party courses/videos can be migrated into the platform. Course migration hours will be deducted from your initial capture/production hours



# Your Investment

Description		Subtotal
<b>Do Process™ Scope of Work</b>		\$44,500
<ul style="list-style-type: none"> <li>• Platform Creation</li> <li>• Full Training Capture / Integration / Migration                             <ul style="list-style-type: none"> <li>◦ 32 hours allocated for the length of the agreement (4 days on location)</li> <li>◦ Third party courses/videos can be migrated into the platform. Course migration hours will be deducted from your initial capture/production hours</li> </ul> </li> </ul>		
<b>Seats / Users</b>	\$28      100	\$2,800
<ul style="list-style-type: none"> <li>• Cost per seat/per year for maintenance/hosting:                             <ul style="list-style-type: none"> <li>- \$28/seat/year for &gt; 500 seats</li> <li>- \$21/seat/year for 500-1000 seats</li> <li>- \$17/seat/year for 1001+ seats</li> </ul> </li> </ul>		
<b>Total</b>		<b>\$47,300</b>

## Do Process™

# Terms and Conditions

THIS AGREEMENT (the "Agreement") is made and entered into on the date (the "Effective Date"), by and between Do Process™, a Georgia limited liability corporation, with offices at 125 Pine Avenue, Suite 222B, Albany, GA 31701 (Do Process™), and you ("Lee County Board of Commissioners"). Do Process™ and Lee County Board of Commissioners may be referred to in this Agreement collectively as "Parties" or individually as a "Party."

### 1. RECITALS:

1. Do Process™ agrees to provide services which include the production of digital videos, related documentation and material for process creation, training, education, and certification which encompasses Lee County's training and guidelines as written and developed along with Do Process™.
2. Do Process™ desires to offer Video content to Lee County, via digital video streaming through an online training and knowledge management software ("Platform").
3. The purposes of the Video training and knowledge management software are:
  - (i) to provide Lee County, and its Users and Employees (as defined below) training and process systems as developed for the Lee County.
4. Lee County wishes to obtain the rights to own, access, stream, use, and execute the Videos and Do Process™ wishes to grant Lee County a license to access the platform for such use under the terms and conditions set forth in the Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in further consideration of the mutual promises set forth herein, Do Process™ and Lee County agree as follows:

# Terms and Conditions Cont.

## 2. AGREEMENTS:

1. **RECITALS INCORPORATED.** The Recitals are hereby incorporated as a substantive part of the Agreement.
2. **GRANT OF RIGHTS.** Do Process™ grants to Lee County and Lee County accepts the exclusive, non-transferable, and non-assignable license ("License") to access the Do Process™ Platform, and to own, stream, use, and execute the Videos on the terms set forth in this Agreement.
3. Each License is good for 1 seat as agreed to at the time of purchase. This Agreement is valid for 250 seats.
4. Lee County, at its discretion, may distribute its licensed seats to businesses/companies/managers/owners/sole proprietors ("User") or reserve its licensed seats, as User, for allocation to its own personnel or customers.
5. Additional seats to those purchased in this Agreement may be purchased by contacting Do Process™ and may require entering into a new agreement.
6. Lee County may individually allocate seats to User's employees ("Employees") for use in training, education, and certification of Video content upon notice to Do Process™ of such Employee's and User's contact information via the Platform.
7. Do Process™ acknowledges that Lee County will have no obligation to complete, distribute or exploit the Video or to make use of the Video or any of the rights granted to Lee County herein, and that Lee County will have fulfilled its obligation to Do Process™ by making the non-refundable payment set forth in Clause 4 below.
8. Do Process™ shall supply the Data related to Lee County's License, Users and Seats to Lee County so that Lee County may review and use the same as it deems fit.
9. Do Process™ shall supply the Data related to each User's Seat to such User so that each User may review and use the same as it deems fit.

## Do Process™

# Terms and Conditions Cont.

10. Lee County shall own all rights to the Data and Videos and may use the same as it deems fit.  
(i) Do Process™ shall supply a copy of all videos and materials produced under the terms of this contract to Lee County before receipt of the final payment as defined in Section 4 of this Agreement.
  11. **PRODUCTION DAY CANCELLATION POLICY.** Do Process™ respectfully requests a 72 hour notice from Lee County for any cancellation or rescheduling of production days. Production days that are cancelled or rescheduled by Lee County without a 72 hour notice will result in a half-day deduction (4 hours) from Lee County's bank of production days.
3. **TERM.** The term of this Agreement will commence on the Effective Date and will continue for the duration of 12 months, or until the completion of the project.  
(i) Either party may invoke a pause in this Agreement of up to 90 days due to interruptions to business or unforeseen events which cause a delay in either party's ability to complete the project. If such a pause is invoked by either party the total term of this agreement will be extended for amount equal to the number of days of the pause up to 90 days.
4. **CHARGES, PAYMENT, DELIVERY, CANCELLATION OF VIDEOS.**
1. **Payment. License and Project Contract Fees.** As compensation for the License and other services provided in this Agreement, Lee County shall pay Do Process™ a license and project contract fee in the amount of Forty Seven Thousand Three Hundred (\$47,300). The fee is non-refundable unless Do Process™ fails to provide the services described in this Agreement.
  2. **Delivery of Videos.** Promptly after the execution of this Agreement and Do Process™'s receipt of User and Employee information, Do Process™ shall furnish the Videos to Lee County in the form of digital video streaming via Platform.
  3. **Cancellation of Videos.** In the event Lee County fails to pay the Contract Fee when due, in addition to its other rights, Do Process™ may, at its sole option, terminate Lee County's and Lee County's Users', Customers' and Employees' access to the Videos and Data.

# Terms and Conditions Cont.

5. RESERVATION OF RIGHTS. All rights in the Videos hereunder are reserved to Lee County. Specifically, Lee County acknowledges that its use of the Videos will not affect Do Process™'s continued and separate copyright ownership of the Videos solely for the purposes required to provide the services of Do Process™ as outlined in this Agreement. All other ownership, rights, privileges and copyrights to videos and all content and processes developed under the terms of the Agreement are solely the property of Lee County.

## 6. WARRANTIES.

(A) Do Process™ warrants and represents that:

(i) it has the right, power and authority to enter into this Agreement and grant the rights granted to Lee County hereunder;

(ii) it grants Lee County the ownership and copyright holder of the training Videos and content;

(iii) it shall maintain the Videos and Platform, or cause to be maintained, in good working order and remedy any failure of the Videos or Platform which impairs Lee County's use thereof.

(iv) the Videos are not defamatory nor does it infringe any trade name, trademark or copyright of any person, firm or corporation;

(v) the Videos do not invade or violate any right of privacy, personal or proprietary right, or other common-law or statutory right, of any person, firm or corporation; and

(B) Lee County warrants and represents that:

(i) the Videos will not be used in a context that will make it derogatory or in a manner that will infringe any trade name, trademark or copyright or otherwise violate any right of any person, firm or corporation.

(ii) it shall not promote the Videos in such a way that one can interpret it as any more protection to the personal wellbeing or defamation of the training participants

Do Process™

# Terms and Conditions Cont.

7. CONSENTS AND RELEASES. Lee County agrees to obtain in writing all necessary consents, permissions and clearances and pay any fees required to be paid therefore in connection with Lee County's use of the Videos. Do Process™ will furnish Lee County with a list, including addresses, of all parties from whom such consents, releases and clearances are required. Lee County will furnish Do Process™ with a copy of all such written releases.

8. NO ASSIGNMENT; LIMITATION OF USE; NO AMENDMENT; ENTIRE AGREEMENT; WRITTEN NOTICE; GOVERNING LAW; ARBITRATION. This Agreement may not be assigned by Lee County. Any changes, amendments or other modifications to this Agreement will be in writing signed by both parties hereto. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof. All notices to be sent by either party hereunder will be in writing and delivered by hand, electronic mail, facsimile or by registered mail at the address of the party set forth above, or at such other address as one party shall advise the other in writing. This Agreement will be governed and interpreted in accordance with the law of the State of Georgia.

## 9. TERMINATION OF THE AGREEMENT.

(a) Mutual Consent. This Agreement may be terminated at any time by mutual consent of the Parties.

(b) Termination by Lee County. Lee County may terminate this Agreement upon 30 days' written notice to Do Process™ provided Lee County pays for the remainder of the contract in the appropriate prorated amount.

(c) Termination by Do Process™. Do Process™ may terminate this Agreement if Lee County fails to cure its breach of this Agreement within 30 days' of written notice from Do Process™ identifying the breach. This specifically includes Lee County's breach of its obligations in Paragraph 9(b) above. If the Agreement is terminated pursuant to this Paragraph 9(c), Lee County shall pay one-half of the contract fee as same would be due if the Agreement had not been terminated.

(d) Termination for Cause. Lee County may terminate this Agreement and Do Process™'s services at any time after Do Process™ fails to cure such breach within 30 days of receiving a written notice from Lee County of such breach if Do Process™ engages in misconduct or any fraudulent or dishonest act against Lee County or in connection with providing services to Lee County; Do Process™ violates any applicable law or regulation relating to dishonesty or respecting Lee County's business, or that disqualifies Do Process™ from being affiliated with Lee County; Do Process™ habitually neglects its duties; or Do Process™ otherwise violates any of the terms of this Agreement.

(e) If Do Process™'s services are terminated for misconduct, fraudulent or dishonest acts, or violation of laws or regulations, any fees that have not been paid will be forfeited and not paid to Do Process™. If any of the other events identified in this paragraph occur, payments will end on the date Do Process™'s services are terminated.

Do Process™

## Next Steps / Signature

1. Please read the contract on the previous pages to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work with you.
3. Once you feel confident about everything and are ready to move forward, please sign below.
4. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
5. We'll email you a separate copy of the signed contract for your records.
6. If you'd like to speak to us by phone, don't hesitate to call

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Blake Cook  
Do Process™

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Luke Singletary  
Lee County Board of Commissioners

Do Process™



# LEE COUNTY

Board of Commissioners

One of Georgia's original counties ~ Established in 1825

## PUBLIC NOTICE

A copy of the proposed budget for the Lee County Board of Commissioners for fiscal year 2022/2023 is available for review at the County Clerk's Office at the T. Page Tharp Governmental Building, 102 Starksville Avenue North, Leesburg, GA and on the website at [www.lee.ga.us](http://www.lee.ga.us). Copies are also available for public review at the Leesburg Library, 245 Walnut Avenue South, Leesburg, GA and the Oakland Library, 445 Oakland Parkway West, Leesburg, GA 31763 during normal operating hours.

The Lee County Board of Commissioners **BUDGET PUBLIC HEARING** regarding the proposed FY 2022-2023 budget will be held **Tuesday, June 14, 2022 at 6:00 p.m.** at the T. Page Tharp Governmental Building, Opal Cannon Auditorium, 102 Starksville Avenue North, Leesburg, GA. This Public Hearing is open to the public and the public is encouraged to attend.

The Lee County Board of Commissioners will adopt the FY 2022-2023 proposed budget June 28, 2022 at 6:00 p.m. The meeting will be held in the T. Page Tharp Governmental Building, Opal Cannon Auditorium, 102 Starksville Avenue North, Leesburg, GA. The public is encouraged to attend and observe this meeting.

Media Notified: 05/27/2022  
Posted on website and official board: 05/27/2022  
Published in Legal Organ: 06/01/2022 and 06/08/2022

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Lee County is a thriving, vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.

Chairman Billy Mathis District 3	Vice-Chairman John Wheaton District 1	Commissioner Luke Singletary District 2	Commissioner  District 4	Commissioner George Walls District 5	County Manager Christi Dockery	County Attorney Jimmy Skipper
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102 Starksville Avenue North  
Leesburg, Georgia 31763

Office: (229) 759-6000  
Fax: (229) 759-6050

[www.lee.ga.us](http://www.lee.ga.us)

**LEE COUNTY  
CURRENT BOARD VACANCIES**

Candidates appointed by the Lee County Board of Commissioners are required to live in Lee County. If you would like to be considered for appointment to a County Volunteer Board, please submit a letter of interest including any certificates, resumé, or related documents you want to be considered or complete the Volunteer Board application. For additional information on these Volunteer Boards, see the Lee County website or contact the Administrative Assistant/Receptionist.

Payton Harris, Administrative Assistant/Receptionist  
Lee County Board of Commissioners  
102 Starksville Avenue North  
Leesburg, Ga. 31763  
(229) 759-6000  
[www.lee.ga.us](http://www.lee.ga.us)  
[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)

Vacancies will be open until filled.

**Current Volunteer Board Vacancies**

	<b>Vacancies</b>	<b>Expires</b>	<b>Term</b>
None			

**Upcoming Volunteer Board Vacancies**

	<b>Vacancies</b>	<b>Expires</b>	<b>Term</b>
Library Board of Trustees	2	06/30/22	3 Year
Utilities Authority	3	06/30/22	1 Year
DARTS Citizens Transportation Committee	2	07/01/22	2 Year
Aspire Behavioral Health and Development Disability Services	1	07/31/22	3 Year
Tax Assessors Board	1	08/31/22	4 Year
Elections & Registration Board	1	12/31/22	4 Year
Health Board	2	12/31/22	6 Year
Joint Development Authority of Baker, Dougherty, Lee, and Terrell Counties	1	12/31/22	1 Year

Utilities Authority			
District	Name & Address	Term	Appointing Authority
BOC	George Walls 110 Donald Road Leesburg, GA 31763	1 Year Term Expiring on 01/31/2023	By Virtue of Office
1 06/30/2017	Art Ford 407 GA Hwy 32 East Leesburg, GA 31763	1 Year Term Expiring on 06/30/2022	County
1 06/30/2017	Victor Stubbs 181 Magnolia Avenue Leesburg, GA 31763	1 Year Term Expiring on 06/30/2022	County
1 01/31/2017	Troy Golden 117 Blue Spring Dr. Leesburg, GA 31763	1 Year Term Expiring on 01/31/2023	County
4 01/31/2017	Johnny Barthlein 156 Pheasant Drive Leesburg, GA 31763	1 Year Term Expiring on 01/31/2023	County
3 01/31/2017	Ed Duffy 740 Creekside Dr. Leesburg, GA 31763	1 Year Term Expiring on 01/31/2023	County
3	Levent Gokcen 374 Hickory Grove Rd. Leesburg, GA 31763	1 Year Term Expiring on 06/30/2022	County
<p>Members must be Lee County citizens. Meetings are held on the third Thursday of each month (12 meetings annually) at 6:00 p.m. at the T. Page Tharp Governmental Building, Opal Cannon Auditorium, 102 Starksville Ave. N., Leesburg, GA 31763</p> <p>General Manager ~ Chris Boswell, cboswell@lee.ga.us Office 229-759-6056, Fax 759-3319 Utilities Administrator ~ Tricia Harris, Attorney ~ Jimmy Skipper.</p> <ul style="list-style-type: none"> <li>• Board Members: paid \$100/mthly</li> </ul>			

## Kaitlyn Sawyer

---

**From:** ARTHUR FORD <arthurford@bellsouth.net>  
**Sent:** Friday, May 27, 2022 9:49 AM  
**To:** Payton Harris  
**Subject:** Re: Utilities Authority

Payton,

Yes, I would like to be reappointed to the Utilities Authority Board for another term. We are in the process of doing some major upgrades to our water treatment plant and I would like to continue helping with that project.

Thank you for letting me reapply for appointment to the Utilities Authority Board. Please consider this email as my written notification that I would like to be reappointed to the Utilities Authority Board.

Thank you,  
Arthur J. Ford

Sent from my iPad

On May 27, 2022, at 9:23 AM, Payton Harris <payton.harris@lee.ga.us> wrote:

Good Morning Mr. Ford,

Your one year term on the Utilities Authority Volunteer Board expires on June 30, 2022. Appointments for this board will be brought to the Board of Commissioners meeting on June 14, 2022. If you wish to be reappointed, please send me written notification by Thursday, June 9, 2022.

Thank you,

**Payton Harris**

Administrative Assistant/Receptionist

Lee County Board of Commissioners

102 Starksville Avenue North

Leesburg, Georgia 31763

Phone: (229) 759-6000

FAX: (229) 759-6050

[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)

[www.lee.ga.us](http://www.lee.ga.us)



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# Lee County Utilities Authority

George Walls  
Chairman  
ED DUFFY  
Vice-Chairman  
Authority Members:  
Victor Stubbs  
Troy Golden  
Johnny Barthlein  
Art Ford  
Levent Gokcen

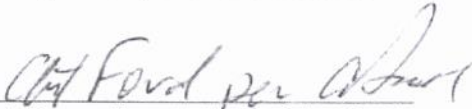
905 US Highway 19 South  
Leesburg, GA 31763  
Tel: (229) 759-6056  
Fax: (229) 759-3319

CHRIS BOSWELL  
General Manager  
  
Tricia Holmes  
Director of Administrative Operations  
  
Ira Houston  
Director of Field Operations

June 2, 2022

Dear Commissioners,

I, Art Ford, would like to be reappointed to the Lee County Utilities Authority for another term.  
Thank you for your consideration.



Chris Boswell on behalf of Art Ford  
407 GA HWY 32 East  
Leesburg, Georgia 31763

AF:cb

# Lee County Utilities Authority

George Walls  
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Troy Golden  
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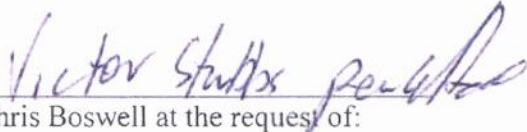
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Tel: (229) 759-6056  
Fax: (229) 759-3319

**CHRIS BOSWELL**  
General Manager  
Tricia Holmes  
Director of Administrative Operations  
Ira Houston  
Director of Field Operations

June 8, 2022

Dear Commissioners,

I, Victor Stubbs, would like to be reappointed to the Lee County Utilities Authority for another term.  
Thank you for your consideration.



Chris Boswell at the request of:  
Victor Stubbs  
181 Magnolia Ave.  
Leesburg, Georgia 31763

VS:cb

# Lee County Utilities Authority

George Walls  
Chairman  
**ED DUFFY**  
Vice-Chairman  
Authority Members  
Victor Stubbs  
Troy Golden  
Johnny Barthlein  
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Levent Gokcen

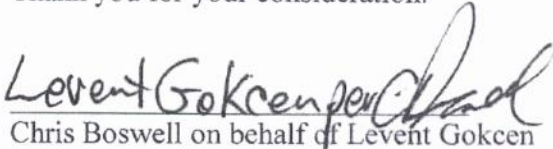
905 US Highway 19 South  
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Tel: (229) 759-6056  
Fax: (229) 759-3319

**CHRIS BOSWELL**  
General Manager  
  
Tricia Holmes  
Director of Administrative Operations  
  
Ira Houston  
Director of Field Operations

June 2, 2022

Dear Commissioners,

I, Levent Gokcen, would like to be reappointed to the Lee County Utilities Authority for another term.  
Thank you for your consideration.

  
Chris Boswell on behalf of Levent Gokcen

407 GA HWY 32 East  
Leesburg, Georgia 31763

LG:cb

## Kaitlyn Sawyer

---

**From:** Levent Gokcen <legokcen@bellsouth.net>  
**Sent:** Wednesday, June 8, 2022 1:54 PM  
**To:** Payton Harris  
**Cc:** Kaitlyn Sawyer; Tricia Harris  
**Subject:** Re: Utilities Authority

Hello.

Thank you for letting me know. I hope this note finds you well.

I would like to be reappointed to the Utilities Authority Board. I have recently started on the board and find it a great opportunity to connect with the community, learn about the local area where I live, and also contribute to my neighbors.

I have some ideas I would like to explore with Chris Boswell to have a more efficient Utilities plant and look forward to working with the board to continue to improve our community.

If there is anything else you would need, please let me know.

Thank you!

Levent Gokcen  
229-886-4767

On Wednesday, June 8, 2022, 09:03:34 AM EDT, Payton Harris <payton.harris@lee.ga.us> wrote:

Good Morning Mr. Gokcen,

Your one year term on the Utilities Authority Volunteer Board expires on June 30, 2022. Appointments for this board will be brought to the Board of Commissioners meeting on June 14, 2022. If you wish to be reappointed, please send me written notification by Thursday, June 9, 2022.

Thank you,

**Payton Harris**

Administrative Assistant/Receptionist

Lee County Board of Commissioners

102 Starksville Avenue North

Leesburg, Georgia 31763

Phone: (229) 759-6000



## MEMORANDUM

### LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners  
**SUBJECT:** County Updates

---

#### 2021 CDBG

- Palmyra Mobile Home Park project
- Project application submitted June 4, 2021
- Pre-Application Public Hearing held September 22, 2020
- Recommended County match at \$100,000.00
- \$469,284.00 grant amount awarded to Lee County on September 27, 2021
- Kick-off Meeting – December 2021
- Chad Griffin, Still Water Engineering, to verify the property lines
- Final Design complete

#### Agricultural Complex

- Located on 100 acres on Leesburg Bypass — 231 State Route 3
- Proposed plans provided July 29, 2020
  - Including: A boating access point at the creek's edge, the agricultural complex, walking trails, and campsites
- Resolution adopted and lease agreement signed on September 22, 2020 with Georgia Department of Natural Resources for a Boat Ramp
  - Renewed January 11, 2022
  - Estimated Start Date: Fall 2022
  - DNR hired EMC Engineering to survey property for canoe/kayak ramp
- DNR Lease Parcel Survey Estimated Completion: March 2022
- Improvements to the Property
  - Renovation of Covered Building: New roof, fresh paint, picnic tables, electrical system, well
  - Bobby Donley, Lanier Engineering, provided proposed site plan
    - Proposal submitted to the BOC for review
  - Trails: ¾ mile walking trail that runs along a 46 foot high ridgeline above the Kinchafoonee Creek and has a seasonal view of the waterway
    - Eight (8) picnic tables as well as a number of trash cans have been placed along this trail on the creek side
    - Directional signs for the area ordered (i.e. Parking, No Parking, trail markers, boundary signs, etc.)
- Future Improvements
  - Defining the road
  - Rocking the area on top of the ridgeline for a parking area
  - Placing a gate at the trailhead so that the area can be closed to public for safety during high water events
- Planning/Designing Committee created by the Board at the May 11, 2021 meeting

- **Committee Members:** Art Ford, Tim Sumners, Tom Sumners, Bobby Donley, Lisa Davis, David Dixon, Judy Powell, Commissioner Rick Muggridge, Commissioner Luke Singletary, County Manager Christi Dockery, Parks & Recreation Director Jeremy Morey, Chief Marshal Jim Wright
  - **First Meeting:** June 14, 2021
  - **Second Meeting:** November 15, 2021
  - **Third Meeting:** January 11, 2022

### 2020 Census Numbers

- Lee County: 33,163
- Smithville: 593
- Leesburg: 3,480

### Commercial Land Development Permits

- Artesian City Federal Credit Union
- Buck Run 5
- DeSoto Silicon Ranch
- Finish Line Storage 2
- Forrester Community Church, Forrester Parkway
- Fuzzy's Taco
- Grand Island Redevelopment
- Ledo Self Storage 2
- Lovers Lane Road Well
- Mini Warehouse Office, Hwy 82
- Plantation Storage 2
- Oaklee Investment, LLC
- Sumter EMC Pole Yard
- Woodgrain Millwork
- Oakland Crossings Drive Extension
- Brittany Lakes 2
- Cypress Cove 3
- Groves 4
- Live Oak 3
- Quail Valley 4-7
- Hardware store

### Gymnasium Windows

- Project overseen by Bill Walter, Masonry Restoration Technologies & Services, LLC
- On December 14, 2021, the Board voted unanimously to allow the Courthouse Annex Window Sealant Project and the Gymnasium Window Replacement Project to be added to the existing contract for the Tharp Building Restoration Project for an estimated cost of \$56,840.00
- Estimated Start Date: July 2022

### Extended Water Installation on Hwy 82

- RFQ for design
  - Approved by BOC at April 27, 2021 meeting
  - BOC awarded bid on September 14, 2021 to **Lanier Engineering, Inc.**
- EPD Southwest District Office is currently reviewing the project.
- RFP for Construction
  - Bid Opening: January 6, 2022
  - BOC awarded bid on January 11, 2022 to **Popco, Inc.** to not exceed \$829,621.26
- Project estimated to be complete within 90 days if no issue with obtaining supplies
- All easements have been acquired and recorded at Superior Court

## Food Distributions

- Family Connections will be hosting a summer food distribution at the Lee County Parks & Recreation Facility located at 141 Park Street
  - Dates: June 9<sup>th</sup>, June 23<sup>rd</sup>, July 7<sup>th</sup>, and July 21<sup>st</sup> starting at 10:00AM

## GIS

### Road Layer

- Including road width, length, and speed limits
- On-going

### Utilities Mapping Project

- Purpose: To map all utilities in Lee County
  - Includes water mains, water valves, water towers, fire hydrants, sewer lines, sewer manholes, sewer pump stations, fiber, gas, telephone, etc. as well as feature type, pipe size, pipe material, valve size, etc.
- Goal: To have an internet map in ArcGIS Online where utility workers can view utility maps on a tablet in the field.

## Hospital

- Public Works staff completed a construction entrance road
- Preliminary designs were presented by Matthew Inman of EMC Engineering in January 2019
- Estimated Cost for Road: \$1,498,552.50 (SPLOST VII)
- Construction expected to take approximately 6 to 9 months
- All fees for LCMC land disturbance waived
- USACE permit for holding pond designs expires August 2022
- CON granted
- Roadway Regrading Project
  - Matthew Inman, EMC Engineering, Project Engineer
    - SPLOST VII Funds
  - BOC awarded the bid on December 14, 2021 to **Oxford Construction** for \$453,585.00
    - Start Date: February 2022

## LMIG Funds

- **FY2022**
  - Application Submitted: January 24, 2022
  - Application Approved: January 25, 2022
  - For use in resurfacing the following roads: Palmyra Road, Story Lane, Pineridge Drive, Southhill Drive, East Century Road, Cookville Road, Stocks Dairy Road, Woodstone Circle, Waterbury Court, Wayside Court, Winners Court, Groover Street, and Gus Martin Road
  - **Roads Completed Include: Cookville Road, Palmyra Road, Pineridge Drive, Southhill Drive, and East Century Road**
  - Funds to be Received from GDOT: \$612,489.86
    - Total, with 30% match from Lee County: **\$796,236.82**
  - Start Date: May 2022
  - Estimated Completion Date: August 2022

## Pirates Cove

- Eagle Scouts will be building three wooden benches along the inside of the trail
  - To be grounded by cement and made with weather resistance wood

## Sidewalks

- Georgia Department of Transportation, GDOT, has approved the City of Leesburg's request for funding assistance for sidewalks on State Route 3, State Route 32, and Firetower Road
- GDOT is committing up to \$304,000.00, or 70% of the project cost, whichever is less
- Failure to begin projects before March 30, 2022 may result in the cancellation of funds

### Speed Limit Ordinance

- Approved by BOC at April 26, 2022 meeting
- Staff has submitted documents to GDOT
- Request DOT examine Old Leesburg Road/State Route 133
- Awaiting GDOT approval

### SPLOST VII

- Collection Began: October 1, 2019
- Collection Expires: September 30, 2025

### SPLOST VIII

- Possible Ballot Year: November 2022

### Storm Drainage Repair/ Holding Ponds

- Lumpkin Road
  - BOC approved a contract with Lanier Engineering to survey in March 2020
    - Survey completed June 2020
    - BOC currently reviewing plans and options
- Liberty Holding Pond (Doublegate)
  - BOC approved a contract with engineer Mike Talley to design
  - BOC approved a contract with Lanier Engineering to survey in February 2019
  - Under review

### Tharp Building Repair/Restoration

- Project overseen by Masonry Restoration Technologies & Services, LLC
  - BOC approved contract on **July 9, 2019** for **\$11,765.00**
- Bid Opening: July 8, 2021
- BOC awarded bid on July 13, 2021 to **Midwest Maintenance, Inc.** for \$575,608.00
- Completion: May 2022
- Replacement mortar to fit the historical profile and not change the character or disposition of the building

### Tharp Building Fire Suppression System

- Georgia Automatic Sprinkler have received the parts for the system
- Estimated installation date is in two weeks

### TSPLOST

- Collection: April 1, 2019 - March 31, 2024
- Cities and County began receiving revenue in May 2019

### TSPLOST II

- Possible Ballot Year: November 2022
- Joint meeting scheduled for Tuesday, June 21, 2022 at 5:00pm

## RFPs and RFQs

### Open

#### Residential and Commercial Curbside Garbage Services

- Pre-Bid Meeting: May 5, 2022
- Bid Opening: June 7, 2022
- Results to be brought before the Board on June 14, 2022
- Services to begin September 2023



### Inmate Medical Services

- Bid Opening: June 13, 2022
- Bid results to be brought to the Board on June 14, 2022

### Recently Awarded

#### 2022 LMIG Road Projects

- For use in resurfacing the following roads: Palmyra Road, Story Lane, Pineridge Drive, Southill Drive, East Century Road, Cookville Road, Stocks Dairy Road, Woodstone Circle, Waterbury Court, Wayside Court, Winners Court, Groover Street, and Gus Martin Road
  - Addition of Midway and Firetower Roads
- Bid Opening: April 11, 2022
- BOC awarded bid on April 12, 2022 to Oxford Construction Company for \$2,018,312.20
- Start Date: May 2022
- Estimated Completion: August 2022

#### Water System Improvement Project- Highway 82

- Bid Opening: January 6, 2022
- BOC awarded bid on January 11, 2022 to **Popco, Inc.** to not exceed \$829,621.26
- BOC awarded Engineering Services, following a RFQ, to **Lanier Engineering** on September 14, 2021
- Pre-Construction meeting held March 15, 2022
- All easements received and recorded in Superior Court

#### Consoles for E-911 Center

- Four (4) consoles
- Bid Opening: December 2, 2021
- BOC awarded bid on December 14, 2021 to **Watson Consoles** for \$66,987.56
  - Estimated Delivery and Installation: June 2022

#### Oakland Library Lighting

- FY 2022 MRR Grant – 50%
- Replacing all interior and exterior lighting with LED
- Bid Opening: December 13, 2021
- BOC awarded the bid on December 14, 2021 to **MetroPower, Inc.** for \$38,141.00
- Metro Power is 90% complete

#### Grand Island Roadway Grading Project

- Overseen by Matt Inman, EMC Engineering
- Bid Opening: December 9, 2021
- BOC awarded the bid on December 14, 2021 to **Oxford Construction** for \$453,585.00
- Deadline June 2022
- Oxford Construction is 95% complete with this project.
  - Continuing to complete E & S

### Future

#### LED Lighting in County Buildings

- Approved by BOC at March 23, 2021 meeting
- Projected Bid Opening: TBD

#### ADA Compliant Website

- Staff writing RFP documents
- Projected Bid Opening: TBD

### **County Building Painting Services**

- Approved by BOC at March 23, 2021 meeting
- Staff writing RFP documents
- Projected Bid Opening: TBD

### **Courthouse Window Coverings**

- Approved by BOC at May 25, 2021 meeting
- Staff writing RFP documents
- Projected Bid Opening: TBD

### **Flooring Services**

- Approved by BOC at April 27, 2021 meeting
- Staff writing RFP documents
- Projected Bid Opening: TBD

### **Extended Sewer Installation on Hwy 19**

- Approved by BOC at June 22, 2021 meeting
- Staff writing RFQ documents
- Projected Bid Opening: TBD



## MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Christi Dockery, County Manager

**FROM:** Brandy Hoey, Human Resources Director

**SUBJECT:** Compensatory Time

**MEETING DATE:** Tuesday, June 14, 2022

---

There is a federal maximum limit allowed for compensatory time for our employees and caps have been set for each department within our payroll software. This feature was not originally set up when our payroll system was implemented, which allowed some employees to go over the maximum allowed by law. We have also set up a feature in our payroll software that notifies us when comp time entered within the payroll will cause the employee to go over their max amount allowed. This notification will allow us to pay the employee overtime instead of comp time.

Going forward each Department Head and Elected Official will continue to receive the leave report for their department via email. They will now also be required to acknowledge they have received the report. The County Manager and Finance Director, along with myself will also be reviewing all departments reports each pay period as well. We have a proposed Comp Time policy we are recommending the Board of Commissioners adopt at your June 14, 2022 meeting that will allow our payroll clerk to automatically take any comp time prior to vacation annual leave.



# LEE COUNTY

## Board of Commissioners

One of Georgia's original counties ~ Established in 1825

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May 16, 2022

Ms. Dockery,

I would like to recommend that the Board of Commissioners adopt the attached policies on compensatory time and social media. We currently have 8,730.54 hours of comp time on the books and no policy to govern how it is accrued, used, or paid out upon termination. We also have no written policy pertaining to social media and how it can and cannot be used throughout the course of the workday. As you know, social media has become more prevalent over the years and issues have arisen as a result.

I would like the Board's consideration to move forward with approving these two policies while we work on updating the entire personnel policy manual.

Thanks,

Heather Jones  
Finance Director

---

Lee County is a thriving, vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.

---

Chairman  
Billy Mathis  
District 3

Vice-Chairman  
John Wheaton  
District 1

Commissioner  
Luke Singletary  
District 2

Commissioner  
District 4

Commissioner  
George Walls  
District 5

County Manager  
Christi Dockery

County Attorney  
Jimmy Skipper

102 Starksville Avenue North  
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# LEE COUNTY

Board of Commissioners

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## COMPENSATORY TIME POLICY

### PURPOSE

The purpose of this policy is to provide administrative guidance regarding the use of compensatory (comp) time as provided for local governments by The Fair Labor Standards Act (FLSA). The FLSA authorizes local governments to grant compensatory (comp) time off at a rate of 1.5 hours for each overtime hour worked in lieu of cash overtime compensation to non-exempt personnel.

### POLICY

There shall be a consistent and uniform process for the use of comp time by Lee County employees.

### PROCEDURE

The following restrictions are imposed by the FLSA:

1. Comp time must be provided at a premium rate equal to at least one and one-half hours for each hour of overtime compensation earned.
2. Comp time accrued and used in the same FLSA work week is used as straight time.

Example: A nonexempt employee works two hours past his/her normal schedule on the fourth day of a seven-day FLSA work week. The employee then uses the accrued comp time on the sixth day of the same FLSA work week. The time is used as straight time (two hours), since the use of the comp time took place in the same FLSA work week.

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# LEE COUNTY

## Board of Commissioners

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### **Approval**

Comp time is approved at the discretion of the Elected Official/Department Director. Comp time must be provided in accordance with an agreement or understanding with employees prior to the performance of the work.

### **Request for Use of Compensatory Time**

The employee has the right to request the use of accumulated comp time. Elected Officials/Department Heads must allow for the use of the comp time within a reasonable period of time following the employee's request to take the time off unless the operation of the government would be unduly disrupted by the employee's absence from work. The employee is entitled to receive cash compensation for unused accumulated comp time when employment is terminated.

### **Record Keeping**

Elected Officials/Department Directors will be responsible for maintaining records for comp time accrual and usage. Comp time accruals and usages will be entered into the payroll processing system during the relevant pay periods. Detailed instructions for data entry of comp time information are available upon request from the Human Resources Department. Comp time usage should be requested and approved in the same manner as other leave (annual, sick, etc.).

### **Maximum Comp Time Accrual**

The FLSA establishes the maximum amount of comp time that employees can accrue. The maximum accrual limit for employees engaged in work associated with public safety work is 480 hours. For employees in all other areas, the maximum accrual is 240 hours. Any hours worked over these limits must be paid in cash overtime.

### **Payment for Unused Comp Time**

The FLSA requires the paying out of comp time at separation of employment. When compensatory time is cashed out upon separation of employment, it must be paid at the regular rate the employee is earning at the time the banked comp time is cashed out.

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# LEE COUNTY

Board of Commissioners

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### **Requiring the Use of Comp Time before Other Leave**

Elected Officials/Department Heads **may** require employees to use accrued comp time before using accrued annual leave. For situations involving the use of leave associated with the Family and Medical Leave Act (FMLA), requiring the use of comp time is not allowed.

### **Employees Transferring From One Department/Office to Another**

When an employee with a comp time balance transfers from one department/office to another department/office, the department/office from which the employee is transferring may be responsible for cashing out the comp time balance and paying the employee prior to the effective date of the transfer.

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# LEE COUNTY

Board of Commissioners

One of Georgia's original counties ~ Established in 1825

## SOCIAL MEDIA POLICY

### Policy Statement

The purpose and intent of this policy is to establish guidelines for employees who engage in social media activity as defined herein. This policy is not intended to prohibit any employee's personal expression in general or through social media in particular; employees have the right to post complaints, express opinions and engage in civil discourse that does not unduly disrupt County business. However, because such activity can adversely affect the efficiency and effectiveness of County operations, as well as undermine public trust and confidence, a certain amount of regulation is necessary and appropriate. This policy therefore attempts to strike a reasonable balance between the employees' interest in engaging in social media activity and the County's interest in preventing unnecessary disruption to or interference with its operations and relationship to the public it serves.

### Definitions

For purposes of this policy, the term "social media" is defined as the online technologies through which employees and other individuals engage in "social media activity" as defined below. In most cases, the term refers to websites or apps such as Facebook®, Twitter®, Instagram®, LinkedIn®, Google+®, YouTube®, Tumblr®, Myspace®, and Blogger®. Online social media technologies covered by this policy also include, but are not limited to, such applications as web logs/blogs, video logs/vlogs, message boards, podcasts, and wikis.

For purposes of this policy, the term "social media activity" is defined as the act of sharing information or otherwise communicating through social media, including, but not limited to, posting, uploading, reviewing, downloading, and/or forwarding of text, audio recordings, video recordings, photographs/images, symbols, or hyperlinks.

### Scope of Policy

This policy applies to all employees without regard to whether their social media activity is conducted in or outside the workplace, while on or off-duty, or anonymously or through the use of pseudonyms.

Lee County is a thriving, vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.

Chairman  
Billy Mathis  
District 3

Vice-Chairman  
John Wheaton  
District 1

Commissioner  
Luke Singletary  
District 2

Commissioner  
District 4

Commissioner  
George Walls  
District 5

County Manager  
Christi Dockery

County Attorney  
Jimmy Skipper

102 Starksville Avenue North  
Leesburg, Georgia 31763

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## **Prohibitions on Social Media Activity**

All employees should remain mindful that, as public servants, they are generally held to higher standards than the general public with regards to their on-duty and off-duty conduct, professionalism, and ethics. As a result, certain social media activity that may be tolerated or even acceptable in the private sector may nevertheless constitute a violation of this policy.

Each employee who engages in social media activity must take personal responsibility for ensuring that such activity is consistent with all policies of the County, including, but not limited to, those pertaining to making false or misleading statements, promoting or endorsing violence or illegal activity, promoting endorsing the abuse of alcohol or drugs, disparaging individuals or groups based on race, ethnicity, national origin, gender, sexual orientation, gender identity, religion, disability, or other characteristic protected by law, or otherwise engaging in conduct unbecoming an employee of the County, bringing discredit to the County, or interfering with or detrimental to the mission or function of the County.

Employees must refrain from engaging in any social media activity which disqualifies them from performing, or in any way reasonably calls into question their ability to objectively perform, any essential function of their jobs. Examples of such functions include, but are not limited to, testifying, making hiring or promotion decisions or recommendations, conducting performance evaluations, and determining eligibility for programs.

While any employee, at his/her discretion, may engage in social media activity with any other employee(s) consistent with the prohibitions, limitations, restrictions, and guidelines of this policy, no employee may be required or otherwise compelled to engage in such activity with another employee

Employees must not use a County email address to create or use a personal social media account.

No employee, whether for purposes of engaging in social media activity or otherwise, may disclose or otherwise reveal any privileged or confidential information of the County, any other current or former employee of the County, or any applicant for employment with the County.

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## **Limitations and Restrictions on Social Media Activity**

Except as otherwise authorized in advance by the County Manager, employees are strictly prohibited from directly or indirectly representing themselves to be speaking on behalf of the County.

Employees must keep any personal use of social media while at work to a minimum. Use of personal social media at work must not be allowed to distract from work related tasks.

The County reserves the right to require any employee to remove immediately any posted or uploaded text, audio recordings, video recordings, photographs/images, etc. (even if previously approved) from a personal account, if such posted material constitutes a violation of this policy or other County policies, or is determined to be detrimental to County operations.

## **Application to Other Policies**

All personnel policies of the County relating to employee conduct apply equally to conduct that occurs through social media. This includes, but is not limited to, policies relating to discrimination, harassment, retaliation, workplace violence, conflicts of interest, and political activity.

## **Corrective Action**

Employees engaging in social media activity in violation of this policy will be held accountable, and corrective action, up to and including termination of employment, may be taken in accordance with the County's disciplinary policies.

## **Interpretation and Application**

Nothing in this policy is intended to or will be applied in a manner that violates any employee's constitutional rights, including rights to freedom of speech, expression, and association, or Federal or State rights to engage in any statutorily-protected activity. This policy is intended for internal use of the County only and should not be construed as establishing a higher duty or standard or care for purposes of any third party civil claims against the County and/or its employees. A violation of this policy by an employee provides only a basis for corrective action against such employee by the County.

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**RESOLUTION OF LEE COUNTY, GEORGIA  
REQUESTING THE CALL OF A SPECIAL ELECTION  
TO FILL THE UNEXPIRED TERM OF RICK MUGGRIDGE  
AND FOR OTHER PURPOSES**

---

WHEREAS, Rick Muggridge was elected as a member of District 4 of the Board of Commissioners of Lee County, Georgia, on November 4, 2008, and took office on January 1, 2009, for a term of four (4) years; and

WHEREAS, the said Rick Muggridge was re-elected to a second term on November 6, 2012 and took office for a second term of four (4) years; and

WHEREAS, the said Rick Muggridge was re-elected to a third term on November 8, 2016 and took office for a third term of four (4) years; and

WHEREAS, Rick Muggridge was re-elected as a member of District 4 of the Board of Commissioners of Lee County, Georgia on November 3, 2020 and took office on January 1, 2021 for an additional term of four (4) years; and

WHEREAS, the said Rick Muggridge moved out of the County Commissioner district from which he was elected and which he has been representing to a location in another County Commission District; and

WHEREAS, the said Rick Muggridge moving from his district resulted in there being a vacancy in the District 4 seat on the Lee County Board of Commissioners effective May 10, 2022; and

WHEREAS, a copy of the letter of resignation from Rick Muggridge, dated May 6, 2022 is attached to this Resolution as Exhibit "A"; and

WHEREAS, O.C.G.A. §45-5-1 provides that such elected office shall be vacated upon

the occurrence of several events, including, by resignation, when accepted and by the incumbent ceasing to be a resident of the County or District for which he was elected; and

WHEREAS, the Board of Commissioners deem it appropriate to accept the resignation of Rick Muggridge as of May 15, 2022, which is also the date that the said Rick Muggridge moved from his District creating a vacancy for District 4 on the Lee County Board of Commissioners; and

WHEREAS, the term of office of Rick Muggridge as District 4 Commissioner does not expire until December 31, 2024, which is more than twelve (12) months from the effective date of such vacancy; and

WHEREAS, the next legal date that a Special Election to fill such vacancy can be held pursuant to O.C.G.A. §21-2-450 is the Tuesday after the first Monday in November, which is November 8, 2022; and

WHEREAS, the governing body of Lee County deems it appropriate and required by law to request that the Board of Elections and Registration, as Lee County's Elections Superintendent, call a Special Election to fill the unexpired term of Rick Muggridge, such Special Election be held on November 8, 2022; and

WHEREAS, such Special Election shall be held in conjunction with and as a part of the general state-wide election schedule for November 8, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Members of the Board of Commissioners of Lee County, and it is hereby resolved by authority of the same, as follows:

1. That the Board of Elections and Registration, as the Elections Superintendent for Lee County, is requested to call a Special Election in Lee County for the purpose of electing a person to fill the unexpired term of Rick Muggridge in District 4 on the Lee County Board of

Commissioners, which term expires December 31, 2024.

2. That such Special Election be held on the Tuesday after the first Monday in November, which is November 8, 2022, at the regular polling place or polling places for District 4 elections in Lee County, in conjunction with the regular state-wide general election to be held on such date.

3. That such special election be held in accord with Title 21 of the Official Code of Georgia relating to elections.

4. That the Board of Elections and Registration shall call a Special Election for such purpose no later than ninety (90) days prior to November 8, 2022 as required by O.C.G.A. §21-2-540.

5. That in accord with Georgia law, the dates of qualifying for candidates to run in such special election shall commence at 8:30 A.M. on Tuesday, July 26, 2022, and shall conclude at 4:30 P.M. on Thursday, July 28, 2022, and that the Lee County Elections Superintendent shall cause notice of such qualifying dates to be published as required by law.

6. That the Elections Superintendent shall further cause such public advertisements and notices regarding the holding of such Special Election as may be required by Georgia law to be published in the local legal organ in the manner and at the times required by law.

7. That the Lee County Elections Superintendent undertake to conduct such Special Election in the manner required by Georgia law, canvass the returns, and certify the results thereof as required by law.

8. That an appropriate copy of this Resolution be transmitted to the Lee County Elections Superintendent by the Lee County Clerk within a reasonable time period after the adoption hereof.

9. That all other resolutions or parts of resolutions in conflict herewith are hereby rescinded.

10. That this Resolution shall become effective upon the date and time of its adoption by the governing body of Lee County.

SO RESOLVED, this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by the governing body of Lee County.

**Board of Commissioners  
of Lee County, Georgia**

By: \_\_\_\_\_  
Billy Mathis, Chairman

Attest: \_\_\_\_\_  
Kaitlyn Sawyer, County Clerk



## MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners

**SUBJECT:** Inmate Medical Services RFP

**MEETING DATE:** Tuesday, June 14, 2022

---

### MOTION/RECOMMENDATION

Discussion of the bid for Inmate Medical Services.

### BACKGROUND

An RFP was published seeking sealed written bids from qualified professional healthcare providers for **inmate medical healthcare services to inmates housed within the Lee County Jail, located at 119 Pinewood Road, Leesburg, Georgia 31763**. Arrangements to view the Lee County Jail were made by appointment only and a public bid opening was held Monday, June 13, 2022 at 2:05pm in the Opal Cannon Auditorium of the T. Page Tharp Governmental Building.

Services are to begin July 1, 2022 and the initial term of the agreement is for one (1) year, with final price being determined by cost per inmate. The current agreement with SECMG/Wellpath, expiring June 30, 2022, is in the amount of approximately \$278,359.22. The proposed FY 2022-2023 budget allots \$325,000.00 for this service.

One (1) vendor submitted sealed bid proposals:

<b>Wellpath</b>	<b>Approximately \$446,027.00 annually</b>
	<b>\$464.61 per month (fixed monthly price per inmate)</b>

### ATTACHMENTS

Proposal from Wellpath

Current Agreement with SECMG/Wellpath, expiring June 30, 2022

## 4.1 Proposal Form

Invitation to Bid  
Inmate Medical Services  
Lee County, GA Jail  
RFP #0613

### PROPOSAL FORM

Name of Bidder/ Vendor: Wellpath LLC  
Contact Person: David Hackworth  
Mailing Address: 3340 Perimeter Hill Drive Nashville, TN 37211  
Telephone: 757-749-4667  
Email: dhackworth@wellpath.us


It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties.

No addendums will be allowed unless initiated by the County.

Purchase of inmate medical healthcare services for inmates housed within the Lee County Jail, located at 119 Pinewood Road, Leesburg, Georgia 31763 for an initial period of one (1) year: July 1, 2022 through June 30, 2023.

FLAT-RATE MONTHLY PRICE PER INMATE: \$ 464.61

DAILY PRICE PER INMATE:

Authorized Signature:  Title: President

Name Printed: Kip Hallman Date: June 10, 2022



## 4 Cost Proposal

### Overview

Wellpath is enthusiastic about the opportunity to continue our partnership with Lee County and the Lee County Sheriff's Office to provide healthcare services for our patients in the LCJ. We have worked diligently to deliver a meaningful proposal that illustrates the best value for the stakeholders of Lee County, and one that demonstrates our commitment to transparency and accountability. We are confident in the quality and value of the work we perform and that our solutions meet your specific needs. We are eager to discuss our plan in further detail.

We have based our price on many considerations:

- The services required by the RFP;
- Our unique insight into the needs of your patient population stemming from our experience as your incumbent provider;
- Our extensive reach in Georgia and understanding of appropriate compensation for qualified staff to promote effective recruiting and retention; and
- Our first-hand knowledge of your goals and focus

Our experience, resources, culture, and philosophy of care make us different from our competitors and make Wellpath the right partner for Lee County. We know cost is important, and we understand the mission you have for quality, compassionate care. As your partner in that mission, we commit these things to you:

- We will continue to focus on the ever-changing needs of our patient population.
- We will continue recruiting, training, retaining the right staff members for each position, and filling the shifts as contracted.
- We will continue to deliver timely and transparent reporting designed to demonstrate accountability.
- We will continue to be a true partner for Lee County, working directly with you to drive your healthcare program in the right direction.
- We will continue to provide care with a passion and a mission of setting these patients on the path **to hope and healing**.

We know you want the best possible program, and cutting corners is not an option. Wellpath is the right partner to continue providing the County with a scalable healthcare plan that ensures continued quality care for your patients. We have prepared two separate cost models for your review on the following pages and we are available to discuss both options.

## Pricing

The following is our proposed flat-rate monthly price per inmate and daily price per inmate for Year One for the Inmate Medical Services program for a population of up to 80 inmates at the LCJ.

	Flat-Rate Monthly Price Per Inmate
<b>Year One</b>	<b>\$464.61</b>

The fixed monthly price per inmate equates to \$464.61 or \$446,027 annually. In any month where the daily census is greater than 80, Wellpath shall invoice LCJ a \$0.82 per diem for variable cost recovery for the population in excess of 80.

The required cost form in on the following page.

There is a cost savings of \$6,000 to the county if the Performance Bond is waived.

*In addition to the above pricing, Wellpath is submitting an option to utilize a Pass-Through Fee structure for this RFP. Please review the following pages for the Pass-Through Cost model.*

## Pass Through Cost Model

Previously this year, Wellpath provided an alternate cost model to Lee County. Wellpath proposes using the Pass-Through model in Lee County, where all healthcare program costs are tracked, reported, and reimbursed by the County. You will receive a monthly invoice that details exactly what was spent at your facility. Your site-specific report will include:

- Adjudicated invoices from all offsite and specialty provider expenditures
- Staffing wages and benefits
- Pass through costs of the pharmaceuticals prescribed in Lee County (which are obtained at Wellpath cost - the lowest cost in the industry)
- The monthly Wellpath fee
- Performance Bond Expense

This option provides Lee County with *actual cost information* for all aspects of the healthcare program while allowing the County to receive all savings realized by having Wellpath manage the program. This includes staffing cost savings and any savings derived from Wellpath-negotiated vendor contracts. This model also offers transparent cost reporting that keeps us operationally accountable and fiscally responsible while allowing the County to easily justify operational expense decisions with informed confidence.

Wellpath is the premier correctional healthcare company in the industry. We have effectively implemented Pass Through contracts for many our clients to help transparently manage their budgets while delivering high-quality healthcare, often at reduced costs to our clients. Wellpath clients using this model have consistently saved budgeted dollars on healthcare. ***Laura Busbin and David Hackworth will make an appointment with you to further explain this Pass-Through model. David worked as an administrator in a jail with the Pass-Through cost model and can answer any questions you have.***

With the Pass-Through model, all Wellpath support fees are included in our services program.

This includes

- Electronic Medical Records
- 24-hour IT Support
- Insurance Costs
- Human Resources
- Claims Processing
- Reporting Reviews
- Recruiting
- Legal Expenses
- Operations Support
- Finance reporting and invoicing

The 2022 – 2023 Pass-Through annual cost for Lee County is offered at \$80,727, or \$6,728 monthly, plus reimbursement of any and all costs, including staffing, that are incurred.

### **Subsequent Years**

In the event the County and Wellpath agree to renew for additional one-year terms, the cost of each such one-year term will include an increase of the annual amount of the previous year by the Consumer Price Index – All Urban Consumers, U.S. City Average, Medical Care Services, published by the Bureau of Labor Statistics of the U.S. Department of Labor, but not less than 4%.

### **Material Changes in Scope or Circumstances, or Emergency Circumstances**

The Wellpath proposed pricing reflects the scope of care as outlined in our Proposal, the RFP requirements, and the current community standards of care regarding correctional healthcare services in the state of Georgia.

December 22, 2020

Reggie Rachals, Sheriff  
Lee County Sheriff's Office  
Criminal Justice Center  
119 Pinewood Road  
Leesburg, GA 31763

Re: Amendment to the Correctional Health Services Agreement (Effective July 1, 2021)

Greetings Sheriff Rachals:

I hope this letter finds you well. Southeast Correctional Medical Group, LLC ("SECMG") is proud to partner with Lee County and we strive to provide quality services that exceed your expectations.

Pursuant to Section 6.01 of our Correctional Health Services Agreement, by and between SECMG and Lee County Sheriff's Office (the "Agreement"), the Agreement will automatically renew for an additional one-year period on July 1, 2021.

For our 2021-2022 contract year, we propose an increase in the base annual compensation amount and per diem rate consistent with the Consumer Price Index ("CPI") for Urban Consumers in the South Region, Medical Care Services Component. This index is currently 3.2% for November 2020.

Application of the 3.2% increase revises the base annual compensation amount for professional health care services rendered at the Lee County Sheriff's Office from **\$197,627.59** to **\$203,951.67** or **\$16,995.97** per month, through June 30, 2022. The per diem will adjust from **\$0.77** to **\$0.79**. The annual cost pool will remain at **\$74,407.55**, billed **\$6,200.63** monthly.

As such, the Agreement shall be amended follows:

1. Section 7.01 shall be deleted in its entirety and the following language inserted in lieu thereof:

**Base Compensation** County will pay SECMG the annual sum of \$203,951.67 for services provided by SECMG in twelve (12) months, plus a cost pool of \$74,407.55 for a total amount of \$278,359.22. Payments will be \$23,196.60 per month, which includes the cost pool. This compensation level assumes a maximum inmate population of 120.

2. Section 7.02 shall be deleted in its entirety and the following language inserted in lieu thereof:

**Per Diem** County agrees to compensate SECMG \$0.79 per inmate per day when the daily census is greater than 120.

Please sign this letter in the space provided and email a signed copy to Andrea Knox, Partner Services Specialist, at [akknox@wellpath.us](mailto:akknox@wellpath.us). This letter shall serve as the Amendment to the Agreement and shall be binding upon both parties upon signature of the County and SECMG, pursuant to Section 9.05 of the Agreement. All other terms of the current Agreement, including any changes detailed above, shall remain in full force and effect.

Should you have any questions or concerns, do not hesitate to contact Kathy Brawner, Regional Director of Operations, at 706-881-3702.

Sincerely,

*Cindy P. Watson*

Cindy Watson  
Vice President  
Southeast Correctional Medical Group, LLC

**AGREED TO AND ACCEPTED AS STATED ABOVE:**

*Reggie Rachals*  
Reggie Rachals, Sheriff Lee County, GA

*July 6<sup>th</sup> 2021*  
Date

Cc: *Kathy Brawner, Regional Manager*  
*Adolfo Cisnera, Senior Director, Partner Services*  
*Bill Kissel, Senior Regional Vice President*