



BOARD OF COUNTY COMMISSIONERS

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

TUESDAY, NOVEMBER 8, 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 Good, County Clerk
Jimmy Skipper, County Attorney

- | | <u>PAGE</u> |
|--|-------------|
| 1. <u>INVOCATION</u>
Pastor Lee Smith, Leesburg United Methodist Church, to lead the invocation. | |
| 2. <u>PLEDGE OF ALLEGIANCE</u> | |
| 3. <u>CALL TO ORDER</u> | |
| 4. <u>APPROVAL OF MINUTES</u>
(A) Consideration to approve the minutes for the Board of Commissioners meeting for October 25, 2022. | A - D |
| 5. <u>CONSENT AGENDA</u>
NONE | |
| 6. <u>NEW BUSINESS</u>
NONE | |
| 7. <u>PUBLIC HEARING</u>
(A) The Board of Commissioners will hold a public hearing to consider a resolution transmitting a draft Capital Improvements Element Annual Update to the Southwest Georgia Regional Commission for regional review pursuant to the Georgia Planning Act of 1989.

Consideration to adopt a resolution transmitting a draft Capital Improvements Element Annual Update to the Southwest Georgia Regional Commission for regional review pursuant to the Georgia Planning Act of 1989. | 1 - 9 |
| 8. <u>DEPARTMENTAL MATTERS</u>
NONE | |
| 9. <u>CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES</u>
<u>Utilities Authority</u>
(A) Consideration to approve the purchase of a Ground Penetrating Radar Device from SPLOST VII funds. | 10 - 11 |

10. COUNTY MANAGER'S MATTERS

- (A) Updates on County projects. 12 - 17
- (B) Consideration to approve an amendment to **Article XVI Section 16.03(A): *Holidays Observed*** of the Lee County Board of Commissioners Personnel Policy. 18 - 20
- (C) Consideration to approve the Holiday Calendar for 2023. 21
- (D) Consideration to approve the Board of Commissioners Meeting Calendar for 2023. 22
- (E) Consideration to approve the Budget Calendar for FY 2023-2024. 23
- (F) Consideration to adopt a Resolution Requesting Sales Tax Information from the Georgia Department of Revenue pursuant to OCGA 48-2-15(d.1) and Naming a Designated Officer for all related purposes. 24 - 25
- (G) Consideration to adopt a Resolution Supporting Operation Green Light for Veterans. 26 - 28

11. COMMISSIONER'S MATTERS

NONE

12. UNFINISHED BUSINESS

NONE

13. COUNTY ATTORNEY'S MATTERS

- (A) Discussion of Chapter 70 Article V. – *R-1 Single-Family Residential District* of the Code of Ordinances. 29 - 31

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 next regularly scheduled County Commission Meeting is **Tuesday, December 13, 2022 at 6:00pm.**
- (B) Offices of the Lee County Board of Commissioners will be **closed Thursday, November 24, 2022 and Friday, November 25, 2022** in observance of the Thanksgiving holiday.
- (C) The renewal process for 2022 Occupation Tax/Business License will begin November 1, 2022. **All current business licenses will expire on December 31, 2022.** Please contact Building Inspection at (229) 759-3326 for any questions.

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, OCTOBER 25, 2022 6:00 P.M.

T. PAGE THARP BUILDING
OPAL CANNON AUDITORIUM
WWW.LEE.GA.US

MEETING MINUTES
VOTING 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

The Lee County Board of Commissioners met in a voting session on Tuesday, October 25, 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, Commissioner Luke Singletary, and Commissioner George Walls. Staff in attendance was County Manager Christi Dockery, County Attorney Jimmy Skipper, and County Clerk Kaitlyn Sawyer. Vice-Chairman John Wheaton was absent. The meeting was also streamed on Facebook Live. Chairman Mathis called the meeting to order at 6:00pm.

INVOCATION

Apostle Malden Batten, The Church of Leesburg, 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 Board of Commissioners meeting minutes for October 11, 2022.**
Commissioner Walls made the **MOTION** to approve the Board of Commissioners meeting minutes for October 11, 2022. Commissioner Singletary seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

CONSENT AGENDA

NONE

NEW BUSINESS

- (A) **Recognition of employees' years of service.**
The following employees were recognized for their years of service to Lee County:
5 years – Wendy O'Lear – Firefighter/Paramedic
10 years – Elaine Watts – Part-Time Employee for Probate Court (formerly) and Elections and Registration (currently)

PUBLIC HEARING

NONE

DEPARTMENTAL MATTERS

NONE

CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES

Board of Elections and Registration

(A) **Consideration to approve the purchase of new equipment.**

Director of Elections and Registration Veronica Johnson presented on the equipment in question, Georgia Poll Pad Printer Check-In Stations from KNOWiNK, LLC. Ms. Johnson stated that the Lee County Elections Office had been approached earlier in the year by the Secretary of State's Office to begin beta testing the equipment (the "Poll Pad"), and has been doing so for the current ongoing advance in-person voting. This equipment provides the capability to maintain an electronic voting list. In previous elections, while a voter's signature was captured digitally, there was no other verifiable paper audit trail; but, this equipment is attached to a printer and provides an application containing voter information. This new equipment would allow one more opportunity to show citizens how transparent and accurate all processes in Lee County elections are.

Ms. Johnson summarized the function of the equipment, stating that when a citizen arrives to vote, they scan their government issued ID, their record is presented, they can sign, and an application/receipt prints out. Said application is retained in the Elections office for two (2) years. The voter is then presented with a card and may proceed to a voting machine. Notable benefits to using the system include a faster check in experience, now having a verifiable paper audit trail, and the fact that all information communicates back to hub at the Elections Office, allowing staff to monitor voter check-in statistics at all voting precincts.

In the past week of utilizing the new equipment, the Elections staff as well as the voters have voiced that they liked using the new Poll Pads. Last night (October 24, 2022), a representative of the Secretary of State's Office had contacted Ms. Johnson stating that the beta testing was going well and inquired if this office would like to purchase the equipment and have it fully in place for Election Day on November 8. Ms. Johnson stated that the rest of the state probably will not have the opportunity to purchase this equipment until early 2023.

The application/ receipt contains the date, time, type of ID presented, and signatures of both the citizen and the Elections employee that processed the check in. This printout only contains information pertinent to the check in process and does not include anything about the person's ballot. A person's ballot is private and confidential.

Commissioner Singletary made the **MOTION** to approve the purchase of Georgia Poll Pad Printer Check-In Stations from KNOWiNK, LLC. at a cost of \$32,895.00, to be split into three equal annual payments of \$10,965.00, to come from the General Fund. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

COUNTY MANAGER'S MATTERS

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

County Manager Christi Dockery discussed ongoing projects in the County: (1) the CDBG project at Palmyra Mobile Home Park is moving forward as we are awaiting completed deeds and other paperwork to be finalized; (2) the Landfill Wall Phase II project is ongoing with an estimated completion of four to five weeks; and (3) the renovation of the gym is also ongoing.

(B) **Consideration to award the bid for LED light fixtures in the fire stations.**

Commissioner Singletary made the **MOTION** to reject the provided bids for LED light fixtures in the fire stations project, asking that staff review the Invitation to Bid documents and reopen the bid process at a later date. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

COMMISSIONER'S MATTERS

NONE

UNFINISHED BUSINESS

NONE

COUNTY ATTORNEY'S MATTERS

- (A) Consideration to approve intergovernmental agreements between Lee County and Lee County Developmental Authority regarding the construction of two new roadways and the installation of the utilities.

County Attorney Jimmy Skipper summarized the documents stating that they pertain to the development of infrastructure at the Grand Island property, including two (2) roadways and the necessary water, sewer, and stormwater drainage elements. Establishing this infrastructure will be beneficial as the whole area will be developed at some point in the future. These documents, already approved by the Development Authority (property owner), state that the County will pay for the roadways and the water, sewer, and stormwater infrastructure development.

Commissioner Singletary made the **MOTION** to approve intergovernmental agreements between Lee County and Lee County Developmental Authority regarding the construction of two new roadways and the installation of the utilities. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea.

EXECUTIVE SESSION

- (A) Executive Session to discuss potential or pending litigation.

Commissioner Singletary made the **MOTION** to adjourn to Executive Session. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea. Time: 6:12PM.

Commissioner Singletary made the **MOTION** to adjourn from Executive Session. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Chairman Mathis voting yea. Time: 6:34PM.

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.

*Public Forum was held before the Board of Commissioners exited for the Executive Session.

Paul Clayton – Old Leslie Road – Presented each of the commissioners with a letter

ANNOUNCEMENTS

- (A) The next regularly scheduled County Commission Meeting is **Tuesday, November 8, 2022 at 6:00pm.**
- (B) **Absentee-by-Mail Voting** is available for all registered voters. To obtain an Absentee-by-Mail ballot you may use the ballot request portal available at <https://securemyabsenteeballot.sos.ga.gov/s/>, request an application from the Elections Office at (229) 759-6002, or visit the Elections Office located at 100 Starksville Avenue North, Suite C, Leesburg, Georgia. Absentee-by-Mail ballots for UOCAVA (military and overseas citizens) voters were mailed beginning Tuesday, September 20, 2022. All other ballots were mailed beginning Monday, October 10, 2022. **The last day to request an absentee-by-mail ballot will be Friday, October 28, 2022.**
- (C) **Voted Absentee-by-Mail ballots** may be returned to the Elections Office through the Postal Service, in-person, by a family/household 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 is available and will close on Friday, November 4, 2022 at 5:00 pm.**
- (D) **Advance-In-Person Voting** is now open to all eligible voters at the Elections and Registration Office, 100 Starksville Avenue North, Suite C, Leesburg, Georgia. Ballots may be cast Monday through Friday between 8:15 am and 5:00 pm. Advance-in-Person voting will also be available on Saturday, October 22, 2022 and Saturday, October 29, 2022 from 9:00 am – 5:00 pm. There will also be **pop-up locations for Advance-In-Person**

Voting on October 25, 26, and 27 at The Bindery at the Oakland Library from 2:00 pm – 7:00 pm as well as at the Redbone Fire Station on November 1 from 2:00 pm - 7:00 pm. **The last day a voter may vote an Advance-in-Person ballot is Friday, November 4, 2022.**

- (E) The renewal process for 2022 Occupation Tax/Business License will begin November 1, 2022. **All current business licenses will expire on December 31, 2022.**

ADJOURNMENT

The meeting adjourned at 6:37PM.

Facebook video link: <https://www.facebook.com/leecountyga/videos/1112699956047099>

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.

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.



Capital Improvements Element 2022 Annual Update: Financial Report & Community Work Program Lee County, GA Draft – November 8, 2022

Attached is the Lee County CIE - Capital Improvement Element annual update for fiscal year 2022 consisting of a financial report, as required by the Development Impact Fee Act, and an updated community work program, as required by DCA's impact fee compliance requirements.

Georgia, Lee County

**Transmittal Resolution
Capital Improvements Element Update
Lee County, Georgia**

Whereas, Lee County adopted a Capital Improvements Element as an amendment to the *Lee County Comprehensive Plan*; and

Whereas, Lee County has prepared an Annual Update to the adopted Capital Improvements Element; and

Whereas, the Capital Improvements Element Annual Update was prepared in accordance with the “Development Impact Fee Compliance Requirements” and the “Minimum Planning Standards and Procedures for Local Comprehensive Planning” adopted by the Board of Community Affairs pursuant to the Georgia Planning Act of 1989, and a duly advertised Public Hearing was held on November 8, 2022 at the Southwest Georgia Regional Commission.

BE IT THEREFORE RESOLVED that the Board of Commissioners of Lee County does hereby submit the 2022 Capital Improvements Element Annual Update to the Southwest Georgia Regional Commission for Regional and State review, as per the requirements of the Development Impact Fee Compliance Requirements.

Adopted this _____ day of _____, 2022

Billy Mathis, County Commission Chairman
Lee County

ATTEST: _____

LEE COUNTY	Annual Impact Fee Financial Report - Fiscal Year 2022
-------------------	--

Public Facility	Libraries	Fire Protection	Communications and Security	Parks & Recreation	Admin-istration	CIE Prep (recoupment)	TOTAL
Impact Fee Fund Balance July 1, 2021	\$46,559.07	\$12,431.39	\$31,989.57	\$564,510.11	\$9,087.65	\$33,386.22	\$697,964.00
Impact Fees Collected (July 1, 2021 through June 30, 2022)	\$52,254.25	\$0.00	\$0.00	\$60,680.95	\$3,388.30	\$3,079.85	\$119,403.35
Subtotal: Fee Accounts	\$98,813.32	\$12,431.39	\$31,989.57	\$625,191.06	\$12,475.95	\$36,466.07	\$817,367.36
Accrued Interest	\$47.84	\$2.99	\$11.96	\$230.25	\$2.99	\$2.99	\$299.03
(Impact Fee Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Expenditures)	(\$50,000.00)			(\$12,552.36)			(\$62,552.36)
Impact Fee Fund Balance June 30, 2022	\$48,861.16	\$12,434.38	\$32,001.53	\$612,868.95	\$12,478.94	\$36,469.06	\$755,114.03
Impact Fees Encumbered	\$48,861.16	12,434.38	\$32,001.53	\$612,868.95			\$706,166.02

Annual Impact Fee Financial Report - Fiscal Year 2022

Public Facility: Library		Service Area: County-wide						
Project Description	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	
Collection Materials	2007	2008	\$57,547.91	96.1%	\$55,326.59	\$0.00		
Collection Materials	2008	2009	\$64,623.25	96.2%	\$62,136.68	\$60,020.42		
Collection Materials	2009	2010	\$66,076.88	96.2%	\$63,534.91	\$60,025.32		
Collection Materials	2010	2011	\$60,998.07	96.1%	\$58,640.74	\$60,000.00		
Collection Materials	2011	2012	\$69,510.66	96.1%	\$66,828.66	\$60,000.00		
Collection Materials	2012	2013	\$64,145.80	96.2%	\$61,677.60	\$80,000.00		
Collection Materials	2013	2014	\$72,528.17	96.1%	\$69,735.74	\$34,999.60		
Collection Materials	2014	2015	\$66,625.71	96.2%	\$64,076.63	\$25,000.00		
Collection Materials	2015	2016	\$67,562.75	96.1%	\$64,959.81	\$25,000.00		
Collection Materials	2016	2017	\$68,749.27	96.1%	\$66,092.05	\$25,000.00		
Collection Materials	2017	2018	\$78,033.27	96.1%	\$75,021.94	\$25,000.00		
Collection Materials	2018	2019	\$71,085.63	96.1%	\$68,348.46	\$25,000.00		
Collection Materials	2019	2020	\$72,109.66	96.2%	\$69,347.03	\$80,000.00		
Collection Materials	2020	2021	\$64,121.06	96.2%	\$61,663.11	\$80,000.00		
Collection Materials	2021	2022	\$74,336.89	96.1%	\$71,466.83	\$75,000.00		
Collection Materials	2022	2023	\$75,354.26	96.2%	\$72,458.97	\$0.00	\$48,861.16	
Collection Materials	2023	2024	\$76,399.39	96.1%	\$73,450.77	\$0.00		
Collection Materials	2024	2025	\$77,412.44	96.2%	\$74,438.73	\$0.00		
Collection Materials	2025	2026	\$68,094.77	96.2%	\$65,485.41	\$0.00		
Collection Materials	2026	2027	\$79,210.08	96.1%	\$76,158.90	\$0.00		
Oakland Library (20,00 sf)	2008	2009	\$3,300,000.00	19.5%	\$644,119.48	\$0.00		
Smithville Library expansion (1,800 sf)	2016	2017	\$297,000.00	100.0%	\$297,000.00	\$0.00		
Leesburg Library expansion (10,000 sf)	2021	2022	\$1,650,000.00	100.0%	\$1,650,000.00	\$0.00		
			\$6,641,525.88		\$3,931,969.04	\$715,045.34	\$48,861.16	

Public Facility: Fire Protection		Service Area: County-wide						
Project Description	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	
Smithville Fire Station	2014	2015	\$1,050,000.00	100.0%	\$1,050,000.00	\$231,144.45	\$12,434.38	
			\$1,050,000.00		\$1,050,000.00	\$231,144.45	\$12,434.38	

Note: Lee County ceased impact fee collections for this category on September 10, 2007.

Public Facility: Communications and Security		Service Area: County-wide						
Project Description	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	
800 MHz radio System	2008	2008	\$1,895,000.00	48.0%	\$910,267.00	\$345,689.04	\$32,001.53	
			\$1,895,000.00		\$910,267.00	\$345,689.04	\$32,001.53	

Note: Lee County ceased impact fee collections for this category on September 10, 2007.

Public Facility: Parks & Recreation		Service Area: County-wide						
Project Description	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	
Future Park A (65 acres)	2013	2018	\$780,000.00	100.0%	\$780,000.00	\$0.00	\$612,868.95	
Future Park B (67 acres)	2018	2018	\$804,000.00	100.0%	\$804,000.00	\$0.00		
Future Park C (65 acres)	2024	2024	\$780,000.00	100.0%	\$780,000.00	\$0.00		
11 Ball Fields	2009	2024	\$2,750,000.00	95.5%	\$2,625,000.00	\$397,340.02		
1 Jogging Track	2009	2024	\$250,000.00	100.0%	\$250,000.00	\$0.00		
3 Practice Fields	2009	2024	\$105,000.00	96.7%	\$101,500.00	\$0.00		
1 Playground	2009	2024	\$50,000.00	100.0%	\$50,000.00	\$0.00		
1 Pavilion/Shelter	2009	2024	\$41,200.00	100.0%	\$41,200.00	\$0.00		
8 Soccer Fields	2009	2024	\$3,640,000.00	96.3%	\$3,503,500.00	\$0.00		
			\$9,200,200.00		\$8,935,200.00	\$397,340.02	\$612,868.95	

Annual Impact Fee Financial Report - Fiscal Year 2022

Impact Fee Surcharges							
Year of Collection	CIE Prep Collections	CIE Prep Expenditures	CIE Prep Balance	Admin Collections	Subtotal - Admin	Admin Expenditures	Admin Balance
2007	\$8,206.38	\$0.00	\$8,206.38	\$22,690.26	\$22,690.26	\$0.00	\$22,690.26
2008	\$4,805.80	\$9,927.54	\$3,084.64	\$7,085.09	\$7,085.09	\$29,342.95	\$432.40
2009	\$1,824.39	\$0.00	\$4,909.02	\$1,726.94	\$1,726.94	\$8,800.00	\$ (6,640.66)
2010	\$2,613.28	\$0.00	\$6,820.13	\$1,948.23	\$1,948.23	\$8,800.00	\$ (13,230.12)
2011	\$1,657.99	\$0.00	\$8,478.12	\$1,726.94	\$1,726.94	\$5,100.00	\$ (16,603.18)
2012	\$2,613.28	\$0.00	\$11,091.40	\$2,819.87	\$2,819.87	\$4,131.00	\$ (17,914.31)
2013	\$1,708.65	\$0.00	\$12,800.05	\$1,844.08	\$1,844.08	\$0.00	\$ (16,070.23)
2014	\$1,676.13	\$0.00	\$14,476.18	\$1,760.66	\$1,760.66	\$0.00	\$ (14,309.57)
2015	\$1,913.86	\$2,400.37	\$13,989.67	\$2,032.98	\$2,032.98	\$0.00	\$ (12,276.59)
2016	\$2,012.78	\$0.00	\$16,002.45	\$2,142.28	\$2,142.28	\$0.00	\$ (10,134.31)
2017	\$2,114.44	\$0.00	\$18,116.89	\$2,295.30	\$2,295.30	\$0.00	\$ (7,839.01)
2018	\$7,182.13	\$0.00	\$25,299.02	\$7,769.30	\$7,769.30	\$0.00	\$ (69.71)
2019	\$2,613.03	\$0.00	\$27,912.05	\$2,841.74	\$2,841.74	\$0.00	\$ 2,772.03
2020	\$2,124.55	\$0.00	\$30,036.60	\$2,335.49	\$2,335.49	\$0.00	\$ 5,107.52
2021	\$3,350.94	\$0.00	\$33,387.54	\$3,980.13	\$3,980.13	\$0.00	\$ 9,087.65
2022	\$3,081.52	\$0.00	\$36,469.06	\$3,391.29	\$3,391.29	\$0.00	\$ 12,478.94
2023							
2024							
2025							
2026							
	\$49,499.15	\$12,327.91		\$68,390.58	\$68,390.58	\$56,173.95	

LEE COUNTY SHORT TERM WORK PROGRAM 2023-2027

Community Facilities						
Activity	Timeline	Responsible Party	Cost	Estimate	Funding Source	Current Status/ Remarks
1. Prepare and implement a five year master plan of all county government offices and outside agencies to include facilities, personnel, and equipment.	2023-2027	Lee County	Staff Time		General Fund	On-Going; In-Progress
2. Ensure future improvements to water and treatment facilities that promote balanced and efficient growth and maximizes the use of existing facilities.	2023-2027	Lee County Board of Commissioners, Lee County Utilities Authority	\$10,000,000.00		Utilities Authority Revenue (25%) State and Federal Loans (10%) CDBG (60%) SPLOST (5%)	Awaiting word on two grants that have been submitted for the purpose expanding water infrastructure, including a well and tank.
3. Implement a plan to discourage developments with septic systems and private treatment systems in dense developments or near environmentally sensitive areas.	2023-2027	Lee County	Staff Time Cost TBD	Hard	General Fund	On-Going review of ordinances; In-Progress
4. Library collections materials purchase for four (4) library branches	2023-2027	Lee County Board of Commissioners, Library Board of Trustees	\$400,000.00		Impact Fees (75%) General Fund (25%)	On-Going; In-Progress
5. New Multi-Purpose Recreation Facility located at 231 State Route 3 (100 acres purchased), planning and development of park including trail, pavilions, and boat ramp to be installed by DNR.	2023-2027	Lee County	Cost TBD		Impact Fees (30%) SPLOST (10%) Federal and State Grants (50%) General Fund (10%)	Committee formed in 2021, with discussions and planning ongoing; trails (0.75 miles), pavilion with picnic area, and kayak launch open to the public; agreement renewed 01/11/2022 with GDNR to install boat ramp
6. Determine feasibility and implement a plan to provide safe pedestrian and bicycle facilities network.	2023-2027	DARTS, Lee County	Staff Time		T-SPLOST (50%) SPLOST (25%) GDOT (25%)	On-Going; In-Progress
7. With partners and developers, plan, design, and construct the Lee County Medical Center and adjoining medical facilities and other commercial development opportunities.	2023-2027	Lee County	TBD		Public-Private Partnerships	Financial planning agreements signed by the Lee County Development Authority (property owner) and Lee County Board of Commissioners for roads and water/sewer/stormwater infrastructure
8. Design and construct 2 new roads to support Lee County Medical Center and adjoining medical facilities and other commercial development opportunities.	2023-2027	Lee County	TBD		T-SPLOST (50%) SPLOST (30%) General Fund (20%)	Financial planning agreements, dated 10/25/22, signed by the Lee County Development Authority (property owner) and Lee County Board of Commissioners for roads and water/ sewer/ stormwater infrastructure
9. Maintain full-time GIS staff and technology to provide current tax parcel, zoning and other relevant data for daily operations and reporting requirements.	2023-2027	Lee County	\$350,000.00		SPLOST	County currently maintains full-time GIS staff, Pictometry software will be implemented in 2023
10. Upgrade telecommunications equipment to mitigate/resolve cyber security risks.	2023-2027	Lee County	\$225,000.00		SPLOST	County has upgraded servers and implemented new policies to mitigate security risks
11. Upgrade telecommunications equipment to increase Public Safety communications	2023-2027	Lee County	\$450,000.00		SPLOST (50%) General Fund (50%)	In-Progress; New radio equipment purchased from Motorola; New telecommunications tower to be constructed in Northern Lee County
12. Partner with vendors to provide Broadband internet access to those citizens in areas of the county in most need.	2023-2027	Lee County	\$25 million		Grant (50%) Windstream Partnership (40%) General Fund (10%)	Resolution signed 05/24/2022; Windstream to provide broadband to unserved and underserved citizens by 2024; Kick Off Event held 06/22/2022; citizens may apply for services; Build Agreement between Lee County and Windstream in preparation to be signed December 2022; Broadband Ready recertification completed 11/01/2022

13. Partner with vendors to expand water and sewer resources for future residential and commercial developments.	2023-2027	Lee County Board of Commissioners, Lee County Utilities Authority	\$7,464,195.00	Grant	Completed water extension infrastructure project to WGM business utilizing ARPA funds.
14. Provide infrastructure improvements (water system and street improvements) to the Palmyra Mobile Home Park.	2023-2027	Lee County	\$569,284.00	Grant (82%) T-SPLIST (18%)	Utilities Authority has approved the Utility Easements; the final design has been completed; the bid for construction of the project awarded 10/11/2022.

Natural and Cultural Resources

Activity	Years	Responsible Party	Cost Estimate	Funding Source	Update
1. Design scenic gateway features at the road entrances into the county.	2023-2027	Lee County	\$50,000.00	General Fund (10%) Grants (90%)	Welcome sign erected at the entrance of the County on major roadways that include faces and signature of well-known Lee Countians
2. Develop and improve canoe and kayak boat ramps; install wayfinding signage; improve water safety and rescue with installation of mile markers on Kinchafoonee Creek, Muckalee Creek and Flint River.	2023-2027	Lee County	TBD	DNR & State Grants 90%) General Fund (5%) SPLOST(5%)	Mile markers installed along the Kinchafoonee and Muckalee Creeks; various scout projects aimed at bettering the creeks and boat landings include duck boxes, picnic tables, and message boards

This Capital Improvements Element Annual Update has been prepared based on the rules and regulations pertaining to impact fees in Georgia, as specified by the *Development Impact Fee Act* (DIFA) and the Department of Community Affairs (DCA) documents *Development Impact Fee Compliance Requirements and Standards and Procedures for Local Comprehensive Planning*. These three documents dictate the essential elements of an Annual Update, specifically the inclusion of a financial report and a schedule of improvements.

According to DCA's Compliance Requirements, the Annual Update:

"must include: 1) the Annual Reporting impact fees required under O.C.G.A. 36-71-8; and 2) a new fifth year schedule of improvements, and any changes to or revisions of previously listed CIE projects, including alterations in project costs, proposed changes in funding sources, construction schedules, or project scope." (Chapter 110-12-2-.03(2)(c))

This Annual Update itself is based on The County of Lee *Capital Improvements Element*, as amended by the County in December 13 of 2011.

Lee County, GA

Financial Report

The Financial Report included in this document is based on the requirements of DIFA, specifically:

"As part of its annual audit process, a municipality or county shall prepare an annual report describing the amount of any development impact fees collected, encumbered, and used during the preceding year by category of public facility and service area." (O.C.G.A. 36-71-8(c))

The required financial information for each public facility category appears in the main financial table (page 2); each of the public facility categories has a single, county-wide service area. The status of all impact fee projects, by public facility category, is shown on the tables on pages 3, 4 and 5.

The County's fiscal year runs from July 1 to June 30.

Schedule of Improvements

In addition to the financial report, the County has prepared a five-year schedule of improvements—a community work program (CWP)—as specified in DCA's Compliance Requirements (Chapter 110-12-2-.03(2)(c)), which states that local

governments that have a CIE must "update their entire Short Term [i.e., Community] Work Programs annually."¹

According to DCA's requirements², the CWP must include:

- A brief description of the activity;
- Legal authorization, if applicable;
- Timeframe for undertaking the activity;
- Responsible party for implementing the activity;
- Estimated cost (if any) of implementing the activity; and,
- Funding source(s), if applicable.

All of this information appears in the Community Work Program portion of this document, beginning on page 6.

¹ Note that DCA's Compliance Requirements specify that the work program is to meet the requirements of Chapter 110-12-1-.04(7)(a), which is a reference to the work program requirements in a previous version of the *Standards and Procedures for Local Comprehensive Planning*. The correct current description is found at Chapter 110-12-1-.04(2)(b)1.

² Chapter 110-12-1-.03(3).



LEE COUNTY

Life Works Well Here

PUBLIC NOTICE

A public hearing shall be held at the Opal Cannon Auditorium in the T. Page Tharp Governmental Building, located at 102 Starksville Avenue North in Leesburg, on Tuesday, November 8, 2022 at 6:00pm before the Lee County Board of Commissioners. The Board will consider a resolution transmitting a draft Capital Improvements Element Annual Update to the Southwest Georgia Regional Commission for regional review pursuant to the Georgia Planning Act of 1989.

Media Notified: 10/27/2022

Posted on Website and Official Board: 10/27/2022

Published in Legal Organ: 11/02/2022

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.

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



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

www.lee.ga.us

Lee County Utilities Authority

GEORGE WALLS

Chairman
Ed Duffy

Vice-Chairman

Authority Members:

Victor Stubbs
Troy Golden
Levent Gokcen
Johnny Barthlein
Art Ford

**905 US Hwy 19 S
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

Memorandum

To: George Walls, Christy Dockery

From: Chris

Subject: Ground Penetrating Radar Device – For the Locating of Existing Water and Sewer Lines that Cannot be Located When NO Tracer Wire is Present

After struggling with locating existing water and sewer lines ahead of the internet fiber installation, it was apparent that a device was needed to solve the referenced problem.

Research and work revealed the equipment needed was ground penetrating radar device/equipment.

Authority Field Operation Manager, Ira Houston and Lee B.O.C Planning Dept. G.I.S Manager, Randy Weathersby demo the referenced device/equipment for half a day and recommended this device (see attached information and invoice).

Therefore, the Authority Board has requested the SPLOST VII funds that were meant for water and sewer needs be used to purchase this referenced G.P.R equipment.

Thank you for your time and help.

Thanks
Chris

E

C&S SOLUTIONS EAST

MONROE GA OFFICE Phone: 770-500-4485 Fax: 888-235-3140

Date	Sales Representative	Quote Number	Ship Via
10/25/2022	BRADLEY SORRELLS	2702	

QUOTATION

Account # _____

Company	Lee County	Phone	_____
Attention	Chris Boswell	Mobile	_____
Address	905 US 19 South	Fax	_____
		Email	cboswell@lee.ga.us
City	Leesburg	Terms	NET 10 DAYS
State	GA	Zip	31763

Qty	Item #	Name	Price	Total
1	LMX100	LMX100 Portable GPR with Mains Lead and All Terrain Cart Includes: 250 MHZ Ultra Wide Band Sensor, DYNAT allows View of 3 Frequencies, 8" Diagonal Touch Screen Display for enhanced field analysis with Hard Case, GPS as standard with Screen, 12V Battery Pack with Mains Charger, Depth Display up to 30', 48lb Operating Weight with an IP65 Environmental Rating	\$16,040.00	\$16,040.00
1	13817	Geode GNS3S Multi-GNSS 1 Hz Receiver	\$2,495.00	\$2,495.00
1	MS3-13136	Mesa 3 Base N. America 128 GB Internal Storage 2MP Front/8MP Rear Cameras	\$2,772.00	\$2,772.00
1	UINTA	UINTA Mapping Software 1 Year Subscription	\$500.00	\$500.00
1	27198	2M Snap Lock GPS Power Rod	\$199.00	\$199.00
1	26027	Mesa 3 GIS/Survey Pole Mount and Clamp Assembly (with pole clamp and socket arm)	\$199.00	\$199.00
	FREIGHT	SHIPPING AND HANDLING	\$299.87	\$299.87
	Discount	Rep Discount 1 Year Warranty	-\$500.00	-\$500.00
	INCLUDED FREE	FREE ONSITE TRAINING FREE LOANER IF EQUIPMENT GOES IN FOR SERVICE C&S SOLUTIONS IS AUTHORIZED REPAIR FACILITY ADDRESS ANY QUESTIONS TO BRADLEY SORRELLS 770-500-4485 SALES TAX		
Sub Total				\$22,004.87
			Taxes	0.000%
TOTAL				\$22,004.87

QUOTE GOOD FOR 30 DAYS

Prices quoted include: delivery in our truck, on-site training (minimum 2 hours) of your personnel and manufacturer's warranty of one year (90 days) parts and labor. In addition to the manufacturer's warranty, C&S Solutions East will provide free loaner equipment anytime your equipment needs to be sent in for repair (in or out of manufacturer's warranty period).

Corporate: PO BOX 829 LEXINGTON SC 29071 Phone: 770-500-4485 Fax: 888-235-3140

Authentic P.O. (Purchase Order)
11-03-2022



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 Waters Engineering, verified the property lines
- Final Design complete
- Deeds being drafted and easements to be requested from the property owner
- Utilities Authority approved easements on September 15, 2022
- RFP for Water Extension services published September 6, 2022
 - Bid Opening: October 11, 2022
 - BOC awarded bid on October 11, 2022 to Zane Grace Construction for a base bid of \$541,810.78
 - Awaiting documents to be returned from the contractor

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 2023
 - DNR hired EMC Engineering to survey property for canoe/kayak ramp
- Feasibility study will be conducted by Valdosta State University
- DNR Commissioners will sign agreement at their meeting in December
 - Engineering and permitting will begin in January 2023
- 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: ¼ 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: 33,179
- Smithville: 593
- Leesburg: 3,480

2021 Census Numbers

- Lee County: 33,411

Commercial Land Development Permits

- Ace Hardware Store
- Action Building
- Artesian City Federal Credit Union
- Brittany Lakes 2
- Buck Run 5
- Cypress Cove 3
- DeSoto Silicon Ranch Phase III
- Finish Line Storage 2
- Ledo Self Storage 2
- Live Oak 3
- Oaklee Investment, LLC
- Quail Chase 7
- Woodgrain Millwork

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
 - BOC awarded bid on January 11, 2022 to **Popco, Inc.** to not exceed \$829,621.26
- Project Completion Date: October 2022

GIS

Road Layer

- Including road width, length, and speed limits

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.

Gymnasium Renovation

- 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
- The 14 large window units were delivered on November 4, 2022
- Three (3) entrance door systems, glass for doors, wood door frames, and wood trim pieces have been installed

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
- Phoebe has filed multiple objections
- 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
 - Completion Date: June 2022
- August 2022: Georgia Department of Community Health approved modifications to the CON
 - Phase I Proposed Completion Date: December 15, 2022
 - Phase II Proposed Completion Date: March 15, 2024
- September 15, 2022: Development Authority Public Hearing
- September 26, 2022: Resolution Approving the Plan of Finance was adopted
- October 25, 2022: Financial planning agreements signed by the Lee County Development Authority (property owner) and Lee County Board of Commissioners for roads and water/ sewer/ stormwater infrastructure

LMIG Funds

- **FY2023**
 - Application Submitted October 18, 2022
 - Roads: Lumpkin Road West, Quail Street, Northwood Drive, Stanley Street, Cannon Drive, Balmoral Drive, Elgin Court, Montrose Drive, Brittany Lakes Drive, Fairethorne Drive, Graves Springs Road, Heathridge Court, Hearthstone Drive, Sterling Drive, Pewter Court, Willow Lake Drive, Fair Oaks Court, Hickory Ridge Court, Cedric Street, Ravenwood Court, Maplewood Court, and Sportmans Club Road
 - Funds Received from GDOT: \$627,424.76
 - Total, with 30% match from Lee County: **\$815,652.19**
- **FY2022**
 - Application Approved: January 25, 2022
 - Completed 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, Gus Martin Road, and Haley Drive
 - Funds to be Received from GDOT: \$612,489.86
 - Total, with 30% match from Lee County: **\$796,236.82**

- Start Date: May 2022
- Completion Date: September 2022
- Closeout Documents submitted to GDOT: October 13, 2022

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
- Awaiting notice regarding the status of this grant

Smithville Road Bridge

- Georgia Department of Transportation, GDOT, plans to replace the bridge over the Muckaloochee Creek on Smithville Road
- Construction and Maintenance Easements to be sought from adjoining property owners
- Estimated Start Date: 2023

Speed Limit Ordinance

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

SPLOST VII

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

SPLOST VIII

- Possible Ballot Year: 2024

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

TSPLOST

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

TSPLOST II

- Ballot Year: November 2022
- Joint meeting held Tuesday, June 21, 2022 at 5:00pm
- If voters approve continuation of TSPLOST II, it will begin on April 1, 2024

Westover Extension

- Will connect Westover Road and Ledo Road at Capstone Connector
- Oxford has received notice to proceed from GDOT
- Erosion control measures are in the process of being installed
- Rough grading will begin in a few weeks
- Estimated Completion Date: December 2024

RFPs and RFQs

Open

No RFPs or RFQs are open at this time.

Recently Awarded

Water System Improvements (2021 CDBG- Palmyra MHP)

- Overseen by Chad Griffin, Still Waters Engineering
- Bid Opening: October 11, 2022
- BOC awarded bid on October 11, 2022 to Zane Grace Construction for a base bid of \$541,810.78

Turn Out Gear for Fire & EMS Personnel

- Bid Opening: October 6, 2022
- BOC awarded bid on October 11, 2022 to Municipal Emergency Services, Inc. for \$27,950.00

Storage Building for Parks and Recreation

- Approved by BOC at August 23, 2022 meeting
- Pre-Bid Meeting: September 22, 2022
- Bid Opening: September 29, 2022
- BOC awarded bid on October 11, 2022 to Daniel Aluminum Company for \$99,999.99

Residential and Commercial Curbside Garbage Services

- Pre-Bid Meeting: August 9, 2022
- Bid Opening: August 23, 2022
- BOC awarded bid on August 23, 2022 to **Express Disposal** for an annual savings of \$144,885.12
- Previous Bid Opening: June 7, 2022
- Results brought before the Board on June 28, 2022
 - Bids rejected
- Services to begin September 2023
- Contract to be drafted

Landfill Retaining Wall Phase II

- Pre-Bid Meeting: July 28, 2022
- Bid Opening: August 11, 2022
- BOC awarded bid on August 23, 2022 to **Griffin Grading & Concrete** for \$127,164.10

Resurfacing of Haley Drive

- Pre-Bid Meeting: July 12, 2022
- Bid Opening: August 2, 2022
- BOC awarded bid on August 9, 2022 to **Oxford Construction** for \$289,893.15
 - Change order approved decreasing the project cost by \$12,819.41 for a new total of \$277,073.75
- Completed: September 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
- Completed: October 2022

Future

Courthouse Window Coverings

- Approved by BOC at May 25, 2021 meeting
- Pre-Bid Meeting: October 18, 2022
- Project to be reopened at a future date

LED Lighting in the Fire Stations

- Previous Pre-Bid Meeting: September 20, 2022
- Previous Bid Opening: October 19, 2022
- Results brought to the Board on October 25, 2022
 - Bids rejected
- Bid documents to be reviewed and revised
- Project to be reopened at a later date

Telecommunications Tower

- Approved by BOC at September 13, 2022 meeting
- To be in Northern Lee County
- Will increase Public Safety radio coverage in the County
- Staff working to acquire property space
- Staff writing RFP documents

LED Lighting in all 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

Flooring Services for County Buildings

- 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: Honorable Board of County Commissioners

SUBJECT: Additional Holiday- Juneteenth

MEETING DATE: November 8, 2022

At the July 12, 2022 Board of Commissioners meeting, Mrs. Trish Batten addressed the Board regarding the observance of the Juneteenth holiday. While Juneteenth is a Federal holiday, the Lee County Board of Commissioners nor the City of Leesburg currently observe it. Lee County personnel policies include 10 holidays that the County currently observes, all being federal holidays except Good Friday and the day after Thanksgiving.

Staff sent out an email asking cities and counties in the state of Georgia how many holidays they currently observe, and how many observe Juneteenth specifically. We received responses from 45 cities and counties, of which 15 do not observe Juneteenth. For the Counties that do, they observe anywhere from 11 to 15 holidays a year.

It is staff's recommendation that the Board of Commissioners vote to amend the personnel policy and add an additional holiday for a total of 11 observed holidays for County employees. The cost associated with this would be approximately \$38,648.00. This also seems to be what the majority of other Cities and Counties have done.

ARTICLE XVI HOLIDAYS

Section 16.01 Policy

For all regular full-time employees, a "Holiday" is defined by this policy as eight (8) hours in length.

Section 16.02 Application

This policy shall apply to all full-time employees who are subject to these policies.

Section 16.03 Provisions

A. Holidays Observed:

The general schedule of holidays is as follows.

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve (unless designated otherwise by the Board of Commissioners)
- Christmas Day

1. If a holiday falls on Sunday, it will be observed on the Monday following the holiday. If the holiday falls on a Saturday, it will be observed the Friday before the holiday.

B. Eligibility for Holiday Pay:

1. Only regular full-time employees are eligible for holiday pay.
2. An employee who takes unauthorized leave on either the day before or the day after the holiday will not receive holiday pay and will be subject to disciplinary action.

C. Holidays Worked

An employee required to work on a holiday shall be given a compensated day off, at a later time, if the County's staffing needs permit, or receive additional pay at his or her hourly rate for time worked. However, if the compensated day off is not available due to the County's staffing needs, the employee will receive the additional pay in lieu of the compensated day off.

Section 16.04 Responsibility

Department heads are responsible for completing a report stipulating the employees who worked holidays and who are eligible to be paid overtime. If a department head is in doubt as to an employee's eligibility for overtime for holidays worked, the County Administrator should be contacted for guidance.



LEE COUNTY

Life works well here.

LEE COUNTY, GEORGIA **2023 HOLIDAY SCHEDULE**

HOLIDAY

COUNTY OBSERVANCE

1) NEW YEAR'S DAY	MONDAY, JANUARY 2, 2023
2) MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 16, 2023
3) GOOD FRIDAY	FRIDAY, APRIL 7, 2023
4) MEMORIAL DAY	MONDAY, MAY 29, 2023
5) JUNETEENTH	MONDAY, JUNE 19, 2023
6) INDEPENDENCE DAY	TUESDAY, JULY 4, 2023
7) LABOR DAY	MONDAY, SEPTEMBER 4, 2023
8) THANKSGIVING DAY	THURSDAY, NOVEMBER 23, 2023
9) DAY AFTER THANKSGIVING	FRIDAY, NOVEMBER 24, 2023
10) CHRISTMAS EVE	MONDAY, DECEMBER 25, 2023
11) CHRISTMAS DAY	TUESDAY, DECEMBER 26, 2023

*HOLIDAYS ARE OBSERVED PER APPROVED POLICY MANUAL DATED AUGUST 2008, OF THE LEE COUNTY BOARD OF COMMISSIONERS, PAGE 44, ARTICLE XVI, SECTION 16.03, A, 1.



LEE COUNTY

Life works well here.

LEE COUNTY, GEORGIA 2023 COUNTY COMMISSION MEETING SCHEDULE

The County Commission holds their meetings twice per month with the exception of December. *The Work Session is held the 2nd Tuesday of each month at 6:00 p.m., and the Voting Session is held the 4th Tuesday of each month at 6:00 p.m.* All meetings are opened to the public and held in the T. Page Tharp Building, 102 Starksville Avenue N. in Leesburg.

JANUARY

Tuesday, January 10, 2023 at 6:00 P.M.
Tuesday, January 24, 2023 at 6:00 P.M.

FEBRUARY

Tuesday, February 14, 2023 at 6:00 P.M.
Tuesday, February 28, 2023 at 6:00 P.M.

MARCH

Tuesday, March 14, 2023 at 6:00 P.M.
Tuesday, March 28, 2023 at 6:00 P.M.

APRIL

Tuesday, April 11, 2023 at 6:00 P.M.
Tuesday, April 25, 2023 at 6:00 P.M.

MAY

Tuesday, May 9, 2023 at 6:00 P.M.
Tuesday, May 23, 2023 at 6:00 P.M.

JUNE

Tuesday, June 13, 2023 at 6:00 P.M.
Tuesday, June 27, 2023 at 6:00 P.M.

JULY

Tuesday, July 11, 2023 at 6:00 P.M.
Tuesday, July 25, 2023 at 6:00 P.M.

AUGUST

Tuesday, August 8, 2023 at 6:00 P.M.
Tuesday, August 22, 2023 at 6:00 P.M.

SEPTEMBER

Tuesday, September 12, 2023 at 6:00 P.M.
Tuesday, September 26, 2023 at 6:00 P.M.

OCTOBER

Tuesday, October 10, 2023 at 6:00 P.M.
Tuesday, October 24, 2023 at 6:00 P.M.

NOVEMBER

Tuesday, November 14, 2023 at 6:00 P.M.

DECEMBER

Tuesday, December 12, 2023 at 6:00 P.M.



Lee County Board of Commissioners Budget Calendar for FY 2023-2024

<u>Date</u>	<u>2023-2024 Action</u>
11/08/2022	Adopt Budget Calendar for Fiscal Year 2023/2024
02/06/2023	Distribute Budget documents to Elected Officials, Department Heads, and outside agencies
02/07 – 02/17	Elected Officials, Department Heads, and outside agencies prepare Budget request
02/20/2023	Budget Requests for Fiscal Year 2023/2024 are due to the Finance Director
02/21 – 03/03	Budget Requests are consolidated by Finance staff
03/06 – 04/07	Budget Requests are reviewed by County Manager
04/10/2023	County Manager recommended budget submitted to Board of Commissioners
04/24 – 05/05	Board of Commissioners workshops to review recommended budget
05/08/2023	Board direction on final revisions to budget
06/13/2023	Public Hearing on the budget
06/27/2023	Resolution adopting the Budget for Fiscal Year 2023/2024
07/01/2023	Fiscal Year 2023/2024 Budget is implemented

**RESOLUTION REQUESTING SALES TAX INFORMATION
FROM THE GEORGIA DEPARTMENT OF REVENUE
PURSUANT TO O.C.G.A. §48-2-15(d.1) AND
NAMING A DESIGNATED OFFICER FOR ALL RELATED PURPOSES**

WHEREAS, Georgia Code (O.C.G.A.) §48-2-15, as amended in 2018, authorizes the Commissioner of the Georgia Department of Revenue (hereinafter the “DOR Commissioner”) to provide certain confidential sales tax information to the “designated finance officer or taxing official” of counties and other local governments; and

WHEREAS, more specifically, O.C.G.A. §48-2-15(d.1) authorizes the DOR Commissioner to provide to a local government’s designated officer, upon request, certain information relating to vendors that have submitted sales tax reports within the period of time set forth in that request; and

WHEREAS, O.C.G.A. §48-2-15(d.1) further allows the local government’s designated officer to request that the DOR Commissioner validate, from time to time, the political subdivision to which sales taxes are being remitted by taxpayers with a business location within that local government’s boundaries; and

WHEREAS, Lee County desires to obtain the sales tax information described in the above Georgia Code Section;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lee County, as follows:

1. The Board of Commissioners hereby designates the following finance or tax official as Lee County’s Designated Officer for all purposes described in O.C.G.A. §48-2-15(d.1):

Heather Jones, Finance Director
102 Starksville Avenue North
Leesburg, GA 31763
(229) 759-6000
hjones@lee.ga.us

2. The Board of Commissioners hereby requests that the DOR Commissioner (or his/her designee) furnish to the above-named Designated Officer all vendor sales tax information described in O.C.G.A. §48-2-15(d.1)(1) for Lee County for the following time period: One year, beginning 11/10/2022.
3. In accordance with O.C.G.A. §48-2-15(d.1)(2)(B) and following receipt of the information described in Paragraph 2, above, the Designated Officer is hereby authorized to request validation by the DOR Commissioner of the political subdivision to which one or more vendors/taxpayers with a business location in Lee County have remitted sales taxes for the designated period, with such validation request to contain the business name and location address of each such

vendor/taxpayer and such other information as may assist the DOR Commissioner in responding to such validation request;

4. The Designated Officer shall use such information only in the discharge of his/her duties and shall maintain the confidentiality of such information as required by O.C.G.A. §48-2-15(d.1); and
5. The Board of Commissioners shall comply with all confidentiality requirements of O.C.G.A. §48-2-15(d.1), including, but not limited to, the requirements that 1) such information may only be discussed by members of the Board of Commissioners in executive session and 2) members of the Board of Commissioners shall recuse themselves from such executive session discussions in the event of a conflict of interest as described in the above Georgia Code Section.

BE IT FURTHER RESOLVED, that this Resolution shall become effective upon its approval by the Lee County Board of Commissioners, and the official named above shall remain Lee County's Designated Officer for all purposes under O.C.G.A. §48-2-15(d.1) until further action of the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Lee County Clerk is hereby directed to provide a certified copy of this Resolution to the Georgia Department of Revenue via email (public.disclosure@dor.ga.gov) or to otherwise transmit a copy of this Resolution as may directed by the Georgia Department of Revenue.

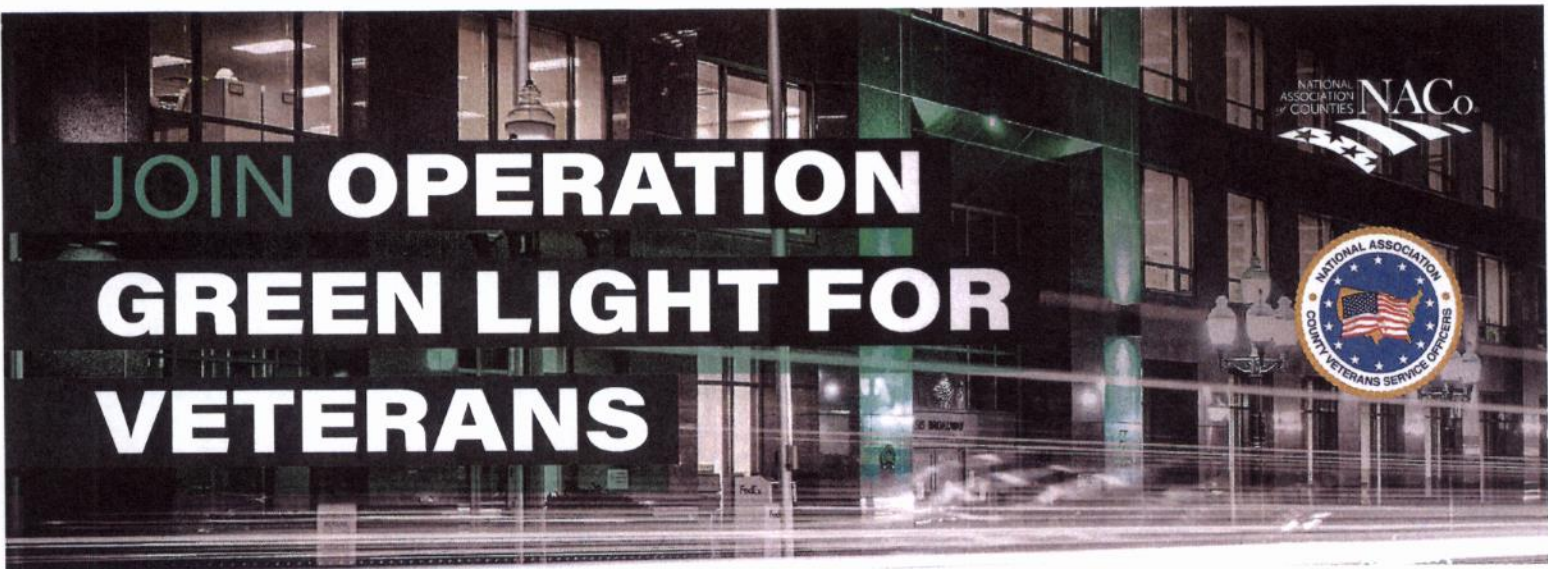
PASSED AND RESOLVED this _____ day of _____,
20__.

LEE COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

ATTEST: _____
County Clerk

[Affix Seal]



America's counties have a long and proud history of serving our nation's veterans, a legacy that continues to this day as we work with our federal, state and local partners to ensure that the former service members in our communities have access to the resources they need to thrive.

This coming Veterans Day, the National Association of Counties (NACo) and the National Association of County Veteran Service Officers (NACVSO) invite the nation's 3,069 counties, parishes and boroughs to **join Operation Green Light and show support for veterans by lighting our buildings green from November 7 to November 13**. By shining a green light, county governments and our residents will let veterans know that they are seen, appreciated and supported.

HOW TO JOIN

- Visit www.naco.org/operationgreenlight to access the Operation Greenlight for Veterans County Toolkit.
- Use the County Toolkit template to pass a resolution declaring your county's participation in Operation Green Light for Veterans.
- Coordinate with your county Director of Facilities or Building & Grounds to light municipal buildings in green. Options include using projections, flood lights or wrapping existing lights with a clear green membrane.
- Use the templates and social media resources in the County Toolkit to promote the campaign to local press, businesses, county residents and Members of Congress.
- Upload details about your county's participation through the form included in the County Toolkit.
- Individuals, businesses and community partners can also show support by turning on a green light from November 7 to November 13!

Scan the QR code to learn more and access NACo's toolkit for counties



AMAZON IS PROUD TO SUPPORT OPERATION GREEN LIGHT

Amazon values the unique skills and experience that the military community brings and we've pledged to hire 100,000 veterans and military spouses by 2024.

Program Honor: Military Community Outreach

We are committed to making Amazon the most military-friendly company in the world by leveraging our diverse resources and technology to solve critical problems. We focus on supporting disabled veterans, mental health, suicide prevention, military families and urgent needs – like homelessness and food insecurity – around the globe. Visit programhonor.splashthat.com to learn more.

Corporate Leader In Veteran & Military Spouse Retention

Veterans and military spouses in your community can learn more about career opportunities at Amazon by attending a Global Military Affairs webinars where they can engage with recruiters directly. Visit amazonmilitarywebinarseries.splashthat.com to join an upcoming webinar.

World-Class Veteran & Military Spouse Recruiting

We offer veterans the Military Mentoring Program, a network of support and tailored training experiences to assist in their transition from the military, another company or the academic environment. Visit amazon.jobs/military to learn more.



COUNTIES MATTER FOR VETERANS

County Veteran Service Officers (CVSOs) in 29 states are responsible for successfully processing more than \$52 billion in compensation, pension, health care and other benefits for veterans each year.

Counties across the nation operate Veterans Treatment Courts, through which we can connect justice-involved veterans with programs and benefits that can treat underlying mental health and substance abuse conditions.

Counties support veterans' access to stable housing, employment and education and critical mental health services that treat trauma and prevent suicide.



**Resolution of the Board of Commissioners
of Lee County, Georgia
Supporting Operation Green Light for Veterans**

WHEREAS, the residents of Lee County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Lee County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian life annually; and

WHEREAS, an estimated 20 percent increase of service members will make this transition in the near future; and

WHEREAS, studies indicate that 44 -72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the Lee County appreciates the sacrifices of our United State Military Personnel and believes specific recognition should be granted.

THEREFORE BE IT RESOLVED, with designation as a Green Light for Veterans County, Lee County hereby declares November 2022 as a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; and

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Lee County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window or on the exterior of their place of business or residence.

SO RESOLVED, effective this _____ day of _____, 2022 by the governing body of Lee County.

Board of Commissioners of Lee County, Georgia

By: _____
Billy Mathis, Chairman

Attest: _____
Kaitlyn Good, County Clerk

ARTICLE V. - R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT

Sec. 70-161. - Statement of purpose.

This district is composed of certain areas having a single-family residential character and undeveloped land where it is desirable and likely that similar development will occur. This district will be characterized by medium density residential development. The specific purpose of this district is to:

- (1) Encourage the construction and continued use of the land for single-family dwellings;
- (2) Prohibit business, commercial or industrial use of the land, and to prohibit any other use which would substantially interfere with development or maintenance of single-family dwellings in the district;
- (3) Encourage the discontinuance of existing uses that would not be permitted as new uses under the provisions of these regulations;
- (4) Discourage any land use that would generate traffic on minor or local streets, other than normal traffic to serve residences on those streets;
- (5) Discourage any use which, because of its size or character would create requirements and costs for public services such as fire and police protection, water supply and sewerage substantially in excess of such requirements and costs if the district were developed solely for residential purposes.

(Ord. of 12-2-2002, § 70-161)

Sec. 70-162. - Permitted uses.

- (a) Single-family, detached dwellings, except for manufactured or mobile homes.
- (b) Zero lot-line housing if shown on an approved subdivision plat.
- (c) Accessory buildings or uses customarily incidental to any of the permitted uses, when located on the same lot as the primary dwelling and not involving any business, profession, trade or occupation, provided that all accessory buildings shall conform and be located as required in [section 70-84](#) of this chapter.

Sec. 58-86. Approval of minor subdivisions.

- (a) An applicant requesting approval of a proposed minor subdivision shall submit to the planning department ten copies of the plat and legal description, or such other number as the planning director deems necessary, together with a completed application form and the stipulated fee. The plat shall conform to the following requirements:
- (1) All minor subdivision plats shall meet the land development and road and drainage standards of the county as outlined in chapter 70, chapter 38, and this chapter.
 - (2) The minor subdivision plat shall be at a scale no smaller than 200 feet to the inch, unless otherwise approved by the county planner, and prepared by a land surveyor registered in the state.
 - (3) The minor subdivision plat shall be drawn in ink or by computer printer on sheets no larger than 18 inches by 24 inches unless otherwise approved by the planning director.
 - (4) The minor subdivision plat and accompanying documentation shall show all existing conditions and shall show all proposals, including the following:
 - a. Proposed subdivision name or identifying title.
 - b. Name of owner of tract or his authorized agent, if any, and the signature and declaration of ownership of the owner.
 - c. The names of all owners of all adjacent unplatted land.
 - d. Reference to recorded subdivision plats of adjoining platted land by record names and date.
 - e. Vicinity map at a scale of not less than one inch equals one mile showing the relationship of the proposed subdivision to surrounding development. The scale of the vicinity map should be shown as well as the north arrow of the vicinity map.
 - f. Names and right-of-way width of all roads and other rights-of-way; and similar data for alleys, if any.
 - g. Location, dimensions and purpose of easements.
 - h. Lot lines, lot numbers (consecutively numbered), lot sizes (to the nearest thousandth of an acre), and the area in parks, etc.
 - i. If requested by the planning staff, topographic maps of all land subdivided the scale and contour interval to be determined by the planning staff (separate map from recording plat).
 - j. Minimum building setback lines of all residential lots and all other lots smaller than five acres.
 - k. Numerical scale, graphic scale, north arrow, and date of plat.
 - l. All elevations based on sea level datum.
 - m. Pertinent soil data, if required by the county health department where the subdivision is not to be served by the community sewerage system. (Separate map from recording plat.)
 - n. Legal description of the platted area.
 - o. Primary control points and benchmarks with necessary descriptions and locations of such control points, including all dimensions, angles, bearing and similar data necessary for proper location.
 - p. Accurate dimensions, bearings or deflection angles, radii and area and central angle of all curves of all lots, tracts, right-of-way lines of streets, easements or other right-of-way.
 - q. Purpose for which sites, other than residential lots, are dedicated or reserved.

-
- r. Location and description of monuments.
 - s. Reference to recorded subdivision plats of adjoining platted land by record names, date and number.
 - t. Certification by a land surveyor registered in the state to the accuracy of the survey and minor subdivision plat.
 - u. The location of all areas within the 100-year floodplain as determined by the manager of development services.
 - v. Acreage of total area to be subdivided.
- (5) The minor subdivision plat shall be submitted in paper and one copy to be in digital form with the .dxf the preferred digital format though DRG and DWG will be accepted.
- (b) Review and actions for a minor subdivision may be handled administratively by the planning director or his designee after review of the full staff. Within 14 days of certification that the application is complete, or within such further time as consented to by the developer, the planning director or his designee will either approve, deny, request changes in the plat that are necessary for approval, or request that the developer submit the subdivision application to the planning commission for review and action, either approval or denial, at their next regularly scheduled meeting.
- (c) After the application has been approved through action or inaction by the planning director or his designee or the planning commission, the planning director or his designee shall affix an appropriate stamp and signature to such approved plat and inform the developer in writing that the plat is ready for recording.
- (d) Actions of the planning director may be appealed to the board of commissioners at their next regularly scheduled meeting.
- (e) If a minor subdivision involves the conveyance of a property or easements to the county, the following items shall be required:
- (1) Title opinion
 - (2) Warranty deed conveying the property.
 - (3) Quitclaim deed (if applicable).

(Ord. of 6-23-1994, § 501; Ord. of 1-13-2000(2); Ord. of 9-15-2003(3))