



# BOARD OF COUNTY COMMISSIONERS

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

TUESDAY, JANUARY 9, 2024 AT 6:00 P.M.

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

MEETING AGENDA  
WORK SESSION

## COUNTY COMMISSIONERS

Dennis Roland, Commissioner	District 1
Luke Singletary, Commissioner	District 2
Billy Mathis, Commissioner	District 3
Chris Guarnieri, Commissioner	District 4
George Walls, Commissioner	District 5

## COUNTY STAFF

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

### 1. INVOCATION

Pastor Robin Chaplin, Victory Baptist Church, to lead the invocation.

### 2. PLEDGE OF ALLEGIANCE

### 3. CALL TO ORDER

(A) Selection of a Chairman for 2024 and by virtue of office, Chairman will serve on the following boards:

- DARTS Policy Coordinator – meets quarterly
- Southwest Georgia Regional Commission – meets monthly
- Health Department – meets quarterly
- WorkSource Southwest Georgia Consortium – meets annually

*\* Chairman may appoint another Commissioner to serve as proxy.*

(B) Selection of a Vice-Chairman for 2024.

(C) Chairman to make appointments to the County's 2024 Standing Committees:

- Budget & Finance Committee
- Personnel Committee
- Road Committee

### 4. APPROVAL OF MINUTES

(A) Consideration to approve the minutes for the Board of Commissioners meeting for December 12, 2023.

A - G

(B) Consideration to approve the minutes from the Joint Public Hearing with the Cities of Leesburg and Smithville for December 19, 2023.

H - J

### 5. CONSENT AGENDA

NONE

### 6. NEW BUSINESS

NONE

PAGE

7. **PUBLIC HEARING**  
NONE
8. **DEPARTMENTAL MATTERS**  
**Building Inspection/ Business Licensing**  
(A) Consideration to approve the package store renewals for 2024. 1 - 2
9. **CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES**  
NONE
10. **COUNTY MANAGER'S MATTERS**  
(A) Updates on County projects. 3 - 9  
(B) Discussion of this year's accomplishments. 10 - 12  
(C) Consideration to declare vehicles and equipment surplus. 13  
(D) Consideration to adopt a Resolution adopting the Lee County Joint Comprehensive Plan. 14
11. **COMMISSIONER'S MATTERS**  
(A) Discussion of the Coston Road paving project. 15 - 17  
(B) Consideration to adopt a Georgia Fund I Resolution to Authorize Investment and Designate Representatives. 18 - 25
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 next regularly scheduled County Commission Meeting is **Tuesday, January 23, 2024 at 6:00pm.**  
(B) The offices of the Lee County Board of Commissioners will be **closed Monday, January 15, 2024** in observance of the Martin Luther King, Jr. Day Holiday. County offices will reopen for regular business on Tuesday, January 16, 2024. **Garbage collection services will not run on Monday, January 15, 2024**, but will be delayed by one day for the remainder of the week.

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, DECEMBER 12, 2023 6:00 P.M.

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

MEETING MINUTES  
WORK SESSION

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### COUNTY COMMISSIONERS

Billy Mathis, Chairman	District 3
Luke Singletary, Vice-Chairman	District 2
Dennis Roland, Commissioner	District 1
Chris Guarnieri, Commissioner	District 4
George Walls, Commissioner	District 5

### COUNTY STAFF

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

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The Lee County Board of Commissioners met in a work session on Tuesday, December 12, 2023. The meeting was held in the Opal Cannon Auditorium of the Lee County T. Page Tharp Governmental Building in Leesburg, Georgia. Those present were Vice-Chairman Luke Singletary, Commissioner Dennis Roland, and Commissioner Chris Guarnieri. Staff in attendance was County Manager Christi Dockery, County Attorney Jimmy Skipper, and County Clerk Kaitlyn Good. Chairman Billy Mathis and Commissioner George Walls were absent. The meeting was also streamed on Facebook Live. Vice-Chairman Singletary called the meeting to order at 6:00pm.

### INVOCATION

Pastor Josh Posey, First Baptist 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 minutes for the Board of Commissioners meeting for November 14, 2023.

Commissioner Roland made the **MOTION** to approve the minutes for the Board of Commissioners meeting for November 14, 2023. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

### CONSENT AGENDA

NONE

### NEW BUSINESS

- (A) Recognition of County employees' years of service.

The following County employees were recognized for their years of service:

5 years – Krista Moore – 911 Communications Officer

5 years – Thomas Glass – Sergeant, Sheriff's Office

5 years – Tristan Smiley – Firefighter/EMTA

5 years – William Yochum III – Firefighter/EMTA

20 years – Charles McBurnett Sr. – Shop Supervisor, Public Works

25 years – Joey Davenport – Co-Assistant County Manager/Chief Building Inspector/Interim Planning Director

(B) **Chief Ranger David Hodges, Georgia Forestry Commission, to present the annual report.**

Chief Ranger David Hodges, Georgia Forestry Commission, presented the annual report (July 2022 – June 2023), summarizing the following highlights for Lee County: (1) A total of 914 permits were issued for just over 24,000 acres; (2) burning assistance was provided to 22 landowners, affecting 1,118 acres; (3) there was one (1) reported wildfire, affecting 2.46 acres; and (4) the Dougherty/ Lee County Unit received 6,870 seedlings from the GFC nursery to fulfill orders for Dougherty and Lee County landowners.

GFC personnel also visited over 302 water meters across the County to collect data for the water usage program and participated in 11 Public/Education Outreach Programs reaching approximately 1,157 people. Personnel also spent several months in Louisiana and Texas helping with wildfires in those areas.

(C) **Justin Elliott of Mauldin and Jenkins to present the FY2022-2023 audit.**

Handouts of the draft Auditor's Discussion and Analysis were provided to the Board at the beginning of the meeting. Justin Elliott of Mauldin and Jenkins presented on the FY2022-2023 single audit, stating that the full audit was not yet completed as they were awaiting some information from the Health Department. There will be a more comprehensive report finalized hopefully by the end of the week or next week, but there is no anticipated major changes and a clean, unmodified opinion is expected.

In summary and in sticking with the highlights, Mr. Elliott stated that there was approximately \$31.5 million in revenues (the majority of which is property taxes and vehicle taxes) and \$28 million in expenses, with approximately 44% of that being for Public Safety and 29% for general government, which is standard for a county of this size. Mr. Elliott stated there was \$21.9 million (8.5 months of expenditures) in the fund balance, adding that there has not been a negative change in fund balance over the past six (6) years, which is a strong financial position to be in. Again, a clean, unmodified opinion is expected.

Mr. Elliott thanked staff for their assistance during this process.

## **PUBLIC HEARING**

NONE

## **DEPARTMENTAL MATTERS**

### **Building Inspection/ Business Licenses**

(A) **Consideration to approve the alcohol license renewals for 2024.**

Co-Assistant County Manager/ Chief Building Official/ Interim Planning Director Joey Davenport presented the list of renewals to the Board, stating that all renewals had been received except for that of Family Dollar. Family Dollar has been contacted about submitting their renewal paperwork and will have until December 31, 2023 to do so before Code Enforcement has to get involved. Mr. Davenport stated that the renewals could be voted on as a whole.

Mr. Davenport also discussed package store license renewals stating that he believes the existing ordinance needs to provide clarification regarding the renewal process for package stores. Mr. Davenport questioned if those stores who have paid the provisional license fee a few months ago would need to go ahead and pay the business license renewal fee this year. Vice-Chairman Singletary stated that this could be approved in January if need be, based on what Skipper says and suggested waiving any late fee and added that he would think the next license fees would begin when the business was ready to open.

County Attorney Jimmy Skipper clarified that the fees are not prorated based on what time of year they are applied for, they are the same no matter what. Mr. Skipper added that the law states they are required to submit license fees annually (January 1 – December 31). Currently, package store applicants are provided with provisional licenses and are given a nine (9) month time limit to construct the businesses, with the option for an extension.

Commissioner Guarnieri made the **MOTION** to approve the alcohol license renewals for 2024, subject to



Family Dollar providing all required documents and paying required fees by December 31, 2023. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

**County Extension Office**

- (B) **Consideration to approve a MOU with the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia Cooperative Extension for the provision of Cooperative Extension Services and Personnel in Lee County.**

County Manager Christi Dockery summarized the agreement, stating that the only difference in this agreement from the past is that the County is changing the way of payment (cooperative contract payment). This item is budgeted.

Commissioner Guarnieri made the **MOTION** to approve a MOU with the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia Cooperative Extension for the provision of Cooperative Extension Services and Personnel in Lee County. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

- (C) **Consideration to approve a contract with the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia Cooperative Extension for salaries, taxes, retirement and health and life insurance for Extension Services personnel for January 2024 – June 2024.**

Commissioner Guarnieri made the **MOTION** to approve a contract with the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia Cooperative Extension for salaries, taxes, retirement and health and life insurance for Extension Services personnel for January 2024 – June 2024. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

**CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES**

- (A) **Consideration to appoint one (1) member to the Health Board of Lee County for a term of six (6) years. Current term expires 12/31/2023. New term expires 12/31/2029. Letter of interest in appointment received from Dr. John E. Vance Jr. (reappointment).**

Commissioner Roland made the **MOTION** to reappoint Dr. John E. Vance to the Health Board of Lee County for a term of six (6) years, expiring 12/31/2029. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

- (B) **Consideration to appoint one (1) member to the Joint Development Authority for a term of one (1) year. Current term expires 12/31/2023. New term expires 12/31/2024. Letter of interest in appointment received from David Brokamp (reappointment) and George Houston.**

Commissioner Guarnieri made the **MOTION** to reappoint David Brokamp to the Health Board of Lee County for a term of one (1) year, expiring 12/31/2024. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

- (C) **Consideration to appoint one (1) member to the Joint Development Authority for a term of two (2) years. Current term expires 12/31/2023. New term expires 12/31/2025. Letter of interest in appointment received from Greg Crowder (reappointment).**

Commissioner Roland made the **MOTION** to reappoint Greg Crowder to the Joint Development Authority for a term of two (2) years, expiring 12/31/2025. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

- (D) **Consideration to appoint two (2) members to the Regional Commission Council of Southwest Georgia for a term of one (1) year. Current term expires 01/01/2024. New term expires 01/01/2025. Letter of interest in appointment received from Cicily Florence (Private Sector- reappointment) and Chad Griffin (Public Sector- reappointment).**

Commissioner Roland made the **MOTION** to reappoint Cicily Florence (Private Sector) and Chad Griffin (Public Sector) to the Regional Commission Council of Southwest Georgia for a term of one (1) year, expiring



01/01/2025. Commissioner Guarneri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

**COUNTY MANAGER'S MATTERS**

- (A) **Updates on County projects.**  
 County Manager Christi Dockery discussed ongoing projects in the County: (1) the new 911 telecommunications tower is in progress as staff is awaiting plans and construction to begin soon, to be located at the Smithville Fire Station; (2) staff met with the architect for the 100 acre park project recently to discuss concept plans; and (3) Windstream will be laying fiber for broadband in January 2024.
- (B) **Consideration to approve an agreement with Lee County Youth Baseball for calendar year 2024.**  
 Commissioner Roland made the **MOTION** to approve an agreement with Lee County Youth Baseball for calendar year 2024. Commissioner Guarneri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.
- (C) **Consideration to approve a renewal contract for the Public Defender for January 2024 – June 2024.**  
 Commissioner Roland made the **MOTION** to approve a renewal contract for the Public Defender for January 2024 – June 2024. Commissioner Guarneri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea. This item is budgeted.
- (D) **Consideration to adopt a resolution set qualifying fees for 2024 elections.**  
 Commissioner Roland made the **MOTION** to adopt a resolution set qualifying fees for 2024 elections. Commissioner Guarneri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

The Board of County Commissioners is required by O.C.G.A. 21-2-131, to fix and publish qualifying fees for county offices not later than February 1 of any year in which a general primary, nonpartisan election, or general election is to be held. The qualifying fees for the offices of Clerk of Superior Court, Judge of Probate Court, Sheriff, Tax Commissioner, Coroner, and Chief Magistrate shall be 3% of the minimum base salary, specified in state law for each county based on population. The base which appears in the Code should not be adjusted to reflect supplements, cost-of-living increases, or longevity increases. For the offices of members of the county governing authority, or Board of Commissioners, the qualifying fee is 3% of the base salary established by local Act of the General Assembly, and is not adjusted to reflect training, supplements, or cost-of-living increases.

COUNTY OFFICE	TOTAL GROSS SALARY FOR 2023	3% QUALIFYING FEE
County Commissioner	\$5,638.55	\$169.16
Sheriff	\$77,294.36	\$2,318.83
Chief Magistrate	\$64,512.39	\$1,935.37
Probate Judge	\$63,247.38	\$1,897.42
Clerk of Superior Court	\$63,247.38	\$1,897.42
Tax Commissioner	\$63,247.38	\$1,897.42
Coroner	\$3,600.00	\$108.00
School Board Member	\$600.00	\$18.00

Qualifying for the 2024 elections for partisan offices (Sheriff, Clerk of Superior Court, Tax Commissioner, County Commissioner, and Coroner) will begin at 9:00 a.m., Monday, March 4, 2024 and end Friday, March 8, 2024 at 12 noon with the respective political parties. Qualifying for nonpartisan offices (Probate Judge, Chief Magistrate, and Board of Education members) and independent candidates will be held beginning Monday, March 4, 2024 at 9:00 a.m. and end Friday, March 8, 2024 at 12 noon in the Lee County Elections and Registration Office. For more information regarding the election process, contact the Board of Elections and Registration at 759-6002.



(E) **Consideration to award the bid for the Bermuda Lane Pipe Repair project.**  
Commissioner Roland made the **MOTION** to award the bid for the Bermuda Lane Pipe Repair project to the lowest, most responsive bidder, Oxford Construction Company for \$74,095.00. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

(F) **Consideration to ratify an addition to employees' retention payments in December.**  
On December 7, 2023 retention payments were provided to full-time and part-time County employees, as follows: Full-time employees received \$1,500 and part-time employees received \$750.00 before taxes. Previously, the Board of Commissioners had approved in the 2023-2024 budget, approved in June 2023 the amounts of \$1,000.00 and \$500.00 before taxes.

Commissioner Roland made the **MOTION** to ratify an addition to employees' retention payments in December. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

(G) **Consideration to adopt a resolution approving the Final Capital Improvements Element (CIE) Annual Update. Public Hearing held November 14, 2023**  
Commissioner Roland made the **MOTION** to adopt a resolution approving the Final Capital Improvements Element (CIE) Annual Update. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

(H) **Consideration to award the bid for the 2024 Road Resurfacing project.**  
Brent Davis, Reliable Engineering, summarized the project and bid process, stating his recommendation was Oxford Construction Company, the lowest, most responsive bidder. County Manager Christi Dockery added that staff recommends funding for this resurfacing project to include the LMIG funds, remaining SPLOST VII Funds (\$2,675,000.00), and then TSPLOST Funds.

Commissioner Roland made the **MOTION** to award the bid for the 2024 Road Resurfacing project to the lowest, most responsive bidder, Oxford Construction Company for \$5,032,661.75 utilizing LMIG, SPLOST VII, and TSPLOST funds. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

## **COMMISSIONER'S MATTERS**

(A) **Discussion of the Coston Road paving project.**  
Commissioner Roland made the **MOTION** to table the discussion of the Coston Road paving project until all commissioners were present. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

## **UNFINISHED BUSINESS**

NONE

## **COUNTY ATTORNEY'S MATTERS**

(A) **Consideration to approve an amended Intergovernmental Agreement with the City of Leesburg and the City of Smithville for SPLOST VIII.**  
County Attorney Jimmy Skipper summarized the amendment stating the County and Cities had previously approved the IGA for SPLOST VIII, however, it was after this occurred that discussions took place regarding the addition of language for the possibility of issuing general obligation bonds in the amount of \$7 million in order to advance pay some of the listed projects (\$5 million for the Courthouse and \$2 million for recreation). This amends the IGA among the three (3) government entities to allow for that general obligation bond to be approved by the voters at the same time they approve the SPLOST VIII in March 2024. SPLOST VIII will start collections in October 2025. All entities must approve this IGA; however, the resolution for special election (next item) needs only to be approved by the Board of Commissioners.

Commissioner Roland made the **MOTION** to adopt an amended Intergovernmental Agreement with the City of Leesburg and the City of Smithville for SPLOST VIII. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

(B) **Consideration to adopt an amended resolution approving notice of special election, call of special election, and ballot question in connection with SPLOST VIII.**

Commissioner Roland made the **MOTION** to adopt an amended resolution approving notice of special election (March 12, 2024), call of special election, and ballot question in connection with SPLOST VIII. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

**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.

Vice-Chairman Singletary asked if anyone else would like to speak. With no comments or questions from the audience, the Public Forum was closed.

**ANNOUNCEMENTS**

- (A) The next regularly scheduled County Commission Meeting is **Tuesday, January 9, 2024 at 6:00pm.**
- (B) Officials from Lee County, Leesburg, and Smithville will be conducting a **Joint Public Hearing** to present the Lee County **Joint Comprehensive Plan** draft on **Tuesday, December 19, 2023 at 5:00pm.**
- (C) The renewal process for 2024 Occupation Tax/Business Licenses began November 1, 2023. Please go to Lee County's website at [www.lee.ga.us](http://www.lee.ga.us) for information or contact the Building Inspection office at (229) 759-3326 and we will mail you a packet with an application and all information. **All current business licenses will expire on December 31, 2023.**
- (D) Offices of the Lee County Board of Commissioners will be **closed Monday, December 25, 2023** and **Tuesday, December 26, 2023** in observance of Christmas and will be **closed Monday, January 1, 2024** in observance of New Year's Day.

**ADJOURNMENT**

Commissioner Roland made the **MOTION** to adjourn. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary voting yea.

The meeting adjourned at 6:38PM.

Facebook video link: <https://www.facebook.com/leecountyga/videos/684611737193490>

\_\_\_\_\_  
CHAIRMAN

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

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DRAFT



# BOARD OF COUNTY COMMISSIONERS

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

TUESDAY, DECEMBER 19, 2023  
5:00PM

T. PAGE THARP BUILDING  
OPAL CANNON AUDITORIUM  
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JOINT SPECIAL CALLED MEETING  
LEE COUNTY BOARD OF COMMISSIONERS  
CITY OF LEESBURG  
CITY OF SMITHVILLE

## COUNTY COMMISSIONERS

Billy Mathis, Chairman	District 3
Luke Singletary, Vice-Chairman	District 2
Dennis Roland, Commissioner	District 1
Chris Guarnieri, Commissioner	District 4
George Walls, Commissioner	District 5

## COUNTY STAFF

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

The Lee County Board of Commissioners, City of Leesburg, and City of Smithville met for a Special Called Joint Meeting on Tuesday, December 19, 2023 at 5:00pm. The meeting was held in the Opal Cannon Auditorium of the Lee County T. Page Tharp Governmental Building in Leesburg, Georgia. The following officials from the Lee County Board of Commissioners were present: Chairman Billy Mathis, Vice-Chairman Luke Singletary, Commissioner Dennis Roland, and Commissioner Chris Guarnieri. The following officials from the City of Leesburg were present: City Manager Bob Alexander, Mayor Billy Breeden, Councilwoman Judy Powell, and Councilman Jason Renfro. The following officials from the City of Smithville were present: Mayor Vincent Cutts, Councilwoman Ilean Bady, and Councilman Dwight Hickman. Chairman Mathis called the meeting to order at 5:02PM.

## CALL TO ORDER

## PUBLIC HEARING

- (A) **Lee County and the Cities of Leesburg and Smithville are conducting a joint Public Hearing to present the Lee County Joint Comprehensive Plan draft. The current plan will expire on February 28, 2024. In accordance with the Georgia Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-12-1), each community must conduct a public hearing once an update of the plan is drafted and made available for public review, but before transmittal to the Regional Commission for review.**

**This hearing aims to brief the community on the plan's contents, provide an opportunity for residents to make final suggestions, additions, or revisions, and notify the community of when the plan is submitted to the Georgia Department of Community Affairs for review.**

A handout was provided and made available to those present. A copy of the current comp plan is available on the DCA website, County website, and the SWGRC website.

Olukayode Olubowale with the Southwest Georgia Regional Commission provided a brief summary of the required update, stating that after the first Public Hearing, each governmental entity met so as to allow discussions of the Comp Plan. All edits and comments, both from officials and the public, were pulled together to create the draft presented tonight. The purpose of tonight's Public Hearing is to elicit any final comments, suggestions, or edits to the plan. Once approved, the plan will be submitted to the Georgia Department of Community Affairs (DCA) for review. The plan will be approved if meets the minimum standard as set by DCA. Following the acceptance, each government entity shall proceed with the official adoption procedure for the Comp Plan Update.

Chairman Mathis opened the Public Hearing at 5:05pm.

Addressing Mr. Olubowale, Smithville Mayor Vincent Cutts wished to make him aware of a few changes he and



the Smithville City Council would like to make to the plan. Councilwoman Ilean Bady stated that those changes had been made and were reflected in the presented plan.

Leesburg City Manager Bob Alexander wished to point out that there had been a few changes made to the Future Land Use Map for the City of Leesburg.

No citizens took part in the Public Hearing.

With no further questions or comments from the Board or Councils, staff, or public, the Public Hearing was closed at 5:06pm.

### NEW BUSINESS

- (A) **Consideration to approve the submission of the Lee County Joint Comprehensive Plan draft to the Georgia Department of Community Affairs.**

Commissioner Singletary made the **MOTION** to approve the submission of the Lee County Joint Comprehensive Plan draft to the Georgia Department of Community Affairs. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri voting yea.

### 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.

Chairman Mathis asked if anyone else would like to speak. With no more comments or questions from the audience, the Public Forum was closed.

### ANNOUNCEMENTS

- (A) Offices of the Lee County Board of Commissioners will be **closed Monday, December 25, 2023** and **Tuesday, December 26, 2023** in observance of Christmas and will be **closed Monday, January 1, 2024** in observance of New Year's Day. **Garbage collection services** will not run Christmas Day or New Year's Day, but **will be delayed one day** for the remainder of the week.
- (B) The next regularly scheduled County Commission Meeting is **Tuesday, January 9, 2024 at 6:00pm.**

Chairman Mathis wished everyone a Merry Christmas and Happy New Year and stated that this would be his last meeting as chairman of the Lee County Board of Commissioners.

### ADJOURNMENT

The meeting was adjourned at 5:09pm.

Facebook video link: <https://www.facebook.com/leecountyga/videos/1093391955183042>

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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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The meeting rooms and buildings are handicap accessible.

DRAFT





# LEE COUNTY, GA GOVERNMENT

**SUBJECT:** Package Store Renewals for 2024

**DATE SUBMITTED:** 12/29/23

**DIVISION:**

**AUTHORIZED BY:** Joey Davenport

**AGENDA DATE REQUESTED:** 1/9/24

**TYPE:**

**CONTACT PERSON:** Carol Lee

**DEPARTMENT:** Licensing Department

- Regular  
 Consent

## MOTION/RECOMMENDATION:

Staff requests the Board of Commissioners consider the Alcohol renewals of the 4 Package Stores.

## BACKGROUND:

All four applicants have met the requirements.  
V's is currently under construction.  
Philema Liquor & Wine has a building with some renovations needed.  
Oakland Package & The Spirits are not under construction yet.

## ATTACHMENTS:

1. Renewal List
  - 2.
  - 3.
  - 4.
- None

<b>REVIEWED BY (INITIALS):</b> Legal: Finance: Other:	<b>ADVERTISED:</b> Date: Paper: <input type="checkbox"/> Not Required	<b>COMMISSION ACTION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <input type="checkbox"/> Continued to:
<b>USER DEPT.:</b>	<b>COSTS:</b>	<b>FUNDING SOURCE:</b> <input type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other
<b>SUBMITTED BY:</b>  _____ County Manager	<b>CURRENT FY:</b> <b>APPROPRIATION CODE:</b> <b>AFFECTED PARTIES:</b> <input type="checkbox"/> Notified <input type="checkbox"/> N/R	

2024 Package Store Renewals

Package Store	Address	Fee	Applicant
V's	1420 Us 19 South	\$5,950.00	Brijesh Patel
Oakland Storage	1302-1304 US Hwy	\$5,950.00	Milan Patel
The Spirits	1379 US Hwy 82	\$5,950.00	Devanshukumar Patel
Philema Liquor & Wine	1777 Philema Rd	\$5,950.00	Alpeshkumar Patel
	<b>Total</b>	<b>\$23,800.00</b>	





## MEMORANDUM

### LEE COUNTY BOARD OF COMMISSIONERS

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

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#### Agricultural/ Recreation 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
  - DNR staff notified us that the DNR Commissioner has signed the Boat Ramp agreement for the Lee County construction project
  - Engineering design began 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:  $\frac{3}{4}$  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
  - Define the location of the road
  - Grade and place compacted crushed stone GAB/recycled asphalt on 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, Rick Muggridge, Commissioner Luke Singletary, County Manager Christi Dockery, Parks & Recreation Director Jeremy Morey
    - **First Meeting:** June 14, 2021
    - **Second Meeting:** November 15, 2021
    - **Third Meeting:** January 11, 2022
  - Staff is working with a local engineering firm to develop a plan
- Professional Services Agreement with Lose Designs approved and signed on August 8, 2023
- Onsite meeting held Friday, September 15, 2023

## **Bicentennial Anniversary – June 9, 2025**

- Preliminary discussions ongoing with staff and Lisa Davis, Chamber of Commerce Executive Director, on projects and ideas for a community celebration for Lee County's first 200 years
- Proposals:
  - Beginning June 2024, the BOC could recognize departments and long-time business partners each month leading up to the June 9, 2025 anniversary
  - Create a time capsule with community involvement to bury on County property
  - Draft a Proclamation for the Local Delegation to honor the County on the 200 anniversary
  - Propose a project that could be completed with the cities and community to honor this anniversary (e.g. buy 200 trees from DNR and give to the public to plant)
  - Develop logo/medallion to honor this occasion
  - Have each department write the history of their department's legacy & greatest accomplishments

## **2020 Census Numbers**

- Lee County: 33,179
- Smithville: 593
- Leesburg: 3,480

## **2021 Census Numbers**

- Lee County: 33,411

## **Commercial Land Development Permits**

- Boaters World – Ridezilla – Hwy 19
- DeSoto Silicon Ranch Phase II & III
- Drake Properties – Downtown Leesburg Restaurant Passion & Bliss
- Eliano's Coffee – Hwy 19
- Flint Ventures Commercial Subdivision – US 19
- Forrester Crossing Commercial Subdivision Phase II – Hwy 19
- Forrester Crossing Phase I – New Office Building
- Georgia Electric Associates New Office – Veterinary Way
- Giovingo Properties Sanitary Sewer Expansion – US 82
- Hibachi Express Drive-thru Expansion – Hwy 19
- Marlow Lane Sewer Utilities Extension – Hwy 82
- Mavis Tire – Hwy 19
- New Jerusalem Grove Baptist Church – Smithville
- Oxford Business Park
- Seven Brew – Hwy 82
- Three (3) Proposed Package Stores – Hwy 19 & Hwy 82
- Wawa Gas Station – Hwy 82
- Whistle Wash – Hwy 82
- Woodgrain Millwork Expansion – Hwy 82

## **DeSoto Solar Project**

- Staff anticipates pushing power to the grid on both the DeSoto II and the DeSoto III projects by the end of this year
- Both projects to be fully completed by the end of Spring 2024
- DeSoto I is fully completed and operating well.
  - Sheep expected to be on the DeSoto I project by the end of summer or early fall 2024

## **GIS**

- Implemented Pictometry

## **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
  - Also mapping greenspace, stormwater holding ponds, Hazard Mitigation lots, etc.
- Goal: To have an internet map in ArcGIS Online where utility workers can view utility maps on a tablet in the field

### LMIG Funds

- **FY2024**
  - Funds Received from GDOT: \$690,908.06
    - Total, with 30% match from Lee County: **\$898,180.48**
  - Application approved September 18, 2023
  - Grant Funds received September 19, 2023
  - BOC awarded bid on December 12, 2023 to Oxford Construction Company
  - Roads: Chokee Road, Country Drive, Knollwood Drive, Springlake Drive, and Wiregrass Way
- **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. Striping remains to be completed.
  - Funds Received from GDOT: \$627,424.76
    - Total, with 30% match from Lee County: **\$815,652.19**
    - BOC awarded bid on December 13, 2022 to Reeves Construction Company for **\$1,977,781.35**
  - Completed: May 2023
  - July 2023: Documents submitted to GDOT for closeout

### 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
- December 22, 2022: Board voted to pay the County's share of the cost for sidewalks on Firetower Road (\$13,500.00)
- Ongoing project

### Smithville Road Bridge

- Georgia Department of Transportation, GDOT, plans to replace the bridge over the Muckaloochee Creek on Smithville Road
- Construction and Maintenance Easements received from adjoining property owners and recorded
- Estimated Start Date: August 15, 2024
  - Detour will be implemented during this construction as bridge will be closed to thru traffic
  - Estimated completion date: January 7, 2025

### 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 Period: October 1, 2019 - September 30, 2025
- Ballot amount: \$20,825,603.00

- Current collection: \$19,627,240.00 as of November 2023 (94%)
- Average monthly collection: \$398,679.01
- Projected to collect ballot amount by February 2024

**SPLOST VIII**

- Citizens will vote on referendum March 12, 2024
- Collection Period: October 1, 2025 - September 30, 2031
- LC Departments have submitted their requests for projects to be included on the next ballot
- September 12, 2023: BOC approved placing on the March 2024 ballot
- BOC reviewing staff proposed projects
- Meeting with Lee County, Leesburg, and Smithville officials held Tuesday, October 10, 2023 with all entities in agreement
- IGA and projects list approved by the BOC on October 24, 2023
- Completed IGA submitted to the Elections and Registration Office November 10, 2023

**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 Period: April 1, 2019 - March 31, 2024
  - Ballot amount: \$16,995,017.00
  - Current collection: \$16,649,928.94 as of November 2023 (98%)
  - Average monthly collection: \$301,219.79
  - Projected to collect ballot amount by January 2024

**TSPLOST II**

- Joint meeting held Tuesday, June 21, 2022 at 5:00pm
- Voters approved continuation of TSPLOST II in November 2022
- Collection Period: April 1, 2024 – March 31, 2029

**Telecommunications Tower**

- To be located at the Smithville Fire Station
- Partnering with Motorola
- Surveying has begun
  - Once completed, crews can then break ground
- Estimated Completion: May 2024

**Westover Extension**

- GDOT project - DARTS support
- Will connect Westover Road and Ledo Road at Capstone Connector
- Oxford Construction Company awarded bid from GDOT
  - Project ongoing
- Staff is working with GDOT and DARTS on signal and safety issues for Ledo Road intersection
- Estimated Completion Date: December 2024
- Discussions with GDOT regarding a traffic study and signal installation ongoing
- GDOT committed to conducting a traffic study of this intersection once the project is completed



### Windstream – Kinetic Fiber Installation

- Kinetic staff is currently staking installation areas throughout the County
- Engineering design is expected to be completed by January 2024
- Crews will begin fiber installation in early 2024 with anticipated completion of over 4,234 underserved properties by the end of 2026
- Project is required to be completed by 2026 with minimum speeds of 100 Mbps download and 100 Mbps upload
- Funding for this project includes:
  - Grant award from Georgia's State & Local Fiscal Recovery Funds - \$12,541,241.00
  - Kinetic funding of \$7,337,804.00 with Lee County's match of \$1,200,000.00
  - ARPA funding
  - Total Investment: \$21,079,046.00

## RFPs and RFQs

### Open

#### Coston Road Paving Project

- Pre-Bid Meeting: November 16, 2023
- Bid Opening: TBD
- Approved by BOC at September 26, 2023 meeting
- To be brought before the BOC on January 9, 2024 for discussion

#### New York Road – Chocee Creek Bridge Repair

- Pre-Bid Meeting: January 8, 2024
- Bid Opening: February 6, 2024
- To be brought before the BOC on February 13, 2024

#### Disaster Recovery Management, Disaster Debris Monitoring, and Disaster Recovery Services

- Bid Opening: January 16, 2024
- Approved by BOC at June 13, 2023 meeting
- To be brought before the BOC on January 23, 2024

#### Disaster Debris Removal and Disposal Services

- Bid Opening: January 16, 2024
- Approved by BOC at June 13, 2023 meeting
- To be brought before the BOC on January 23, 2024

### Recently Awarded

#### Road Resurfacing Projects (including LMIG 2024)

- Pre-Bid Meeting: November 28, 2023
- Bid Opening: December 11, 2023
- Approved by BOC at September 12, 2023 meeting
- BOC awarded bid on December 12, 2023 to **Oxford Construction Company** at a total cost of **\$5,032,661.75**
- **Roads:** Argyll Place, Aylesbury Place, Berkeley Road, Cambridge Road, Carillon Court, Carowinds Drive, Chocee Road, Coosaw Court, Country Drive, Creek Isle Drive, Creekshire Court, Creekview Drive, Danbury Lane, Doris Drive, Foxworth Drive, Halifax Place, Huntingdon Drive, Johns Drive, Knollwood Drive, Lavender Lane, Longleaf Drive, Margate Drive, Marion Court, Midway Street, Morning Mist Drive, Muckalee Lane, New York Road, Pebble Ridge Drive, Pineview Drive, Pinewood Road, Red Bay Court, Springlake Drive, Towne

Lane, Victorian Court, Village Lane, Warrington Road, Willard Court, Winnstead Drive, and Wiregrass Way

### **Bermuda Lane Pipe Repair**

- Pre-Bid Meeting: November 9, 2023
- Bid Opening: November 28, 2023
- Approved by BOC at October 24, 2023 meeting
- BOC awarded bid on December 12, 2023 to **Oxford Construction Company** at a total cost of **\$74,095.00**

### **Engine for Fire Truck**

- Bid Opening: October 23, 2023
- Approved by BOC at September 26, 2023 meeting
- BOC awarded bid on October 24, 2023 to **Rush Truck Center** at a total cost of **\$28,935.31**

### **Turn Out Gear for Fire & EMS Personnel**

- Bid Opening: October 12, 2023
- BOC awarded bid on October 24, 2023 to **Municipal Emergency Services, Inc. (MES)** at a total cost of **\$33,700.00**

### **Landscaping**

- Courthouse and Tharp Building
- Pre-Bid Meeting: August 10, 2023
- Bid Opening: September 21, 2023
- BOC awarded bid on August 22, 2023 to **Lawn Barber Nursery** at a total cost of **\$81,043.96**
- Project ongoing

### **Elections and Registration Office Renovation**

- Approved by BOC at April 11, 2023 meeting
- Pre-Bid Meeting: July 6, 2023
- Bid Opening: July 20, 2023
  - No bids received
- Bid was republished
- Second Pre-Bid Meeting: August 8, 2023
- Bid Opening: August 21, 2023
- BOC awarded bid on August 22, 2023 to **3D Construction, Inc.** at a cost of **\$90,200.00**
- Upgrade the lights to LED.
- Completed

## **Future**

### **Fencing**

- Approved by BOC at April 25, 2023 meeting
- Staff writing RFP documents
- To be placed at several County facilities
- Projected Bid Opening: TBD

### **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
- Project to be reopened at a future date



**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 Lee County Board of Commissioners

**FROM:** Christi Dockery, County Manager

**SUBJECT:** 2023 Accomplishments

**DATE:** Tuesday, January 9, 2024

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Lee County Board of Commissioners had several successful accomplishments throughout calendar year 2023 with the collective teamwork of all departments and staff working together on these goals. Most notably are the SPLOST VII & TSPLOST collections continue to increase annually from initial projections. Comprehensive Plan was approved and submitted to SOWEGARC and DCA to retain the Lee County Qualified Government statue.

Awarding of the **largest road resurfacing project** in Lee County history. This 39 road resurfacing project will inject the local economy with over \$5 million dollars while improving Lee County road infrastructure for commercial and residential community.

The BOC continued to provide employees with a longevity salary increases every three (3) years along with a \$1,000.00 salary increase beginning July 1, 2023. In addition, a new holiday was approved by the BOC to give employees a total of 11 holidays annually.

### **Accomplishments for 2023**

This year's accomplishments are listed by department below.

#### **Animal Shelter:**

- Newer and reliable vehicles to serve the citizens of Lee County, Leesburg, and Smithville
- Proper tools and better safety equipment to help protect officers that may get in dangerous situations
- Continuing to make animal control/shelter better aspect for the county

#### **County Clerk's Office:**

- Open Records Requests Processed: 327
- Insurance Claims Handled: 5
- RFPs Written and Published: 14
- Eleven Ordinances Codified:
  - Amendment Adding Section 38-299.1 Runoff Reduction
  - Amendment to Ch. 2 Adding Code of Conduct in Respect to County Facilities
  - Amendment to Ch. 38 Article VI, Section 38-244(c)((18) Erosion, Sedimentation and



Pollution Control

- Amendment to Ch. 58, Article I Building Permit Process for Single Family Dwellings and Duplexes with Certain Requirements for Subdivisions Approved on or before March 30, 1997
- Amendment to Ch. 58, Article III, Section 58-86 Minor Subdivision Plat Requirements
- Amendment to Ch. 58, Article IV, Section 58-122 Major Subdivisions Plat Requirements
- Amendment to Ch. 6 Package Stores
- Amendment to Ch. 70 Sections 382(h) and 382(m), Section 383(g), Sections 422(f) and 422(k), Section 423 (5)
- Amendment to Ch. 70, Art V, Section 70-162 Accessory Structures
- Amendment to Chapter 70 Definitions
- Amendment to Section 70-6 Definition of "Home Occupation, Residential"

**E-911:**

- Approval to build additional tower at the Smithville Fire Station (currently in progress)
- Dispatchers successfully provided instructions to citizens on how to deliver three (3) babies over the phone using EMD training
- Nine (9) dispatchers operated the E-911 Center 24/7 with increasing call volume

**Finance:**

- General Fund surplus of \$2,006,998.00 for FY2023
- Clean Audit with no findings other than separation of duties (which is out of our control)
- 95% collection rate on garbage

**Fire & EMS:**

- 6,817 calls
- Twenty-Three (23) lives saved
- Three (3) graduated in First Recruit Class
- Twelve (12) graduated in EMTB Class
- Six (6) graduated in AEMT Class
- EMS calls by district:
  - Century: 1,460 (30%)
  - Leesburg: 1,257 (26%)
  - Palmyra: 1,070 (22%)
  - Redbone: 874 (18%)
  - Smithville: 239 (5%)

**GIS:**

- Acquired Pictometry oblique aerial photos
- Integrated Pictometry orthophotos with GIS and ArcGIS Online
- Conducted three (3) GIS/Pictometry Viewer training sessions for Lee County employees
- Integrated GIS with the Public Works stormwater maintenance application put together by Mike Talley
- Integrated GIS with 911 Vendor applications
- Assigned approximately 312 addresses and performed related GIS functions for each
- Digitized fifteen (15) recorded subdivisions into the parcel GIS layer
- Submitted LMIG Local Activity Reports to the Georgia Department of Transportation for ten (10) Lee County maintained roads
- Coordinated with Georgia Department of Transportation to attempt to get matching LMIG GIS layers

**Library:**

- 228,414 checkouts of books in various formats and electronic devices

- 37,610 Computer and online uses by 14,840 active Library card users
- 11,356 participants attended 321 public programs for children, adults, and families
- Staff participated in 10 hours of continuing education each in areas such as Reader's Advisory, Customer Service, Technology Assistance, Programming, as well as Certified Financial and Public Management Programs

### **Planning**

- Comprehensive Plan successfully submitted to the DCA
- Hired an Assistant Director
- Fourteen (14) Land Development Permits have been issued (eleven (11) are pending approval)
- Subdivision Projects
  - Twenty-Eight (28) Minor Subdivision Submittals
  - Three (3) Preliminary Submittals
  - Two (2) General Development Submittals
  - One (1) Final Subdivision Submittals
- Twelve (12) Zoning Case Submittals

### **Tax Assessor's Office:**

- Purchase of iPads for employees
- Technological advances that have made it possible to measure, draw buildings, and collect data while on site
  - Data transfers to the computer system which allows for more accurate data collection and saves time
- Staff was able to send to assessment notices on time as well as clear up the backlog of appeals from the 2022 year
- While working with the mass appraisal software group and Tax Commissioner, the office was able to get the digest submitted on time

## **Priorities for 2024**

**Kinetic fiber installation** is expected to begin January 2024 with the majority of the over 4,000 residential areas to be completed by the end of the year. All of the 4,234 underserved and not served areas will be completed by 2026.

By March 2024, the **classification and compensation study** will be completed and the Board will have time to take action to implement any changes in the FY 2024-2025 budget. Hopefully this action will help close the gap of the current labor shortage LC is experiencing.

**SPLOST VIII** will be on the ballot March 12, 2024 for the voters to approve the continuation of the Special Purpose Local Option Sales tax.

Collections will begin April 2024 for **TSPLOST II** and continue through March 2029 thanks to the citizen's approval in November 2022.

Once the expansion of fiber has been completed and with the increasing miles of roads being resurfaced, Lee County will be in a position to prosper with economic development opportunities. With improvements in Lee County roads and fiber infrastructure installed in previously underserved areas we could be in a position to experience continued growth in commercial and residential development.

Lee County continues to be resilient and thrive regardless of the challenges we have experienced.





## MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners

**SUBJECT:** Surplus Vehicles

**METING DATE:** Tuesday, January 9, 2024

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### MOTION/RECOMMENDATION

Motion to declare the following surplus, to be sold on GovDeals:

- 1991 Landoll Trailer, S.N. 1LH37GVH91005826
  - No longer use
- 873 2015 Dodge Charger with 100,115 miles, VIN 2C3CDXATOFH928807
  - Needs a new engine
- 8' Reading Utility Body with Lift Gate
  - Does not fit any of our trucks
- 14" Tractor Operated Auger
  - Damaged
- 6" Tractor Operated Auger
  - Damaged
- Bolt on Pad Foot Roller for an I.R. Roller, Model SD122D
  - No longer needed
- Assorted used and outdated tires
  - Tires do not fit existing equipment

**A RESOLUTION  
BY LEE COUNTY  
TO ADOPT THE LEE COUNTY COMPREHENSIVE PLAN**

**WHEREAS**, Lee County, Georgia, has found it necessary to update the Lee County Comprehensive Plan as part of the requirements to maintain its Qualified Local Government Status;

**WHEREAS**, the County Commission held public meetings and hearings to allow private citizens to review the Comprehensive Plan and gathered citizen's input;

**WHEREAS**, in the development of the comprehensive plan, Lee County examined, evaluated, and, where applicable, incorporated considerations of both the Flint River Basin Regional Water Development and Conservation Plan and the Environmental Planning Criteria pursuant to O.C.G.A. 12-2-8, and;

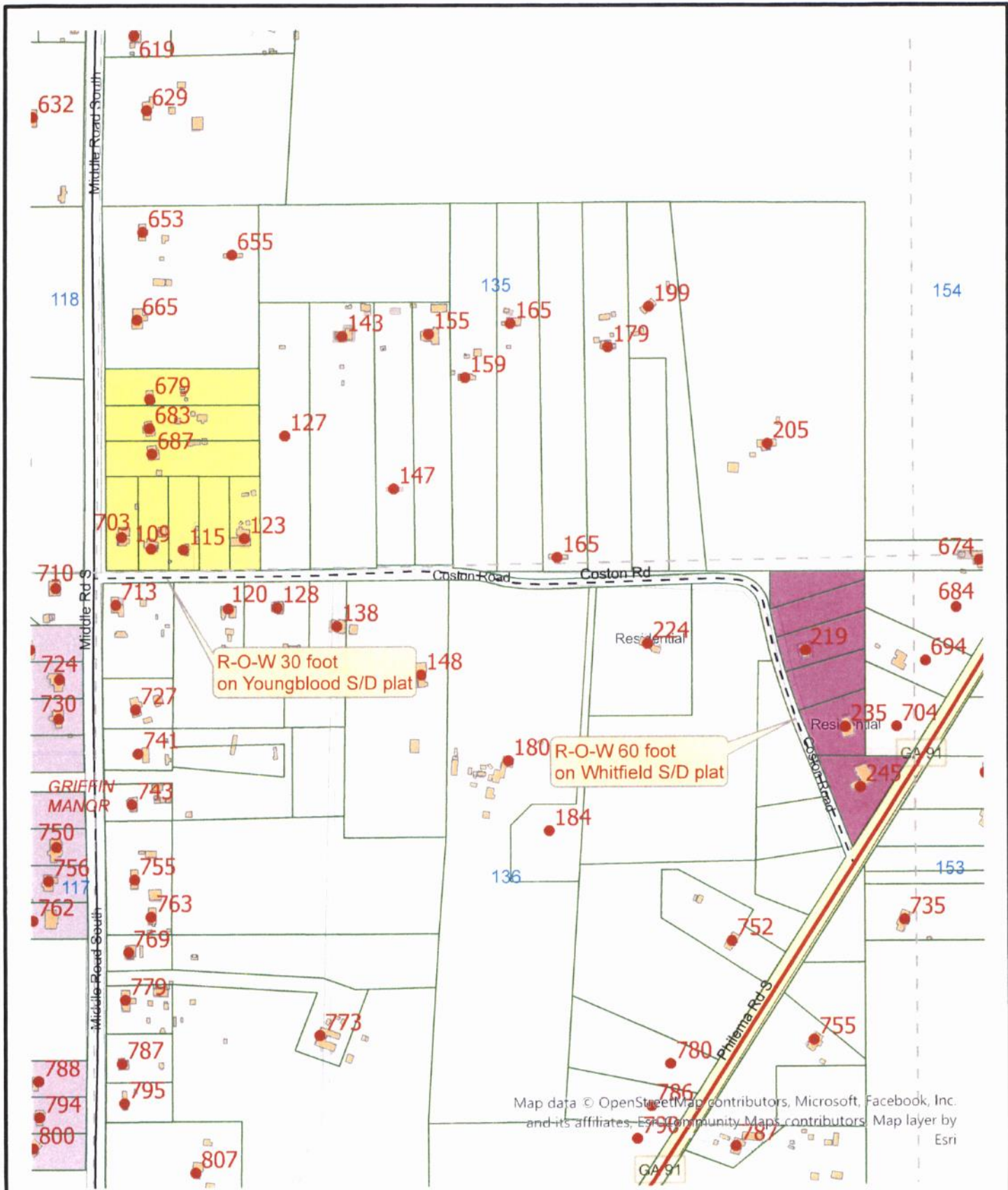
**THEREFORE, BE IT RESOLVED** by the Lee County, Georgia, that the Comprehensive Plan shall be adopted, hereby certifying that adequate citizen participation requirements have been met.

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
Chairman, Lee County Board of Commissioners

\_\_\_\_\_  
Kaitlyn Good  
County Clerk, Lee County





- Youngblood S/D (1980)
- Whitfield S/D (1993)

0 275 550 US Feet



**Sec. 38-318. Additional design for residential streets.**

- (a) Pavement widths, rights-of-way and residential street design shall be in compliance with the specifications contained in Table 5.3.
- (b) A maximum of 50 dwelling units shall be allowed on a cul-de-sac.
- (c) T type turnarounds shall be at least 60 by 30 feet and shall be designed to the same standards as the road to which it is attached.
- (d) Gravel turnarounds, if allowed under this chapter, shall be at least 60 feet in diameter and have a design life of at least two years at a traffic loading of 200 ADT.
- (e) *Table 5.3. Minimum design elements for residential streets.*

	Local Street	Minor Street	Major Street
Dwelling units	0-50	51-115	115-160
Average daily trips (ADT)	0-500	501-1,150	1,151-1,600
Design speed in mph	25	30	35
Pavement width (ft.)			
Low density	20	22	24
High density	22	24	27
Intersection radius (ft.)			
Back of curb (w/C&G)	30	30	30
Edge of pavement (w/o C&G)	35	35	35
ROW width (ft.)			
Low density (w/C&G)	48	50	60
High density (w/C&G)	60	60	80
Without curb & gutter	80	80	80
Shoulder width (ft.)	6	6	6
Shoulder slope (inches per foot)	½	½	½
Minimum sight distance, K-factor			
Crest	24	34	40
Sag	20	40	45
Sag w/proper lighting	N/A	24	27
Maximum grade(%)*	8	8	4
Minimum grade (%)	0.5	0.5	0.5
Cul-de-sac length			
Maximum (ft.)	2,500		
Minimum (ft.)	150		
Cul-de-sac pavement radius (ft.)	40		
Block length (ft.)			
Maximum	2,500	2,500	2,500



Minimum	400	400	400
Minimum centerline curve radius	175	300	350
Minimum tangent between reverse curves (ft.)	50	100	100
Minimum curve length (ft.)	100	100	100
Vertical curves required when meeting grades exceed:	2%	2%	2%

Low-density means smallest frontage abutting lot is 100 feet or greater.

High-density means smallest frontage abutting lot is less than 100 feet.

*Note:*

\* Maximum grade within 50 feet of an intersection is six percent.

(Ord. of 9-18-2000(2), § 38-318)



**GEORGIA FUND 1**  
(Local Government Investment Pool "LGIP")  
**Resolution to Authorize Investment  
and Designate Representatives**

GF1 Acct# \_\_\_\_\_  
Effective Date\* 04/01/2024

**PARTICIPANT INFORMATION**

Participant Name: Lee County Board of Commissioners TIN: 58-6000854  
Physical Address: 102 Starksville Avenue North City: Leesburg State: GA Zip Code: 31763  
Mailing Address: 102 Starksville Avenue North City: Leesburg State: GA Zip Code: 31763

This Resolution is for:

New Account  Amendment to an existing account

GF1 Account Number (New): \_\_\_\_\_ GF1 Account Number (Amended): \_\_\_\_\_

If change(s) are applicable to other existing accounts, please submit a new resolution for each applicable account.

**WHEREAS**, O.C.G.A. § 36-83-1 to § 36-83-8 authorizes Georgia local governments and other authorized entities to invest funds through the local government investment pool; and,

**WHEREAS**, all state departments, boards, bureaus, and agencies ("state entities") and local governments may make deposits and maintain accounts in the LGIP as Participants, subject to approval by the State Depository Board as required in O.C.G.A. § 36-83-2(b)(4); and,

**WHEREAS**, from time to time it may be advantageous to Lee County Board of Commissioners  
(Name of Local Government, Political Subdivision or State Agency) to deposit funds available for investment in Georgia Fund 1 (hereinafter referred to as the local government investment pool) as it may deem appropriate; and,

**WHEREAS**, to provide for the safety of such funds deposited in the local government investment pool, investments are restricted to those enumerated by O.C.G.A. §36-83-4. Pursuant to the investment policies established by the State Depository Board, the State Treasurer shall invest moneys in the local government investment pool considering first the probable safety of capital and then the probable income to be derived; and,

**WHEREAS**, such deposits must first be duly authorized by the governing authority of the local government or authorized entity and a certified copy of the resolution authorizing such investment filed with the State Treasurer; and

**WHEREAS**, such resolution must name the official(s) authorized to make deposits or withdrawals of funds in the local government investment pool; and,

**WHEREAS**, O.C.G.A. §36-83-8 requires a statement of the approximate cash flow requirements of the local government or authorized entity pertaining to the investment of such funds;

**NOW, THEREFORE BE IT RESOLVED** by the Board of Lee County  
(Board, Council or other Governing Authority) that Lee County Board of Commissioners (Local Government, Political Subdivision, or State Agency) meets the criteria as defined in O.C.G.A. § 36-83-3 to participate and deposit funds from time to time in the manner prescribed by law and in accordance with the applicable policies and procedures for the local government investment pool.





**GEORGIA FUND 1**  
(Local Government Investment Pool "LGIP")  
**Resolution to Authorize Investment  
and Designate Representatives**

GF1 Acct# \_\_\_\_\_  
Effective Date\*|04/01/2024|

**AUTHORIZED REPRESENTATIVES OF THE PARTICIPANT**

Any one of the following individuals shall be authorized to deposit and/or withdraw funds from the local government investment pool on behalf of the Participant: (Please select at least one person for online system (IPAS) access to electronically perform authorized functions and to obtain monthly statements. All individuals currently with online access not on this resolution will be deactivated)

- 1. Printed Name: Heather Jones Telephone: 229-759-6000  
 Title: Finance Director Cell Number: \_\_\_\_\_  
 Email: lhjones@lee.ga.us  Grant IPAS Access  
 Authority:  Deposit/Withdrawal/Transfer  Deposit Only
- 2. Printed Name: Christi Dockery Telephone: 229-759-6000  
 Title: County Manager Cell Number: \_\_\_\_\_  
 Email: cdockery@lee.ga.us  Grant IPAS Access  
 Authority:  Deposit/Withdrawal/Transfer  Deposit Only
- 3. Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Title: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  Grant IPAS Access  
 Authority:  Deposit/Withdrawal/Transfer  Deposit Only
- 4. Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Title: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  Grant IPAS Access  
 Authority:  Deposit/Withdrawal/Transfer  Deposit Only
- 5. Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Title: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  Grant IPAS Access  
 Authority:  Deposit/Withdrawal/Transfer  Deposit Only

For additional AUTHORIZED individuals, please check and attach user information to this form.

**AUTHORIZED REPRESENTATIVES OF THE PARTICIPANT - READ ONLY**

In addition, and at the option of the Participant, additional authorized representatives can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

- 1. Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Title: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Email: \_\_\_\_\_
- 2. Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Title: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Email: \_\_\_\_\_
- 3. Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Title: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

For additional READ ONLY access individuals, please check and attach user information to this form.



**GEORGIA FUND 1**  
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**PERIOD OF INVESTMENT**

The period in which the initial deposit is currently expected to remain invested in the local government investment pool is a minimum of 30% for no less than 30 days. Subsequent deposits should comply with the LGIP Trust Policy.

**DISCLOSURES**

Balances are subject to investment risks, including possible loss of principal amount invested and securities that may trade at negative rates.

LGIP deposits are not guaranteed or insured by any bank, the Federal Deposit Insurance Corporation (FDIC), the Federal Reserve Board, the State of Georgia, or any other entity.

The Office of State Treasurer (OST) has third-party insurance coverages designed to insure our agency against defense and liability expenses incurred due to loss/damage caused to LGIP participants by our actions. Through the Department of Administrative Services, the State of Georgia may carry various insurance programs for the protection of State Agencies, Authorities, the University System of Georgia, and the Technical College System of Georgia, some of which may be LGIP participants. DOAS may carry cyber-insurance for certain executive branch agencies, as well as crime and employee dishonesty coverage for all State agencies, authorities, and higher education organizations. DOAS does not carry cyber-insurance for other LGIP participants.

Damage caused by local government participants' actions are not covered by either the State's cyber-insurance plan or the crime and employee dishonesty plan. DOAS programs are designed to cover the actions of State organizations who participate in the various insurance programs. See OST website (<https://ost.georgia.gov>) for the latest cyber-insurance plan information.

Additional disclosures are included in the LGIP Trust Policy which is periodically updated and is available on the OST website. By authorizing this resolution, the entity acknowledges it has read and understands the LGIP Trust Policy and risks associated with investing in Georgia Fund 1.

**BANKING INFORMATION**

All withdrawals from the local government investment pool shall be sent via ACH to the following participant's demand deposit account(s) except for account(s) designated as corporate trust accounts. Wires are typically used for Corporate Trust payments and always used for same-day transactions. (Please see "Instructions for Completing ACH & Wire Information" for more detailed information.)

- **Please verify ACH and Wire instructions with your bank and provide them below.** ACH INSTRUCTIONS MAY VARY FROM YOUR BANK'S WIRING INSTRUCTIONS. IF THE LOCAL BANK IS NOT ON-LINE WITH THE FEDERAL RESERVE, PLEASE PROVIDE CORRESPONDENT BANK INSTRUCTIONS. This will ensure accurate delivery of your funds to the designated bank account.
- If the bank account is not a corporate trust account, please complete both ACH & Wire instructions.

Please complete the following form to add new banking instructions, or to change or delete existing banking instructions.

OST will directly deposit via ACH for all ACH enabled accounts.

To authorize Office of State Treasurer (OST) to withdraw funds via ACH debit from the designated bank account, please select "Yes" below your ACH banking instructions.

Debit authorization may be withdrawn with at least 15-days advance written notice to the Georgia Office of the State Treasurer. I also understand that the OST reserves the right to reverse ACH electronic transfers made in error.





**GEORGIA FUND 1**  
(Local Government Investment Pool "LGIP")  
**Resolution to Authorize Investment**  
**and Designate Representatives**

GFI Acct# \_\_\_\_\_  
Effective Date\* 04/01/2024

**BANKING INSTRUCTIONS**

**Bank 1:**

Bank Name: Colony Bank Account Title: TSPLOST II Escrow  
Bank Address: 137 Robert B Lee Drive  
City: Leesburg State: GA Zip Code: 31763  
Bank Contact: Shelley Collins Bank Contact Telephone Number: 229-759-2800

Corporate Trust Account:  No  Yes (If Yes, confirm preferred method of transfer, ACH or Wire)

**ACH Instructions**

Bank ABA Number: 061202672 Bank Account Number: \_\_\_\_\_

Allow OST to ACH Debit for Contributions:

- Yes. If there is a debit block on this account, please provide the bank OST's Company ID.
- No. Participant will be responsible for sending a wire for any contributions made to the Georgia Fund 1 account.

**WIRE Instructions**

Bank ABA Number: 061202672 Bank Account Number: \_\_\_\_\_

Addendum Information: Colony Bank TSPLOST II Escrow account

Correspondent Bank Instructions Required?  Yes  No  Attach Correspondent Bank Wire Instruction

Correspondent Bank Name: \_\_\_\_\_ Correspondent Bank ABA#: \_\_\_\_\_

Correspondent Bank City: \_\_\_\_\_ Correspondent Bank Account#: \_\_\_\_\_

**Bank 2:**

Bank Name: \_\_\_\_\_ Account Title: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Bank Contact: \_\_\_\_\_ Bank Contact Telephone Number: \_\_\_\_\_

Corporate Trust Account:  No  Yes (If Yes, confirm preferred method of transfer, ACH or Wire)

**ACH Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Allow OST to ACH Debit for Contributions:

- Yes. If there is a debit block on this account, please provide the bank OST's Company ID: 1581125844.
- No. Participant will be responsible for sending a wire for any contributions made to the Georgia Fund 1 account.

**WIRE Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Addendum Information: \_\_\_\_\_

Correspondent Bank Instructions Required?  Yes  No  Attach Correspondent Bank Wire Instruction

Correspondent Bank Name: \_\_\_\_\_ Correspondent Bank ABA#: \_\_\_\_\_

Correspondent Bank City: \_\_\_\_\_ Correspondent Bank Account#: \_\_\_\_\_



**GEORGIA FUND 1**  
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**Bank 3:**

Bank Name: \_\_\_\_\_ Account Title: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Bank Contact: \_\_\_\_\_ Bank Contact Telephone Number: \_\_\_\_\_  
Corporate Trust Account:  No  Yes (If Yes, confirm preferred method of transfer, ACH or Wire)

**ACH Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Allow OST to ACH Debit for Contributions:

- Yes. If there is a debit block on this account, please provide the bank OST's Company ID: 1581125844.
- No. Participant will be responsible for sending a wire for any contributions made to the Georgia Fund 1 account.

**WIRE Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Addendum Information: \_\_\_\_\_

Correspondent Bank Instructions Required?  Yes  No  Attach Correspondent Bank Wire Instruction

Correspondent Bank Name: \_\_\_\_\_ Correspondent Bank ABA#: \_\_\_\_\_

Correspondent Bank City: \_\_\_\_\_ Correspondent Bank Account#: \_\_\_\_\_

**Bank 4:**

Bank Name: \_\_\_\_\_ Account Title: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Bank Contact: \_\_\_\_\_ Bank Contact Telephone Number: \_\_\_\_\_  
Corporate Trust Account:  No  Yes (If Yes, confirm preferred method of transfer, ACH or Wire)

**ACH Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Allow OST to ACH Debit for Contributions:

- Yes. If there is a debit block on this account, please provide the bank OST's Company ID: 1581125844.
- No. Participant will be responsible for sending a wire for any contributions made to the Georgia Fund 1 account.

**WIRE Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Addendum Information: \_\_\_\_\_

Correspondent Bank Instructions Required?  Yes  No  Attach Correspondent Bank Wire Instruction

Correspondent Bank Name: \_\_\_\_\_ Correspondent Bank ABA#: \_\_\_\_\_

Correspondent Bank City: \_\_\_\_\_ Correspondent Bank Account#: \_\_\_\_\_



**GEORGIA FUND 1**  
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**Bank 5:**

Bank Name: \_\_\_\_\_ Account Title: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Bank Contact: \_\_\_\_\_ Bank Contact Telephone Number: \_\_\_\_\_  
Corporate Trust Account:  No  Yes (If Yes, confirm preferred method of transfer, ACH or Wire)

**ACH Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Allow OST to ACH Debit for Contributions:

- Yes. If there is a debit block on this account, please provide the bank OST's Company ID: 1581125844.
- No. Participant will be responsible for sending a wire for any contributions made to the Georgia Fund 1 account.

**WIRE Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Addendum Information: \_\_\_\_\_

**Correspondent Bank Instructions Required?**  Yes  No  Attach Correspondent Bank Wire Instruction

Correspondent Bank Name: \_\_\_\_\_ Correspondent Bank ABA#: \_\_\_\_\_

Correspondent Bank City: \_\_\_\_\_ Correspondent Bank Account#: \_\_\_\_\_

**Bank 6:**

Bank Name: \_\_\_\_\_ Account Title: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Bank Contact: \_\_\_\_\_ Bank Contact Telephone Number: \_\_\_\_\_  
Corporate Trust Account:  No  Yes (If Yes, confirm preferred method of transfer, ACH or Wire)

**ACH Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Allow OST to ACH Debit for Contributions:

- Yes. If there is a debit block on this account, please provide the bank OST's Company ID: 1581125844.
- No. Participant will be responsible for sending a wire for any contributions made to the Georgia Fund 1 account.

**WIRE Instructions**

Bank ABA Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Addendum Information: \_\_\_\_\_

**Correspondent Bank Instructions Required?**  Yes  No  Attach Correspondent Bank Wire Instruction

Correspondent Bank Name: \_\_\_\_\_ Correspondent Bank ABA#: \_\_\_\_\_

Correspondent Bank City: \_\_\_\_\_ Correspondent Bank Account#: \_\_\_\_\_

**For additional BANK ACCOUNTS, please check and attach bank instructions to this form.**





**GEORGIA FUND 1**  
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GFI Acct# \_\_\_\_\_  
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**SIGNATURE OF HEAD OF GOVERNING AUTHORITY**

Changes in the above authorization shall be made by cancellation or a replacement resolution delivered to the Office of the State Treasurer. Until such a replacement resolution is received and approved by the Office of the State Treasurer, the above authorized individuals, demand account instructions and statement mailing address(es) shall remain in full force and effect.

Entered at \_\_\_\_\_, Georgia this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
(Signature of Head of Governing Authority)

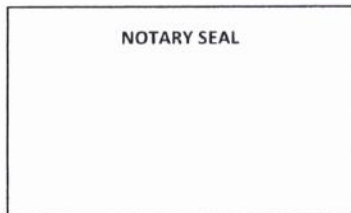
\_\_\_\_\_  
(Please Print or Type - Head of Governing Authority)

\_\_\_\_\_  
(Title)

Please select "Option A" OR "Option B"



**Option A: Notary Certification**



Notary Public Signature: \_\_\_\_\_  
Notary Public Signature Date: \_\_\_\_\_  
Commission Expiration Date: \_\_\_\_\_



**Option B: OST Certification**

Head of Governing Authority signatory attestation by OST Personnel:

OST Personnel Name: \_\_\_\_\_  
OST Personnel Signature: \_\_\_\_\_  
OST Personnel Signature Date: \_\_\_\_\_

**MAILING INSTRUCTIONS**

If completed manually, please complete and return a signed original to:

Georgia Fund 1  
Office of the State Treasurer  
200 Piedmont Avenue  
Suite 1204, West Tower  
Atlanta, GA 30334-5527

Telephone: (404) 656-2993  
Toll Free: (800) 222-6748

**\*\*\*FOR OFFICE OF THE STATE TREASURER USE ONLY\*\*\***  
GF1 Resolution Verification

**RESOLUTION VERIFICATION**

Acct#: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Website: \_\_\_\_\_

Website Phone: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Identity Validation Method: \_\_\_\_\_

**BUSINESS CONTACTS & IPAS**

Removed from Contacts: \_\_\_\_\_

Added to Contacts: \_\_\_\_\_

New IPAS Account: \_\_\_\_\_

Removed From IPAS: \_\_\_\_\_

**INTERNAL SIGNATURES**

Received (FA)	Notary/ OST Certified (IA)	Agency Head (IA)	Verified (IA)	Public Entity (IA)	Accounting	Banking	Contacts (FA)	IPAS (FA)
Email (FA)	Master Log (FA)	Contacts (IA)	IPAS (IA)	Uploaded (FA)			New/Amended Account Approved (Treasurer/Deputy Treasurer)	