



BOARD OF COUNTY COMMISSIONERS

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

TUESDAY, AUGUST 8, 2023 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
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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- | | <u>PAGE</u> |
|---|-------------|
| 1. <u>INVOCATION</u>
Shane Mullins, Senior Pastor of Move Christian 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 July 25, 2023. | A - F |
| 5. <u>CONSENT AGENDA</u>
NONE | |
| 6. <u>NEW BUSINESS</u>
NONE | |
| 7. <u>PUBLIC HEARING</u>
NONE | |
| 8. <u>DEPARTMENTAL MATTERS</u>
<u>Building Inspection/ Business Licensing</u>
(A) Consideration to approve an alcohol license for consumption on premise of distilled spirits, wine, and malt beverages for Mr. Jaymin Patel, the new owner of Lee Pub, located at 1561 Hwy 19 South Suite 1. | 1 - 3 |
| <u>Parks & Recreation</u>
(B) Consideration to approve a Professional Services Agreement with Lose Design for the development of the 100 acre park. | 4 - 10 |
| 9. <u>CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES</u>
(A) Consideration to appoint one (1) member to the Utilities Authority to fill a current vacancy with an unexpired term of one (1) year. Current term expires 01/31/2024. Letter of interest in appointment received from Aaron McCulley. | 11 - 13 |

10. COUNTY MANAGER'S MATTERS

- (A) Updates on County projects. 14 - 18
- (B) Consideration to approve the 2024 Safety Discount Verification Forms for ACCG-IRMA and ACCG-GSIWCF. 19 - 20
- (C) Discussion of SPLOST VIII. 21 - 24
- (D) Discussion of roads. 25 - 27

11. COMMISSIONER'S MATTERS

- (A) Consideration to authorize staff to put out a bid for the completion of a salary study.
- (B) Consideration to approve an increase in pay for Jail staff. 28
- (C) Discussion of approval of a minimum house size.
- (D) Discussion of allowing two houses per acre.

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, August 22, 2023 at 6:00pm.**

17. ADJOURNMENT

AGENDA MAY CHANGE WITHOUT NOTICE

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

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



BOARD OF COUNTY COMMISSIONERS

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

TUESDAY, JULY 25, 2023 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
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 met in a voting session on Tuesday, July 25, 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 Chairman Billy Mathis, Vice-Chairman Luke Singletary, Commissioner Dennis Roland, Commissioner Chris Guarnieri, and Commissioner George Walls. Staff in attendance was County Manager Christi Dockery, County Attorney Jimmy Skipper, and County Clerk Kaitlyn Good. The meeting was also streamed on Facebook Live. Chairman Mathis called the meeting to order at 6:00pm.

INVOCATION

Pastor David Postlewaite, First Free Will Baptist Church, led the invocation.

PLEDGE OF ALLEGIANCE

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

CALL TO ORDER

APPROVAL OF MINUTES

- (A) Consideration to approve the Board of Commissioners meeting minutes for July 11, 2023.
Commissioner Guarnieri made the **MOTION** to approve the Board of Commissioners meeting minutes for July 11, 2023. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Singletary voting yea.

CONSENT AGENDA

NONE

NEW BUSINESS

- (A) Recognition of employees' years of service.
Chairman Mathis recognized the following employees for their years of service to Lee County:
5 years – Courtney Wingfield – County Extension Office
5 years – Danny Alday – Sheriff's Office
5 years – William Gurley – Public Safety
15 years – David (Alan) Kidd – Fire & EMS
20 years – Carla Brown – Magistrate Court Judge
20 years – William McCalvin – Parks and Recreation
25 years – Douglas Denmark – Public Works

(B) **Dr. Emmett Griswold, President of Albany Technical College, to address the Board to give his formal introduction and provide Albany Technical College workforce updates.**

Dr. Griswold formally introduced himself as the President of Albany Technical College (ATC), following the passing of longtime President Dr. Anthony Parker. Dr. Griswold has been at ATC for 18 years and served as the warden at Lee State Prison for approximately seven (7) years prior to his employment at ATC. Dr. Griswold expressed his desire to continue supporting Lee County and presented on the Workforce Academy, which will provide nightly and weekend classes to better accommodate individuals' daily/work schedules. The capacity in the nursing program is also expanding to allow for more students.

In addition to offering the Dual Enrollment Program in which current high school students may enroll and gain credit for college courses, ATC now has introduced a Dual Achievement Program in which individuals aged 16 to 21 who have withdrawn from high school can attend classes and receive their high school diploma alongside their ATC academic program. ATC has received the accreditation necessary to award high school diplomas. Chairman Mathis and the Board thanked Dr. Griswold and voiced appreciation for ATC and the services the college provides to the community.

(C) **Hospital Authority Chairman Rick Muggridge to address the Board regarding next steps for the Hospital Authority and the hospital project.**

Chairman Mathis thanked Hospital Authority Chairman Muggridge and the rest of the Authority for their work and wished to emphasize that they are unpaid volunteer public servants. Mr. Muggridge voiced appreciation on his and fellow members' appointment to serve on the Hospital Authority.

Mr. Muggridge stated that there was still a need for this project and emphasized how the past conditions still exist for a feasible hospital. There is consensus among the Hospital Authority members to move forward with the project so as to enhance the healthcare options and opportunities for the citizens of the County. Depending on the CON law, if the CON still exists, the Authority wishes to pursue it. There are currently 187 hospitals of varying sizes in the State of Georgia, so the Authority believes it can be done.

At the July 10, 2023 meeting of the Hospital Authority, the members motioned to authorize the Chairman to do the following: (1) Notify the Lee County Board of Commissioners of the Lee County Hospital Authority's desire to pursue a CON, design, finance (via HA Bonds), build and manage a 60-bed hospital within Lee County; (2) request the endorsement of the Lee County Board of Commissioners for same; (3) develop an RFP for Hospital Management/ Consulting Groups for proposals for Management Consultation from current status through CON process, design, build and 12 months operation; and (4) solicit partnerships and/or management contracts and/or consulting from existing Hospital Systems in Georgia, Florida, and Alabama from current status through CON process, design, build and 12 months operation.

At the same meeting, Hospital Authority members also motioned to request the Lee County Board of Commissioners change the by-laws of the Lee County Hospital Authority to allow for Electronic/Digital attendance of meetings by board members as long as the Chairman (or Vice-Chairman) is in an announced location within Lee County and the public can hear all meeting business. Mr. Muggridge asked the Board to consider the above items and get back with the Hospital Authority soon to discuss next steps, stating he would come back to the Board when ready. Chairman Mathis asked County Attorney Skipper to bring something to the Board regarding the by-law change for their consideration at a future meeting. Chairman Mathis added that he thinks it to be the will of the Board to advise the Hospital Authority to move forward with pursuing a partner as the first step, moving from there as necessary. With no objection from the Board, Mr. Muggridge stated that he would be back with findings.

PUBLIC HEARING

NONE

DEPARTMENTAL MATTERS

Building Inspection/ Business Licensing

- (A) **Consideration to approve an application for an alcohol license from Mr. Devanshukumar Patel for the retail sale of off-premise consumption of liquor, wine and beer. This will be a Package Store named "The Spirits" proposed to be located at 1425 US Hwy 82 West.**

Package stores must be in standalone buildings and located not less than 500 yards from another package store.

Commissioner Guarnieri made the **MOTION** to approve an application for an alcohol license from Mr. Devanshukumar Patel for the retail sale of off-premise consumption of liquor, wine and beer at a Package Store named "The Spirits", proposed to be located at 1425 US Hwy 82 West. Commissioner Singletary seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

Planning, Zoning & Engineering

- (B) **Review of the minutes from the July 6, 2023 meeting of the Planning Commission.**

The minutes were reviewed as presented.

- (C) **Consideration to approve an application from Brittany Land Company, LLC (Z23-006) rezone two (2) lots at a total of 49.297 acres from AG to R-1. This property lies in Parcels 025 044 & 026 016 in Land Lot 71 of the Second Land District of Lee County, Georgia. Planning Commission recommends approval, with the following condition, as presented on the staff report: The proposed development must reduce impacts on floodplains (and wetlands, if identified) to the extent possible. Public Hearing held July 11, 2023**

Applicant George McIntosh was present and summarized the project, stating it would be similar to the first phase of Brittany Plantation, with lots at a minimum of 5 acres.

Commissioner Singletary made the **MOTION** to approve an application from Brittany Land Company, LLC (Z23-006) rezone two (2) lots at a total of 49.297 acres from AG to R-1L (correct zoning is R-1L, a recognized typo on the agenda item). This property lies in Parcels 025 044 & 026 016 in Land Lot 71 of the Second Land District of Lee County, Georgia, without the following condition, as presented on the staff report: The proposed development must reduce impacts on floodplains (and wetlands, if identified) to the extent possible. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

- (D) **Consideration to approve a variance application from Oakland Plantation Partners, LLC (Z23-007) to allow the following setbacks: 18' front, 10' rear, and 5' side for each lot. This is currently zoned R-2. The total number of acres is 39.316. This property is located off of Oakland Parkway in Parcel 017D 004. Planning Commission recommends approval with a 3 – 2 vote. Public Hearing held July 11, 2023**

Commissioner Singletary made the **MOTION** to approve a variance application from Oakland Plantation Partners, LLC (Z23-007) to allow the following setbacks: 18' front, 10' rear, and 5' side for each lot. This property is located off Oakland Parkway in Parcel 017D 004. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

- (E) **Consideration to adopt an ordinance to amend Chapter 70 of the Code of Ordinances of Lee County (the Lee County Zoning Code) so as to amend definitions as required by 2022 Georgia Laws Act 881 (HB 1405). Planning Commission recommends approval. Public Hearing held July 11, 2023**

Commissioner Guarnieri made the **MOTION** to adopt an ordinance to amend Chapter 70 of the Code of Ordinances of Lee County (the Lee County Zoning Code) so as to amend definitions as required by 2022 Georgia Laws Act 881 (HB 1405). Commissioner Singletary seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

- (F) **Consideration to adopt an ordinance to amend Section 70-6 of the Code of Ordinances of Lee County relating to definitions under the Lee County Zoning Code so as to revise the definition of "home occupation, residential". Planning Commission recommends denial with a 4 – 1 vote. Public Hearing held July 11, 2023**

Commissioner Singletary made the **MOTION** to adopt an ordinance to amend Section 70-6 of the Code of Ordinances of Lee County relating to definitions under the Lee County Zoning Code so as to revise the definition of "home occupation, residential". Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

- (G) **Consideration to adopt an ordinance to amend Chapter 70, Article III, Section 70-94 of the Code of Ordinances of Lee County relating to greenspace, so as to establish the process to determine unbuildable land and undevelopable land. Planning Commission recommends approval, with the following amendment: A minimum of twenty-five percent (25%) of the remaining developable land shall be preserved as greenspace regardless of service level. Public Hearing held July 11, 2023**

Commissioner Singletary made the **MOTION** to table this item to allow County Attorney Skipper more time for review, per County Attorney Skipper's request. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES

- (A) **Elections and Registration – Consideration to approve an Intergovernmental Agreement with the Secretary of State's Office.**

Commissioner Roland made the **MOTION** to approve an Intergovernmental Agreement with the Secretary of State's Office for the purpose of temporary storage of voting equipment. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary and Commissioner Walls voting yea.

COUNTY MANAGER'S MATTERS

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

County Manager Christi Dockery discussed ongoing projects in the County: (1) SPLOST VIII proposed projects will be brought to the Board on August 8 for discussion; (2) the Hwy 32 tower was recently struck by lightning, but the necessary replacement part has been ordered and will be installed in approximately nine weeks; (3) Motorola representatives will be on site soon for the new northern tower, which should be built and operational by early 2024; and (4) staff is working to compile LMIG project list based on the wishes of the Board. Commissioner Guarnieri asked County Manager Dockery to look into adding Springlake Drive to his district list for LMIG. Chairman Mathis asked County Manager Christi Dockery to look into what would need to happen in order to find a new location for a tower so as to move our equipment from the current tower on Hwy 32 E.

COMMISSIONER'S MATTERS

- (A) **Discussion of the 100-acre park. HANDOUT**

Commissioner Singletary began the discussion by stating he and Parks and Recreation Director Jeremy Morey had looked into an existing park in Dublin that contains many of the activity spaces desired for the 100 acre property. Mr. Morey has also reached out to the company who designed the park and is awaiting a reply. Mr. Morey stated that the park is very well designed and laid out very well, adding that his desired concept plan for the 100 acre property would be similar to this plan, and would include multipurpose fields, baseball fields, and a multipurpose building with changeable flooring so it may also be used as basketball courts during the season and be able to remove the flooring to accommodate car shows, agricultural shows, etc.

Mr. Morey stated that currently the Parks & Recreation department utilizes gyms at the schools, however, scheduling and other factors can sometimes make it difficult to use those spaces. Once a multipurpose building is constructed, the program could put it to use as soon as it is built, especially for basketball season. Commissioner Walls asked if the gyms at the schools were being used, to which Mr. Morey replied that they were. There has also been several requests for pickleball courts and staff is looking into that possibility as well. The next step is to determine the usable space on the 100 acres and create a design plan from there.

Mr. Morey also provided an update on the neighborhood parks stating that since his previous presentation to the Board, he has been working to put numbers together and is awaiting quotes.

Commissioner Roland asked about Chehaw Park and Zoo project that was discussed at a previous meeting, inquiring as to if the County was going to pay the proposed amount of \$400,000.00, as requested. Commissioner Singletary stated he believed it to be a quality project and is worth discussing. Chairman Mathis added that Chehaw Park is 75% in Lee County and asked staff to find out if the other parties previously discussed have committed to paying their proposed portions.

(B) **Discussion of potential road projects.**

This item was discussed with the updates on County projects item.

(C) **Discussion of bid process. HANDOUT**

Chairman Mathis opened the discussion by stating that there needs to be two different bid processes, one for the larger projects and one for the smaller projects. Commissioner Singletary agreed, adding that the current insurance and bond requirements are not appropriate for some of the smaller projects, resulting in smaller companies not feeling able to submit a bid. Commissioner Singletary suggested a policy in which any project under \$100,000 did not require bonds, adjusting insurance requirements, and adding an acknowledgement of the workers compensation requirements per Georgia law to bid documents. County Manager Christi Dockery agreed, yet added that it is not always known what a particular project will cost until bids are received as what is received could be much different than what is original budgeted or estimated. Staff and County Attorney Skipper will evaluate the bid process.

(D) **Discussion of generators. HANDOUT**

There are approximately 13 County buildings that do not have a generator. Chairman Mathis stated that it may not be necessary to have a large and/or expensive generator at every building, but asked staff to acquire quotes for generators and bring them back to the Board. Commissioner Singletary also suggested staff look into the possibility of installing switches on some buildings and having mobile generators.

UNFINISHED BUSINESS

NONE

COUNTY ATTORNEY'S MATTERS

NONE

EXECUTIVE SESSION

NONE

PUBLIC FORUM

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

No citizens took part in the Public Forum.

ANNOUNCEMENTS

(A) The next regularly scheduled County Commission Meeting is **Tuesday, August 8, 2023 at 6:00pm.**

(B) The **Lee County Rivers Alive** annual clean-up event will be this **Saturday, July 29, 2023 from 9:00am to 1:00pm.** There will both be on water and on land opportunities to volunteer. A waiver must be signed for participation. Please contact the Lee County Chamber of Commerce at (229) 759-2422 for more information.

ADJOURNMENT

The meeting adjourned at 6:38 PM.

Facebook video link: <https://www.facebook.com/leecountyga/videos/282548957799957>

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DRAFT



LEE COUNTY, GA GOVERNMENT

SUBJECT: Alcohol Application

DATE SUBMITTED: 8/3/23

DIVISION:

AUTHORIZED BY: Joey Davenport

AGENDA DATE REQUESTED: 8/8/23

TYPE:

CONTACT PERSON: Carol Lee

DEPARTMENT: Licensing

- Regular
 Consent

MOTION/RECOMMENDATION:

Staff requests the Board of Commissioners consider an application for Mr. Jaymin Patel, new owner of Lee Pub located at 1561 Hwy 19 Suite 1.

BACKGROUND:

All requirements have been met by the applicant.

ATTACHMENTS:

1. Memo

REVIEWED BY (INITIALS):

Legal:
Finance:
Other:

USER DEPT.:

SUBMITTED BY:

County Manager

ADVERTISED:

Date:
Paper:
 Not Required

COSTS:

CURRENT FY:

APPROPRIATION CODE:

AFFECTED PARTIES: Notified N/R

COMMISSION ACTION:

- Approved
 Approved w/Conditions
 Denied
 Continued to:

FUNDING SOURCE:

- Capital Improvement
 Operating
 Other



LEE COUNTY
Life works well here

BOARD OF COUNTY COMMISSIONERS

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

**LEE COUNTY BUILDING INSPECTION
BUILDING INSPECTION
BUILDING PERMITS
BUSINESS LICENSE
ALCOHOL LICENSE**

Joey Davenport
Chief Building Official

Carol Lee
Administrative Assistant

Martha Roberts
Permit Technician

Lee County, Georgia
102 Starksville Ave. N.
Leesburg, GA 31763
(229) 759-6000
Fax: (229) 759-2346
Web: www.lee.ga.us
buildinginspections@
lee.ga.us

*One of the first
original counties of
Georgia*

*Established
June 9, 1825*

Lee County Alcohol License Memorandum

Date: 8/8/23

To: Lee County Board of Commissioners

**From: Carol Lee
License Administrator**

RE: Retail Consumption On-Premises Licenses

Mr. Jaymin Patel, the new owner of Lee Pub, is requesting that the Board of Commissioners of Lee County Georgia grant him an alcohol license for consumption on-premise of distilled spirits, wine, and malt beverages. Mr. Patel's establishment is located at 1561 Hwy 19 South Suite 1.

CONSIDERATIONS FOR APPROVAL OR DENIAL:

- 1. The existence or non-existence of verifiable information regarding the applicant's work history, status, experience, and reputation.**

The Business License Department is unaware of any negative information relating to the applicant's work history, status...etc. There is no record of any information on these subjects that would require staff to recommend against the granting of the application for this license.

- 2. The history of the applicant, if any, in engaging in fraudulent or criminal activities.**

See summary by request.

- 3. Compliance with application requirements.**

The applicant has completed all application requirements.



LEE COUNTY

Life works well here

BOARD OF COUNTY COMMISSIONERS

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

**LEE COUNTY BUILDING INSPECTION
BUILDING INSPECTION
BUILDING PERMITS
BUSINESS LICENSE
ALCOHOL LICENSE**

Joey Davenport
Chief Building Official

Carol Lee
Administrative Assistant

Martha Roberts
Permit Technician

Lee County, Georgia
102 Starksville Ave. N.
Leesburg, GA 31763
(229) 759-6000
Fax: (229) 759-2346
Web: www.lee.ga.us
buildinginspections@lee.ga.us

*One of the first
original counties of
Georgia*

*Established
June 9, 1825*

4. Adequate and satisfactory reference response.

Reference response was adequate and satisfactory.

5. Proximity of the proposed business to densely populated residential districts.

(See Planner's Report)

6. Compliance with zoning regulations.

(See Planner's Report)

7. Safety of the premises from which the business will operate.

(See Planner's Report)

8. Compliance with state and local laws, regulations and ordinances.

All requirements relating to the application have been met.

STAFF RECOMMENDATION:

Staff requests the Board of Commissioners consider the Alcohol Application for Jaymin Patel, new owner of Lee Pub.



August 1, 2023

Mr. Jeremy Morey
Director
Parks & Recreation
141 Park Street West
Leesburg, Georgia 31763

Jeremy,

Thank you for contacting us about a contract to develop a recreation facility master plan for your new property. The following pages outline a professional services agreement for the project. If you can sign and scan back a copy for our files, I would appreciate it.

Sincerely,

A handwritten signature in black ink that reads "Whit Alexander". The signature is fluid and cursive, with the first name "Whit" and last name "Alexander" clearly distinguishable.

Whit Alexander, PLA, LEED AP
Executive Vice President, CMO

PROFESSIONAL SERVICES AGREEMENT

SCOPE OF SERVICES

Lee County wishes to develop a recreation facility master plan for an approximate 100-acre property. At a conceptual level, the plan will outline locations for sports fields, parking, a potential indoor recreation center (shown as a location only), trails, playgrounds, a canoe launch, and other amenities.

- A. To initiate the planning process, our staff will meet in person with you and your team (elected officials, other Lee County representatives you invite to the meeting). We will listen to your ideas for the property and establish deadlines for upcoming work. Following the meeting, we will visit the site to observe its conditions. We will gather available base data you can provide for our use in preparing the plan.
- B. We will prepare 2 alternative layouts of the potential facilities to a conceptual level.
- C. We will meet in person with your team to review the 2 concepts, discuss pros and cons of each, and receive direction for revisions.
- D. Using your input will prepare a draft final master plan and prepare an opinion of probable cost, with potential phasing.
- E. We will meet in person with your team to review the draft final master plan and costs, and receive direction for revisions.
- F. We will prepare the final master plan and update the opinion of probable costs.
- G. We will provide the final master plan and updated opinion of probable cost to you via email as a pdf document and discuss our decisions with you via phone.

Exclusions/Assumptions:

- For this level of design, we will utilize available base data such as existing surveys, mapping, online environmental mapping (wetland information from online resources) GIS, aerial photography, etc. rather than survey the property, perform geotechnical services, or delineate environmental areas. These services will typically only be needed later when first phases of engineering drawings are being developed, but can be provided now as an additional service.
- These services will not include architectural building design, engineering of construction plans, bid documents, specifications, or construction administration services. Once phases of construction are identified, we can prepare an additional scope and fee proposal and provide these services as an additional service.



FEES

For the services listed in the scope of services, we will charge a lump sum fee of \$18,750, invoiced monthly as a percentage of completion. All reimbursables will be charged per the following rate schedule.

Remit Payment To:

Lose Design
Attn: Accounts Receivable
2809 Foster Avenue
Nashville, TN 37210

Questions May Be Directed to:

Tammy Boyte
Controller
tboyte@lose.design
615-767-5811



TERMS AND CONDITIONS

Payment Schedule and Terms – Progress payments for the fees described previously will be due monthly, based on the Design Professional's estimate of the percentage of the work complete. If payment is not received by the Design Professional within 30 calendar days of the invoice date, the Client shall pay as interest an additional charge of 1.5% of the past due amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. Failure to make payments when due shall be cause for suspension of the Design Professional's services, and the filing of a lien against the property.

Current Hourly Rates - An attached table, dated January 1, 2023, outlines our current hourly rates and reimbursable expenses. These rates are current until January 1, 2024, at which time they may be adjusted by the Design Professional.

Additional Services – Only items of work specifically called out under the Services section of this Agreement are to be performed for the specified Fees. The Design Professional will consider any items not so specified as "Additional Services" and will perform those services upon request on an hourly fee basis as outlined on the attached Hourly Rate Schedule. If any Additional Services are requested, the Design Professional shall be reimbursed for associated out-of-pocket expenses as reflected on the attached Hourly Rate Schedule.

Term of Proposal – It is understood that this document outlines proposed Services and Fees to be provided in relation to the Client's project, and that this offer of proposed Services and Fees remains open for sixty (60) days from the date this document is issued. If the Client does not indicate acceptance by signing and returning one copy to the Design Professional within sixty days, this document becomes null and void.

Fee Adjustment – It is understood that in the event this project extends over a period of more than one year from the date of this Agreement, the fees for any remaining services will be adjusted proportionately to the "all items" group of the U.S. Department of Labor's Bureau of Labor Statistics Consumer Index.

Ownership of Documents – All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Design Professional as instruments of service shall remain the property of the Design Professional. The Design Professional shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse for extensions of the project or for new projects shall require written permission of the Design Professional and further compensation at a rate agreed upon by both parties. Any changes made to the construction documents by the Client, or by the Client's representatives, are strictly prohibited without the knowledge and written consent of the Design Professional. The Design Professional shall be released from any liability resulting from the unauthorized alteration of construction documents. The Design Professional grants the Client the right to use the drawings for their use in publications, public meetings, planning efforts, award submittals and the right to reproduce the drawing as needed for stated uses without requesting authorization from the Design Professional.

Jobsite Safety – The Design Professional is not responsible for job site safety during the master planning process. The owner retains sole responsibility and liability associated with securing the site and maintaining job site safety during the planning process.

Applicable Law – Unless otherwise provided, this Agreement shall be governed by Georgia state law.



Disputes Resolution - All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or breach thereof shall be presented to non-binding mediation, subject to the parties agreeing to a mediator.

Termination of Services – This Agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail to perform substantially in accordance with the terms of this Agreement through no fault of the party initiating termination. If this Agreement is terminated by the Client, the Design Professional shall be paid for services performed to the termination notice date, including reimbursable expenses due plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributable to termination, plus 15 percent of the total compensation earned to the time of termination to account for the Design Professional's rescheduling adjustments, reassignment of personnel, and related costs incurred due to the termination.

Opinion of Probable Cost – In providing opinions of probable construction cost, the Client understands that the Design Professional has no control over costs or the price of labor, equipment, or materials, or over the contractor's method of pricing, and that the opinions of probable construction costs provided are to be made on the basis of the Design Professional's qualifications and experience. The Design Professional makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

Limit of Liability - In recognition of the relative risks and benefits of the project to both the Client and the Design Professional, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Design Professional and its subconsultants to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of the Design Professional and its subconsultants to all those named shall not exceed **\$50,000** or the Design Professional's total fee for services rendered on this project, whichever is greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

In addition, the Client agrees to indemnify and hold the Design Professional harmless for any damage, liability or cost, including reasonable attorney's fees and defense costs, arising from any errors or omissions contained in the plans, specifications or other contract documents prepared by others. The Client agrees to extend any and all liability limitations and indemnifications provided by the Client to the Design Professional to those individuals and entities the Design Professional retains for performance of the services under this Agreement, including but not limited to the Design Professional's subconsultants and their officers, employees, heirs and assigns. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Betterment - If, due to the Design Professional's error, any required item or component of the project is omitted from the Design Professional's construction documents, the Design Professional shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will the Design Professional be responsible for any cost or expense that provides betterment, upgrade or enhancement of the project.



ATTACHMENT A –Rates for Additional Services

Professional Services Hourly Rate for Additional Services

Professional Services Hourly Rate

Principal.....	\$255.00
Vice President.....	\$225.00
Associate Vice President.....	\$200.00
Sr. Architect, Sr. Engineer.....	\$195.00
Sr. Landscape Architect, Sr. Project Manager, Sr. Planner.....	\$175.00
Landscape Architect, Architect, Engineer, Project Manager, Planner.....	\$155.00
Engineer in Training, Intern Architect, Interior Designer.....	\$125.00
Land Planner, BIM Specialist, Senior Proposal Coordinator.....	\$110.00
Technician, GIS Specialist, Graphic Designer, Proposal Coordinator, Project Accounting Coordinator, Admin. Assistant, Marketing Content Manager.....	\$90.00

Reimbursable Expenses for Additional Services

Consultants' Services	cost + 10%
Prints	cost + 10%
Postage and Shipping	cost + 10%
Mileage and Travel Expenses	cost + 10%
Copies	cost + 10%

January 1, 2023

NOTE: All the above-stated fees and expenses are to be billed monthly, and the invoices are due and payable upon receipt. Other reimbursable expenses not shown hereon will be invoiced at our cost plus 10%. These rates are current until January 1, 2024, at which time they may be adjusted by the Design Professional.



SIGNATURE PAGE

This is an Agreement made as of August__, 2023 between Lee County, Georgia (herein called the CLIENT), and Lose & Associates, Inc., dba Lose Design (herein called Lose Design or the DESIGN PROFESSIONAL).

- I. Client and Lose Design, for the mutual considerations hereinafter set forth agree that the services for the development of the recreation facility master plan shall conform to the Scope of Services.
- II. Client agrees to pay Lose Design as compensation for its services in accordance with the Fees Section in the proposal. Fees and other charges will be invoiced monthly by Lose Design. The amount of each invoice shall be due at the time of billing.
- III. The person signing this Agreement warrants he has authority to sign as, or on behalf of, the Client. If such person does not have such authority, he agrees that he is personally liable for all breaches of this contract, and that in any action against him for breach of such warranty, a reasonable attorney's fee shall be included in any judgment rendered.
- IV. When signed by both parties, this Professional Services Agreement, including the attached Scope of Services/Fees, Terms and Conditions, and Hourly Rate Schedule attached to this document, constitutes a final written expression of all terms of this Agreement and is a complete and exclusive statement of those terms. Any and all prior representations, promises, warranties, or statements by Lose Design that differ in any way from the terms of this written Agreement shall be given no force or effect. The terms of this Agreement can be modified only in writing which must be signed by both parties.

Agreed to:
Lee County, GA
 Client Name

 Signer's Name (Typed or Printed)

Agreed to:
Lose Design
 Lose & Associates, Inc., dba Lose Design

 Whit Alexander
 Signer's Name (Typed or Printed)

BY: _____
 Authorized Signature

BY: _____
 Authorized Signature

Date: _____

Date: 8/1/23

Title: _____

Title: _____

To Whom Should Invoices Be Directed:
 NAME: _____
 EMAIL ADDRESS: _____

**LEE COUNTY
CURRENT BOARD VACANCIES**

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

Payton Harris, Deputy County Clerk
Lee County Board of Commissioners
102 Starksville Avenue North
Leesburg, Ga. 31763
(229) 759-6000
www.lee.ga.us
payton.harris@lee.ga.us

Vacancies will be open until filled.

Current Volunteer Board Vacancies

	Vacancies	Expires	Term
Housing Authority Board – Lee County	1	08/31/2023	5 Year
Utilities Authority Board	1	01/31/2024	1 Year
Tax Assessors Board	1	05/31/2024	3 Year

Upcoming Volunteer Board Vacancies

	Vacancies	Expires	Term
Health Board of Lee County	1	12/31/2023	6 Year
Hospital Authority of Lee County	1	12/31/2023	1 Year
Joint Development Authority of Baker, Dougherty, Lee, and Terrell Counties	1	12/31/2023	1 Year
Joint Development Authority of Baker, Dougherty, Lee, and Terrell Counties	1	12/31/2023	2 Year

*Denotes one vacancy being held “By Virtue of Office”

Utilities Authority			
District	Name & Address	Term	Appointing Authority
BOC	George Walls 110 Donald Road Leesburg, GA 31763	1 Year Term Expiring on 01/31/2024	County
1 06/30/2017	Art Ford 407 GA Hwy 32 East Leesburg, GA 31763	1 Year Term Expiring on 06/30/2024	County
1 06/30/2017	Victor Stubbs 181 Magnolia Avenue Leesburg, GA 31763	1 Year Term Expiring on 06/30/2024	County
1 01/31/2023	Amy Addison 193 Quail Valley Drive Leesburg, GA 31763	1 Year Term Expiring on 01/31/2024	County
4	VACANT	1 Year Term Expiring on 01/31/2024	County
01/31/2023	Bob Usry 586 State Hwy 118 E Leesburg, GA 31763	1 Year Term Expiring on 01/31/2024	County
3	Levent Gokcen 374 Hickory Grove Rd. Leesburg, GA 31763	1 Year Term Expiring on 06/30/2024	County
<p>Members must be Lee County citizens. Meetings are held on the third Thursday of each month (12 meetings annually) at 6:00 p.m. at the T. Page Tharp Governmental Building, Opal Cannon Auditorium, 102 Starksville Ave. N., Leesburg, GA 31763</p> <p>General Manager ~ Chris Boswell Email: cboswell@lee.ga.us; Telephone: (229) 759-6056; FAX: (229) 759-3319 Utilities Administrator ~ Tricia Harris, Attorney ~ Jimmy Skipper.</p> <ul style="list-style-type: none"> • Board Members: paid \$100/mthly 			

Philema Road Baptist Church
114 Stocks Dairy Road Leesburg, Ga 31763

To whom it may concern,

Aaron McCulley is declaring to serve on the utility board for the Lee county utilities. If you have any questions please call him at 229-349-1419.

In Christ,
Aaron McCulley



MEMORANDUM

LEE COUNTY BOARD OF COMMISSIONERS

TO: Honorable Board of County Commissioners
SUBJECT: County Updates

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, Commissioner 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

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 – Hwy 82
- Artesian City Federal Credit Union
- DeSoto Silicon Ranch Phase II & III
- Ledo Self Storage 2
- Woodgrain Millwork expansion - Hwy 82
- Seven Brew - Hwy 82
- Whistle Wash - Hwy 82
- Mavis Tire – Hwy 19
- Three (3) Proposed Package Stores – Hwy 19 & Hwy 82
- Boaters World – Ridezilla – Hwy 19
- Eliano’s Coffee – Hwy 19
- Drake Properties – Downtown Leesburg restaurant
- Southern Hills Orchards – New York road Ag Office space
- Forrester Crossing Phase 1- New Office Building
- Forrester Crossing Commercial Subdivision Phase 2 – Hwy 19
- New Jerusalem Grove Baptist Church – Smithville
- New Little Caesar’s location – US 82
- El-Maya Restaurant renovation and expansion – US 19
- Tidal Wave – Ledo Road
- Georgia Electric Associates New Office – Veterinary Way
- Giovingo Properties Sanitary sewer expansion – US 82
- Flint Ventures Commercial Subdivision – US 19

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
 - Also mapping greenspace, stormwater holding ponds, Haz Mit 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**
 - Letter received from GDOT July 5, 2023
 - Funds Received from GDOT: \$690,908.06
 - Total, with 30% match from Lee County: **\$898,180.48**
 - Application due February 1, 2024
- **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: Closed out project with GDOT

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: Summer 2023
 - Detour will be implemented during this construction

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: \$17,325,016 as of May 2023 (83%)
 - Avg. monthly collection: \$393,750.37
 - Projected to collect ballot amount by February 2024

SPLOST VIII

- Possible Ballot Year: November 2024
- LC Departments have submitted their requests for projects to be included on the next ballot
- Staff will bring the BOC a proposal to consider at the August 8, 2023 meeting
- Collection Period: October 1, 2025 - September 30, 2031
-

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: \$14, 806,719.95 as of May 2023 (87%)
 - Avg. monthly collection: \$300,000.00
 - Projected to collect ballot amount by February 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

Westover Extension

- GDOT project - DARTS support
- Will connect Westover Road and Ledo Road at Capstone Connector
- Oxford has begun work
- Staff is working with DARTS on signal and safety issues for Ledo Road intersection
- Estimated Completion Date: December 2024
- Working with GDOT and DARTS on intersection improvements at Ledo Road/Westover Road & Capstone intersection.

Windstream Fiber Installation

Staff is currently staking LC sites.

Engineering design is expected to be completed by January 2024.

Crews will begin installation in 2024 & completion by the end of 2024.

RFPs and RFQs

Open

Landscaping

- Courthouse and Tharp Building
- Pre-Bid Meeting: August 10, 2023
- Bid Opening: August 21, 2023
- Results projected to be brought to the Board on August 22, 2023

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 to republished
- Pre-Bid Meeting: August 8, 2023
- Bid Opening: August 21, 2023
- Results projected to be brought to the Board on August 22, 2023

Recently Awarded

Inmate Medical Services

- Bid Opening: April 27, 2023
- BOC awarded bid on May 9, 2023 to **Southern Health Partners**
- Base pricing of \$418,800.00 annually and with added Dental and Mental Health, will bring the first year's price to \$440,264.00

- Will increase by 4% the second and third year of the contract
- Service to begin July 1, 2023

Future

Fencing

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

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
- 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
- Bid documents to be reviewed and revised
- Project to be reopened at a future date
- Projected Bid Opening: TBD

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



COUNTY
[159 COUNTY GOVERNMENTS]

GROUP SELF-INSURANCE WORKERS' COMPENSATION FUND

SAFETY DISCOUNT VERIFICATION FORM

If the organization is a member of the ACCG-GSIWCF [workers' comp] Insurance Program, complete this SAFETY DISCOUNT VERIFICATION FORM and return between August 1, 2023 and September 15, 2023

The appointed ACCG-GSIWCF Safety Coordinator is Brandy Hoey (Safety Coordinator is responsible for the Safety Program)

Position He Director Email: brandy.hoey@cc.gva.us

[] Yes [X] No If there is a change in the safety coordinator, please advise if the previous contact is still affiliated with the county to maintain a current database.

TRAINING REQUIREMENTS

SAFETY COORDINATORS

[X] COMPLETE SAFETY COORDINATOR MODULES I, II, OR III 3/30/2022 | 5/3/2022 | 5/10/2022 (COURSE / DATE)

ANY MEMBER EMPLOYEE

[X] ATTEND LGRMS TRAINING COURSE OR WEBINARS March 28, 2023 WC 101 May 10, 2023 - IRMA Renewal May 11, 2023 - Personnel Issues to GA Cur Laws (COURSE / DATE)

DEPARTMENTAL SAFETY MEETINGS [] OCT-DEC [X] JAN-MAR [X] APR-JUN [X] JUL-SEP

SAFETY COMMITTEE MEETINGS [X] OCT-DEC [X] JAN-MAR [X] APR-JUN [X] JUL-SEP

SAFETY ACTION PLAN [DUE APRIL 28TH to LGRMS] 4/26/2023 (DATE SUBMITTED)

The members of the Board of Commissioners of LCC County County hereby verify that they fully comply with the requirements of the Safety Discount Program.

County Chairman Signature

Date

Email accginsurance@accg.org



COUNTY
[159 COUNTY GOVERNMENTS]

INTERLOCAL RISK MANAGEMENT AGENCY

SAFETY DISCOUNT VERIFICATION FORM

If the organization is a member of the ACCG - IRMA [property & liability] Insurance Program, complete this SAFETY DISCOUNT VERIFICATION FORM and return between August 1, 2023 and September 15, 2023

The appointed ACCG-IRMA Safety Coordinator is Brandy Hoey
(Safety Coordinator is responsible for the Safety Program)

Position HR Director Email: brandy.hoey@lee.ga.us

Yes No If there is a change in the safety coordinator, please advise if the previous contact is still affiliated with the county to maintain a current database.

TRAINING REQUIREMENTS

• SAFETY COORDINATORS

COMPLETE SAFETY COORDINATOR MODULES I, II, OR III I 3/30/2022 II 5/31/2022 III 9/10/2022
(COURSE / DATE)

• ANY MEMBER EMPLOYEE

ATTEND LGRMS TRAINING COURSE OR WEBINARS March 28, 2023 WC101
May 10, 2023 - IRMA Renewal
May 11, 2023 - Personnel Issues to GA
(COURSE / DATE)

DEPARTMENTAL SAFETY MEETINGS OCT-DEC JAN-MAR APR-JUN JUL-SEP

SAFETY COMMITTEE MEETINGS OCT-DEC JAN-MAR APR-JUN JUL-SEP

SAFETY ACTION PLAN [DUE APRIL 28TH to LGRMS] 4/26/2023
(DATE SUBMITTED)

The members of the Board of Commissioners of Lee County County
(Name of County)
hereby verify that they fully comply with the requirements of the Safety Discount Program.

County Chairman Signature Date

Email accginsurance@accg.org



LEE COUNTY

Board of Commissioners

One of Georgia's original counties - Established in 1825

SPLOST VIII

Lee County's Special Purpose Local Option Sales Tax VII (SPLOST VII) was approved by the voters during the May 2018 election on a 74.32% yes and 25.68% no vote, going into effect on October 1, 2019 for a period of six years (ending September 30, 2025). With that date rapidly approaching, staff would like to propose the schedule below regarding the SPLOST VIII referendum.

May 2023 to July 2023 – SPLOST VIII planning period for staff, including preparation of all SPLOST VIII documents

August 2023 to September 2023 – BOC discussions on proposed SPLOST VIII projects

October 2023 to January 2024 – Meetings with the cities to discuss SPLOST VIII

February 2024 to March 2024 – Preparation and approval of all SPLOST VIII documents and local governments approval of MOU and Resolutions

April 2024 – Submit documents to the Elections Superintendent to call for the election

November 5, 2024 – Election held for SPLOST VIII (the Tuesday after the first Monday in November)

October 1, 2025 – Implementation of SPLOST VIII, if approved by the voters

September 30, 2031 – SPLOST VIII collection ends

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

Chairman
Billy Mathis
District 3

Vice-Chairman
Luke Singletary
District 2

Commissioner
Dennis Roland
District 1

Commissioner
Chris Guarnieri
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

Board of Commissioners

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SPLOST VIII, cont.

Below are the SPLOST VIII required activities, legal uses of the SPLOST VIII revenue, SPLOST VIII projected revenue, and SPLOST legal do's and don'ts for your information.

Required Activities

In order to continue the 1% sales tax without interruption, a referendum should be scheduled for November 5, 2024 to determine if the voters would like to continue SPLOST for another six years. To begin the process, the Board of Commissioners must conduct the following activities in accordance with O.C.G.A 48-8-111:

- 1) Notify and meet with the two incorporated municipalities to discuss the possible projects for inclusion in the referendum along with the maximum cost of the projects. The meeting must be held at least 30 days prior to the issuance of the call for the referendum. If projects for the municipalities are included in the referendum, an intergovernmental agreement between the county and the municipalities must be prepared and approved stating those projects.
- 2) After meeting with the two municipalities, deciding how the tax proceeds will be used, the collection period, and calculating the maximum amount to be raised by the tax, the Board of Commissioners should pass a resolution containing the above information and forward said resolution to the Election Superintendent. The Election Superintendent will then issue a call for the election, publish a notice of the election in the County's official legal organ, the Lee County Ledger, once a week for four weeks prior to the election in accordance with state law. The election will be held on November 5, 2024. If the referendum fails, another referendum could not occur until twelve months later.

Legal Uses of SPLOST Funds

- 1) Road, streets, bridges, including sidewalks and bicycle paths.
- 2) Capital projects for the benefit of all county citizens such as, but not limited to, a county courthouse, county administration building, civic center, detention facility, or library.
- 3) Capital projects which will be operated by a joint authority of the county and one or more municipalities within the county for the benefit of all citizens.
- 4) Capital projects which will be owned or operated by the county or one or more municipalities, or a combination thereof, which contain more than one-half of the aggregate population of all municipalities within the county.
- 5) Capital projects consisting of cultural facilities, recreational facilities, or historical facilities.
- 6) Capital projects consisting of water/sewer projects to be owned or operated, or both, by a county water and sewer district and one or more qualified municipalities in the county.
- 7) Retirement of previously incurred general obligation debt.

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102 Starksville Avenue North
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Fax: (229) 759-6050

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LEE COUNTY

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- 8) Capital projects for the benefit for all citizens consisting of public safety facilities, or other capital equipment related to the operation of public safety.
- 9) Projects within the special voting district, consisting of capital equipment for use in voting in official elections or referendums.
- 10) Capital projects for the benefit of all citizens consisting of any transportation facility designed for the transportation of people or goods and services including, but not limited to, railroads, port and harbor facilities, mass transportation facilities, or any combination thereof.
- 11) Capital projects within a special district and consisting of a hospital or hospital facilities that are owned by the county a qualified municipality, or a hospital authority within a special district **and** operated by such county, municipality, or hospital authority or by an organization which is tax exempt under Section 501 (c)(3) of the Internal Revenue Code, which operates the hospital through a contract or lease with such county, municipality, or hospital authority.
- 12) The repair of capital projects, including but not limited to roads, streets, and bridges that have been damaged or destroyed by a natural disaster.
- 13) Capital projects that are owned, operated or administrated by the State and located, in part or in whole within the special district.
- 14) Any combination of two or more of the above.

SPLOST VIII – Projected Revenue

Based on the proceeding SPLOST VII collection trend, assuming business growth on both Highway 82 and Highway 19, Lee County can expect to receive approximately \$420,483 per month, \$5,045,796 per year, or \$30,274,776 over the maximum six year period in SPLOST VIII revenue. Using the current SPLOST VII percentages, the County would receive 26,563,088 (87.74%), the City of Leesburg would receive \$3,097,110 (10.23%) and the City of Smithville would receive \$ 614,578 (2.03%).

SPLOST VIII – Proposed Projects

Staff has been sent information regarding SPLOST VIII to submit projects to be considered and approved by the Board of Commissioners.

SPLOST Legal Do's and Don'ts

In accordance with O.C.G.A 21-5-30.2(b), the county or any department of the county or person acting on behalf of the county or any department shall not make, directly, or indirectly, any contribution to any campaign committee, political action committee, or political organization or to any candidate. This means the county cannot spend any public funds to obtain the passage of SPLOST. Elected officials may speak on behalf of the program, but public funds may not be spent toward advertising, flyers, mailings, or any other promotion on behalf of voting for SPLOST. If the Board decides to promote the SPLOST VIII referendum, a civic or business group such as the Chamber of Commerce can provide the leadership necessary to educate the citizens on the SPLOST VIII program.

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Luke Singletary
District 2

Commissioner
Dennis Roland
District 1

Commissioner
Chris Guarnieri
District 4

Commissioner
George Walls
District 5

County Manager
Christi Dockery

County Attorney
Jimmy Skipper

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Project	<u>Year Approved</u>	<u>Department Requested Costs</u>
1 Public Safety Capital Projects and Equipment	2024	\$ 7,501,076
2 Courthouse - Renovations and Additions	2024	\$ 2,000,000
3 Water and Sewer System Projects	2024	\$ 8,000,000
4 Road Streets and Bridges	2024	\$ 250,000
5 Library Projects	2024	\$ 250,000
6 911 Center	2024	\$ 4,000,000
7 Stormwater Projects	2024	\$ 250,000
8 Public Works - Renovations and Equipment	2024	\$ 250,000
9 Public Facilities- Renovations	2024	\$ 2,000,000
10 Recreation Projects	2024	\$ 7,000,000
11 Information Technology Projects (GIS)	2024	\$ 250,000
12 Capital equipment for use in voting in official elections or referendums	2024	\$ 1,650,000
13 Disaster Recovery	2024	
		26,563,088
		(6,837,988)



MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

TO: Honorable Board of County Commissioners
SUBJECT: Road Projects
MEETING DATE: Tuesday, August 8, 2023

MOTION/RECOMMENDATION

Discussion of the LMIG 2024 application and potential road projects.

BACKGROUND

This month, the Georgia Department of Transportation will begin accepting applications for the FY 2024 LMIG Program. The county's formula amount for 2024 is \$690,908.06, plus our 30% local match of \$207,272.42 comes to a total of \$898,180.48 to put towards various road projects. This is an increase of \$82,528.29 from FY2023. **All electronic LMIG applications must be received no later than February 1, 2024.**

The estimated cost to resurface a road is \$230,000.00 per mile and the estimated cost to pave a road is \$1.25 million per mile.

There is currently approximately **\$3,525,633.20** available in TSPLOST funds and also approximately **\$2,423,171.00** available in SPLOST VII funds.

ATTACHMENTS

List of Potential Projects
List of Completed Projects

Street Name	Grade	Beg Loc	End Loc	Miles	Width	District	Subdivision	otal Cost to Resurfac	Notes	
Wiregrass Way	70	Martindale Drive	Cul-de-Sac	1.78	24	3	Callaway Lakes	\$ -	Base failure in several spots, several large depressions	
Hawkstead Drive	76	Ambleside Drive	Cul-de-Sac	0.98	28	3	Holly Plantation	\$ -	Few large depressions	
Ambleside Drive	76	Winifred Road	Dead End	0.99	26	3	Holly Plantation	\$ -	Few large depressions	
Hickory Grove Roa	74	Winifred Road	Pebble Ridge Drive	1.14	24	2	3	Hickory Grove Plantation	\$ -	Alligator cracking on wheel paths that will soon lead to base failure, Thin Wearing Course
Tybee Lane	83	Amelia Lane	Cul-de-Sac	0.16	26	3	Palmira-9	\$ -	Couple of large potholes and damaged cul-de-sac	
Pebble Ridge Drive	81	Hickory Grove Road	Longleaf Drive	0.70	22	3	Pebble Ridge	\$ 170,000.00	Severe wheel path wear and rutting creating potholes, block and alligator cracking. Same as Pebble Ridge but not as bad. Should look at resurfacing both at the same time.	
Longleaf Drive	80	Wiregrass Way	End	0.96	22	3	Pebble Ridge	\$ 240,000.00		
Brentwood Subdivision	85			1.70		3	Brentwood	\$ 350,000.00		
Cambridge Road	85			0.38	3	3	Brentwood			
Berkley Road	85			0.70	3	3	Brentwood			
Halifax Place	73			0.08	3	3	Brentwood			
Warrinoton Road	72			0.16	3	3	Brentwood			
Avlesbury Place	72			0.06	3	3	Brentwood			
Marcote Drive	85			0.26	3	3	Brentwood			
Argyll Place	85			0.06	3	3	Brentwood			
Creekside Manor	80			1.92	24	4	Creekside Manor	\$ 460,000.00		
Carowind Drive	80			0.40	4	4	Creekside Manor			
Foxworth Drive	81			0.95	4	4	Creekside Manor			
Knollwood Drive	86			0.42	4	4	Creekside Manor			
Cocoway Court	80			0.06	4	4	Creekside Manor			
Creekside Court	80			0.09	4	4	Creekside Manor			
Lakeside Village	76			0.97	24	4	Lakeside Village	\$ 340,000.00		
SpringLake Drive	80/74			0.68	4	4	Lakeside Village			
Red Bay Court	80			0.07	4	4	Lakeside Village			
Victorian Court	80			0.09	4	4	Lakeside Village			
Carlton Court	74			0.13	4	4	Lakeside Village			
Huntingdon Drive	74	Old Leesburg Road	Cul-de-Sac	0.56	27	4	Huntingdon	\$ -	Numerous repaired potholes from rutted wheel paths and 2 large depressions	
Morning Mist Drive	80	Huntingdon Drive	Hedgecroft Drive	0.25	27	4	Huntingdon	\$ -	Few potholes with some cracking	
Johns Drive	78	Lovers Lane Road	Cul-de-Sac	0.27	24	4	Myers Acres	\$ -	Block cracking with few potholes but road is still smooth	
Lavender Lane	78	Johns Drive	Cul-de-Sac	0.11	24	4	Myers Acres	\$ -	Block cracking with few potholes but road is still smooth	
				12.48				\$ 1,560,000.00		

Road Name	Grade	From	To	Miles	Width	District	Details			
Mossy Dell Road	73	S.R. 32	New York Road	2.91	20	1	Level and Resurface	\$ 825,000.00		
Lumpkin Road E	80	Smithville Road	Griffith Road	1.57	20	1	Level and Resurface	\$ -		
New York Road	70	S.R. 195	Philema Road	5.25	22	1	Level, Resurface, Widen	\$ 577,500.00		
Chokee Road	85/85	S.R. 195	Pryor Road	3.84	20	1	Level and Resurface	\$ -		
Pryor Road	85	County Line	County Line	1.30	20	1	Level and Resurface	\$ -		
Cutts Road	70	Chokee Road	Pryor Road	0.76	20	1	Level and Resurface	\$ -		
Pinewood Road	80	U.S. 19	S.R. 32	5.96	20	2	Level and Resurface	\$ -		
Forrester Parkway	78	U.S. 19	Philema Road	5.35	24	2	3	5	Level and Resurface	\$ -
Fussell Road	76	U.S. 82	Palmira Road	2.22	20	3	4	Level and Resurface	\$ -	
Ledo Road	78	U.S. 82	U.S. 19	3.51	24	3	4	Level and Resurface	?????	
Graves Spring Road	73	Forrester Parkway	S.R. 32	5.20	20	5	Level and Resurface	\$ -		
Cost Per Mile to Resurface	230000							\$ 1,402,500.00		
								\$ 2,962,500.00		

Road Name	Grade	From	To	Miles	Width	District	Details
Mossy Dell Road	1	----					
New York Road	2	----					
Chokee Road	3	----					
Forrester Pkwy	4	----					
Graves Springs Road	5	----					
Pinewood Road	6	----					
Fussell Road	7	----					
Lumpkin Road E	8	----					
Airport Road	----	West of Smithville					
Jordan Road	----	Leesburg	Should do Pinewood First				
Century Road	----						
Mayhaw Road	----						
Smithville Road	----	Looks Good					
Childers Road	----						
Philema Road	----						
Connector Roads							
1	Airport Road	West of Smithville					
2	Childers Road						
3	Richardson Road						
4	Smithville Road						
5	Chokee Road						
6	Cutts Road						
7	New York Road						
8	Philema Road						
9	Mossy Dell Road						
10	Lumpkin Rd E						
11	Pinewood Road						
12	Graves Springs Road						
13	Middle Road						
14	Forrester Pkwy						
15	Century Road						
16	Palmira Road						
17	James Pond Road						
18	Mayhaw Road						
19	Oakland Road						
20	Fussell Road						
21	Oakland Parkway						
22	Ledo Road						



MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

TO: Christi Dockery, County Manager
FROM: Heather Jones, Finance Director
SUBJECT: Jail Pay Raises
DATE: August 8, 2023

On Tuesday, July 25, Chief Deputy Lewis Harris requested pay raises for all Jail staff. He expressed his concern that Dougherty County's starting pay for a Jailer was \$18.00 and Sumter County was paying \$15.00 an hour.

A plan was presented to increase the starting pay for a Jailer from \$13.57 to \$15.50 an hour. All current employees currently at \$13.57 an hour will be increased to \$15.50 an hour. All Lieutenants will receive a \$1.00 an hour pay increase and the rest of the Jail staff will receive \$1.93 an hour pay increase. These raises will go into effect the pay period that begins August 7, 2023.

The total cost for these pay raises will be \$127,100.00. If the cost of these pay raises cannot be absorbed in the Jail budget by current unfilled position, a budget adjustment will need to be done at year end by taking funds out of Contingency. There are currently 23 Jailer positions, with three (3) vacancies. One (1) position recently became vacant when an employee transferred to the Sheriff's Office.