



REGULAR MEETING

March 21, 2022
10:00 AM

Albany-Dougherty Government Center
222 Pine Ave, Room 100, Albany, GA 31701

AGENDA

To comply with the request set forth by the Chairman of Dougherty County, GA and the guidelines of the Center for Disease Control (CDC) regarding the Coronavirus (COVID19) pandemic and social distancing, face coverings (masks) are optional for all meeting participants.

The public will also have access to the live meeting by accessing the Dougherty County Georgia Government Facebook page at facebook.com/Dougherty.ga.us or viewing the public government access channel (Channel 16).

1. Call the meeting to order by Chairman Christopher Cohilas.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.
5. Minutes.
 - a. Consider for action the Minutes of February 21st Regular Meeting, February 28th Work Session and February 28th Special Called Meeting. **ACTION:**
6. Delegations (*The Commission will hear comments on those items pertaining to Dougherty County for which a public hearing has not been held or scheduled. Please be brief, to the point, and considerate of time for others.*)
 - a. Sheriff Kevin Sproul present to update the Commission with their annual report for the Sheriff's Office and Jail.
 - b. Assistant County Administrator Scott Addison, Consultant David Maschke and Coroner Michael Fowler are present to provide an update on the morgue.

7. Zoning - Public Hearing. ***(Those wishing to speak on these matters should print their name on the Sign Up Sheet in the rear of the Chamber).***

a. Muggridge & Wimberly Limited, LLC, owner and Lanier Engineering, Inc., applicant (22-008) request Special Approval to operate a Self-Storage Facility in a C-3 (Commercial District). The parcel is a .77-acre vacant lot. The property is located at 2707 Upland Ct. The Planning Commission recommends approval. Angel Gray, Planning Manager, will address.

8. Purchases.

a. Consider for action the recommendation to purchase one (1) Batwing Mower for Public Works from the Sourcewell Contract servicing dealer Flint Equipment Company (Leesburg, GA) in the amount of \$24,252.36. Funding is budgeted in SPLOST VII. **ACTION:**

b. Consider for action the recommendation to purchase one (1) 2022 John Deere 6105E 4x4 Tractor and one (1) 2022 John Deere HX7 Mower for Public Works from the Sourcewell Contract servicing dealer Flint Equipment Company (Leesburg, GA) for a total expenditure of \$76,466.52. Funding is budgeted in SPLOST VII. **ACTION:**

9. Additional Business.

a. Consider for action the Resolution declaring the listed vehicles and equipment as surplus and authorizing the disposal of or sale of same via an online auction. **ACTION:**

b. Consider for action the proposed Board Appointments. ***Appointments are made by nominations.***

- Department of Family and Children Services- One (1) appointment with an unexpired five-year term ending June 30, 2024. One new applicant: Barbara Johnson-Clark. See board packet page #1. **ACTION:**
- Payroll Development Authority – One (1) appointment with an unexpired three-year term ending December 31, 2024. Four new applicants: Will Davis, Roderick Garner, Jeretha Peters and William Wright. See board packet page #3. **ACTION:**

c. Consider for action a Joint Resolution between the City of Albany and Dougherty County providing for the execution of forms provided by the Georgia Department of Community Affairs necessary to receive grant funding. The City must update the existing Service Delivery Strategy (SDS) to receive grant funding for the upgrade of overhead electrical lines. The existing SDS does not cover electrical services, so a new agreement is required and must be approved by both governments. The agreement must be submitted prior to April 1, 2022. Director of Planning and Development Services, Paul Forgey is present to address. **ACTION:**

d. Consider for action the Resolution providing for the ratification of approval for professional services for the search for the county attorney with Mercer Group Associates (Athens, GA) in the base amount of \$18,000. Funding is available in the General Fund. **ACTION:**

- e. Consider for action the funding of the proposed Priority 3 project for the Albany Rescue Mission (Facility Roof Improvement) in the amount of \$54,000 in the current FY22 ARPA Budget. **ACTION:**

 - f. Consider for action the Special Approval of Muggridge & Wimberly Limited, LLC, owner and Lanier Engineering, Inc., applicant (22-008) request to operate a Self-Storage Facility in a C-3 (Commercial District). The parcel is a .77-acre vacant lot. The property is located at 2707 Upland Ct. The Planning Commission recommends approval. **ACTION:**
- 10. Updates from the County Administrator.

 - 11. Updates from the County Attorney.

 - 12. Updates from the County Commission.

 - 13. Adjourn.

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at 229-431-2121 promptly to allow the County to make reasonable accommodations for those persons.

DOUGHERTY COUNTY COMMISSION
REGULAR MEETING MINUTES

DRAFT

February 21, 2022

The Dougherty County Commission met in Room 100 of the Albany-Dougherty Government Center on February 21, 2022. Chairman Christopher Cohilas presided and called the meeting to order at 10 a.m. Present [in the Chamber] were Commissioners Victor Edwards, Gloria Gaines, Russell Gray, Clinton Johnson, Anthony Jones and Ed Newsome. County Administrator Michael McCoy participated via the audio-conferencing feature. Also present were Assistant County Administrator Scott Addison, County Attorney Spencer Lee, County Clerk Jawahn Ware and other staff. The public and representatives of the media participated in person and via live streaming of the meeting on the County's Facebook page and the government public access channel.

After the invocation and Pledge of Allegiance, the Chairman called for approval of the minutes for January 24th Regular Meeting, January 25th Special Called Meeting, January 31st Work Session and January 31st Special Called Meeting.

Commissioner Jones moved for approval. Upon a second by Commissioner Newsome, the minutes were unanimously approved.

The Chairman recognized Dr. Anthony Parker, President of Albany Technical College to update the Commission on zip code recruiting. Dr. Parker asked that the Dougherty County Commission finds ways to engage with them. During the discussion with the Commission, Dr. Parker shared how adults can obtain an education for free. The Board was invited to participate in Albany Technical College's upcoming strategic event. Upon Commissioner Edwards' suggestion, Dr. Parker agreed to meet with Mr. McCoy for the opportunity with the County. Commissioner Gaines accepted the request to be the County's representative at the strategic meeting.

The Chairman recognized Paul Forgey, Planning and Development Director and Marshal Nathaniel Norman, Code Enforcement Director to update the Commission on Code Enforcement Violations. Mr. Forgey shared the upcoming plan of notification to businesses for compliance especially as it pertains to the screening of property. Commissioners Johnson and Jones shared additional concerns. Marshal Norman shared the process that will occur in two to four months and the Board will need to decide on how to proceed. Commissioner Gaines asked the gentlemen to consider a noise ordinance in the County. Anonymity of the complaint process was shared and a lengthy discussion ensued.

The Chairman opened the public hearing for Freedom Church of Albany, Inc. (22-001), (Christopher G. Pollock) applicant; Brenton Rigsby & Jennifer A. Phelps owners, request for Special Approval to allow the special use of a Church (Religious Institution) in a C-R (Community Residential Multiple-Dwelling District). The property is located at 429 Dunbar Lane. The Planning Commission recommended approval. Angel Gray, Planning Manager, addressed. Under discussion, Commissioner Jones requested signs be picked up promptly [after action is rendered by the Board] and made other suggestions. There being no additional comments, or anyone present to speak regarding the proposed matter, the Chairman closed the public hearing.

The Chairman called for the zoning consideration of the special approval request of Freedom Church of Albany, Inc. (22-001), (Christopher G. Pollock) applicant; Brenton Rigsby & Jennifer A. Phelps owners, to allow the special use of a Church (Religious Institution) in a C-R (Community Residential Multiple-Dwelling District). The property is located at 429 Dunbar Lane (00137/00001/02D). The Planning Commission recommended approval.

Commissioner Jones moved for approval. Upon a second by Commissioner Gray, the motion for approval passed unanimously. The zoning resolution is as follows:

A RESOLUTION
ENTITLED
A RESOLUTION AMENDING THE ZONING REGULATIONS
AND MAP OF THE UNINCORPORATED AREA OF
DOUGHERTY COUNTY, GEORGIA (RESOLUTION NO. 212,
AS AMENDED) SO AS TO CHANGE THE STATUS OF THE
PROPERTY HEREINAFTER DESCRIBED.

BE IT RESOLVED by the Board of Commissioners of Dougherty County, Georgia, and
IT IS HEREBY RESOLVED by authority of same:

SECTION I: That from and after the passage of this Resolution, the official Zoning Regulations and Map of the unincorporated area of Dougherty County, adopted December 1, 1969, as amended, be, and the same are hereinafter described as follows:

ZONING DISTRICT: C-R (Community Residential Multiple-Dwelling District)

SPECIAL APPROVAL: To allow the special use of a church in a C-R,

OWNER/APPLICANT: Brenton Rigsby/Freedom Church of Albany

LOCATION: 429 Dunbar Lane
All that tract or parcel of land lying and being in Dougherty County, Georgia, and being located in Land Lot 329 in the 1st Land District of said county, and being more particularly described as follows:

Starting at a point where the east right of way line of State Highway No 3. intersects with the north line of Land Lot No. 329, the same being the Dougherty-Lee County Line; thence North 87 degrees 30 minutes East along the said line 901 feet to a point; and with this as the POINT OF BEGINNING, thence along the same line a distance of 610 feet to an iron pin; thence South 08 degrees 00 minutes East 402.4 feet to the north side of said graded road a distance of 610 feet to a point; thence North 08 degrees 00 minutes West a distance of 445.9 feet to the Point of Beginning.

SECTION II: That all resolutions or parts of resolutions in conflict herewith be and the same hereby are repealed.

CHAIRMAN

ATTEST:

CLERK

APPROVED: February 21, 2022

The Chairman called for consideration of the recommendation from the board members to enter into Executive Session for the purpose of discussing personnel and then to adjourn.

Commissioner Jones moved for approval. Upon a second by Commissioner Edwards, the motion passed unanimously.

Commissioner Edwards asked that the Albany Rescue Mission Director make a presentation to the Board and that funding be made available in Phase I instead of Phase II. Chairman Cohilas shared that the request will be reviewed in a work session and clarified that the director presented a request for a roof on the building. The Chairman directed Mr. McCoy and Mr. Addison to meet with the director to provide a staff recommendation for wording on the agenda. Commissioner Edwards recognized the work of the county clerk to ensure the board looks good. Commissioner Gaines said that the Government Affairs Committee will meet after next Monday's Work Session and Chairman Cohilas announced the upcoming Albany/Dougherty Day.

There being no further discussion, the Board entered into Executive Session at 11:20 a.m.

CHAIRMAN

ATTEST:

COUNTY CLERK

DOUGHERTY COUNTY COMMISSION
WORK SESSION MEETING MINUTES

DRAFT

February 28, 2022

The Dougherty County Commission met in Room 100 of the Albany-Dougherty Government Center on February 28, 2022. Chairman Christopher Cohilas presided and called the meeting to order at 10:00 am. Present [in the Chamber] were Commissioners Victor Edwards, Gloria Gaines, Russell Gray, Clinton Johnson, Anthony Jones and Ed Newsome. Also participating in the Chamber were Assistant County Administrator Scott Addison, County Attorney Spencer Lee, County Clerk Jawahn Ware, and other staff. County Administrator Michael McCoy participated via the audio-conferencing feature. The public and representatives of the media participated in person via live streaming of the meeting on the County's Facebook page and the government public access channel.

The Chairman asked the Commission to review the minutes of the February 4th County Retreat, February 7th Regular Meeting, February 14th Work Session and February 14th Special Called Meeting.

The Chairman recognized Public Works Director Chuck Mathis to update the Commission with their annual report via a video presentation. Mr. Mathis highlighted accomplishments and noted that there is a 76% turnover in the department.

The Chairman called for a discussion to purchase a commercial washer and dryer for the Jail from single source vendor Commercial Coin and Laundry (Gulf Breeze, FL) in the amount of \$36,130.75. The recommendation is to purchase the equipment using the same vendor for past purchases. Funding is budgeted in SPLOST VI- Jail Facility Equipment. Assistant County Administrator Scott Addison addressed. Chief Jailer John Ostrander was present.

The Chairman called for a discussion to approve the alcohol application from Big E's Country Store LLC, Alpeshkumar Patel licensee, dba Big E's Country Store, at 2100 Cordele Road for Package- Beer and Package - Wine. The Albany-Dougherty Marshal's Office recommended approval. County Clerk Jawahn Ware addressed.

The Chairman called for a discussion to consider funding the proposed Priority 3 project for the Albany Rescue Mission (Facility Roof Improvement) in the amount of \$50,000 in the current FY22 ARPA Budget (Priority 1 & 2 projects only). County Administrator Michael McCoy and CORE Group of GA Consultant LaToya Cutts addressed. Ms. Cutts shared the qualifications to assist the organization. Mr. McCoy added that implementation will occur after a grant administrator is hired. After questions and concerns were posed, Chairman Cohilas requested that more research be done on the CDBG grant and for a future conversation with the Rescue Mission to occur. There was a discussion on how to expand the consulting services of Ms. Cutts to assist in expediting the process.

The Chairman called to review the resolution providing for the filing of a County Nuisance Abatement Petition relative to properties located at 2806 Barnaby Drive, 2510 Big Oak Court, 309 Pryor Street and 2604 Banks Avenue. County Attorney Spencer Lee addressed. Attorney Lee provided an update on the foreclosure of other properties and the process taken prior to discussing the current petitions. Mr. Forgey also addressed the concerns of Commissioner Gaines.

Commissioners Gaines would like for a discussion to be placed on our agenda referencing the feasibility of having mandatory pre-bids. Chairman Cohilas said he will place it on a future work session. Commissioner Gray asked that individuals help Keep Albany Dougherty Beautiful, especially during the Snickers Marathon this weekend. He also shared and sent condolences to Mr. McCoy for the passing of his father.

There being no further business to discuss the Commission the meeting adjourned at 11:01 a.m.

CHAIRMAN

ATTEST:

COUNTY CLERK

DOUGHERTY COUNTY COMMISSION
SPECIAL CALLED MEETING MINUTES

DRAFT

February 28, 2022

The Dougherty County Commission met for a Special Called Meeting in Room 100 of the Albany-Dougherty Government Center on February 28, 2022 at 11:02 a.m. Chairman Christopher Cohilas presided. Present were Commissioners Victor Edwards, Gloria Gaines, Russell Gray, Clinton Johnson, Anthony Jones and Ed Newsome. Also present were Assistant County Administrator Scott Addison, County Attorney Spencer Lee and County Clerk Jawahn Ware and other staff. County Administrator Michael McCoy participated via the audio-conferencing feature. The public and representatives of the media participated in person via live streaming of the meeting on the County's Facebook page and the government public access channel.

The Chairman called for consideration to accept the quote from Advanced Donald Landscaping Services in the amount of \$6,500 to complete services at the holding pond at Maple and Clark Avenues. The recommended vendor is the lowest responsible vendor meeting specifications. Three quotes were received with the highest being \$20,000. Public Works Director Chuck Mathis addressed.

Commissioner Jones moved for approval. Commissioner Newsome seconded the motion. Under discussion, Chairman Cohilas provided kudos to the Board for taking time to think through the bid because a lot of money was saved and a superior product will be gained. There being no further discussion, the motion for approval passed unanimously.

The Chairman called for consideration to accept the resolutions and special condition documents as it relates to the County's Community Development Block Grant – Coronavirus (CDBG-CV) grant award for the Feeding the Valley "FTV" Food Bank Expansion Project. The grant requires that the documents are approved by the Dougherty County Board of Commissioners. Southwest Georgia Regional Commission Deputy Director Barbara Reddick was available to address.

Commissioner Jones moved for approval. Upon a second by Commissioner Johnson, the motion for approval passed unanimously. Resolutions 22-010 and 22-011 are entitled:

A RESOLUTION DOUGHERTY COUNTY BOARD OF
COMMISSIONERS ADOPTION OF LANGUAGE ACCESS PLAN
(LAP) FOR COMMUNITY DEVELOPMENT BLOCK GRANT
CORONAVIRUS (CDBG-DR)

A RESOLUTION DOUGHERTY COUNTY BOARD OF
COMMISSIONERS CONTINUED USE OF FACILITY FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
CORONAVIRUS (CDBG-DR)

There being no further business to come before the Commission, the meeting adjourned at 11:03 a.m.

CHAIRMAN

ATTEST:

COUNTY CLERK



Dougherty County Sheriff's Office

225 Pine Avenue · PO Box 1827 · Albany, GA 31701 · (229) 302-3600
Jail · 1302 Evelyn Avenue · Albany, GA 31705 · (229)430-6500

Kevin R. Sproul, Sheriff

Dougherty County Sheriff's Office – 2021 Summary Report

Below are some facts and figures which detail the efforts of the Dougherty County Sheriff's Office during calendar year 2021:

Field Operations:

- 7,828 warrants received
- 20,218 civil papers received
- 1,235 incident reports
- 203 motorists assisted
- 43 escorts
- 8,151 security checks
- 801 traffic stops
- 172 citations issued
- 30,970 calls for service
- 278 MH/SA transports

Investigations:

- 304 new cases
- 266 cases cleared
- 335.8 pounds of prescription drugs destroyed

AFIS (Automated Fingerprint Identification System):

- 768 cases worked
- 400 identifications made
- 2,871 pieces of evidence examined
- 8,304 latent prints examined
- 768 forensic reports

Sex Offender Registration:

- 499 residence checks
- 7 absconders arrested
- 229 offenders registered
- 256 average number of sex offenders managed per month

Crime Prevention & Intervention:

- 212 school visits
- 135 home visits
- 21 speaking engagements
- 17 recruiting sessions for Public Safety Cadet Program
- 123 special event hours
- 44 meetings
- 76 interventions
- 420 follow-up's
- 351 phone contacts
- BUC Golf Tournament
- CHAMPS Summer Camp (136 kids – NO COVID)

Booking & Bonding:

- 57 persons booked
- 2,657 bonds processed
- 2,095 persons fingerprinted
- 839 UTC's processed

Court Security:

- 82,095 visitors to the Judicial Building
- 8,488 court proceedings at the Judicial Building

Jail Division:

- The average daily population for the year was 584
- 4,455 booked
- 4,377 released
- 773 transports to/from other facilities
- 774 transports to appointments
- 31,873 visitors
- 7,197 court cases
- 4,441 criminal background checks
- 64 record restrictions
- 658 urinalysis drug tests administered
- 319 positive results

Pretrial Services

- 45 released into Pretrial Release program
- 3 re-arrested
- 24 completed program
- 13 placed in MH/SA

Jail Medical Clinic:

The medical clinic, run by Phoebe, has been operating smoothly. Some statistics include:

- 2,895 seen by nurses
- 1,925 seen by Dr/PA
- 791 chronic care evaluations
- 3,649 seen by Psychiatrist/Counselor
- 132 sent to ER
- 10 admitted to PPMH
- 98 sent to dentist
- 72 COVID-19 successfully treated

Professional Standards & Training:

The Professional Standards & Training Division offers a wide variety of training:

- Basic Jail Officer Certification Training
- Jail Training Officer Certification Training
- Crisis Intervention Training
- Crisis Intervention Training for Trainers
- Law Enforcement In-Service Training
- Jail In-Service Training
- Management/Supervisory In-Service Training
- Firearms / Defensive Tactics / O.C. Spray / TASER Training
- And more

Morgue Options

Option Number	Location	Building Size (sqft)	Construction Material	Cost	Testing, Survey, Design & Parking Lot	Total Cost	SPLOST VII Budget	Budget Shortfall
1	Old Sign Shop	2,297	Pre-engineered metal w/ partial brick facade	\$ 662,964.00	\$ 84,250.00	\$ 747,214.00	\$ 414,000.00	\$ 333,214.00
2	Old Sign Shop	2,332	Pre-engineered metal w/ partial brick facade	\$ 822,942.00	included	\$ 822,942.00	\$ 414,000.00	\$ 408,942.00
3	Between Public Works and EMS Station	2,332	Pre-engineered metal w/ partial brick facade	\$ 947,052.00	included	\$ 947,052.00	\$ 414,000.00	\$ 533,052.00
4	Between Public Works and EMS Station	3,699	Wood framed	\$ 1,255,460.00	included	\$ 1,255,460.00	\$ 414,000.00	\$ 841,460.00

Option 1

Dougherty County Morgue
Address to be determined (See Note 1)
Dougherty County, GA
Architects Project No. 2021-01



Conceptual Construction Cost Estimate

March 31, 2021

Project Construction Cost Estimate based on Conceptual Floor Plan dated 3/31/2021 and Building Program #2 dated 2/15/2021.

ARCHITECTURE

PLANNING

SPACE PLANNING

INTERIORS

1.	Removal of existing metal building and slab/footings, removal of underground piping and utilities. (See Note 8)	By Do Co Public Works
2.	Grading/leveling of ground after slab removal leaving area with positive drainage and contractor ready. See Note 8)	By Do Co Public Works
3.	Construction cost for basic building for Morgue with partial brick facade. (See Notes 2 and 9) 2,297 GSF (heated/cooled) x \$150/GSF	\$344,550
4.	Construction cost for front covered entry and rear covered delivery/pick-up. 584 GSF x \$90/GSF	\$52,560
5.	Sitework improvements, parking lot striping, H/C signage, landscaping. (See Note 8)	By Do Co Public Works
6.	Exterior Signage	\$2,500
7.	Privacy Screening	\$5,000
8.	Property Fencing (See Note 8)	By Do Co Public Works
9.	Construction Cost Supplement for Special Systems, Security System with Cameras, Morgue required items: Lump Sum	\$30,000
10.	Body Storage Unit (10 bodies) including refrigeration unit, temperature recorder, taxes, delivery, installation and testing.	\$50,024
11.	Body carts (11) with tray tops (11)	\$60,612
12.	Autopsy sink with disposal, ventilation, leg frame, sink perimeter rinse, organ rinse basket, evidence screen, safety eye wash, scale stand (wall mount).	\$24,148
13.	Chemical resistant, non-staining counter tops (Allowance).	\$12,000

14.	Miscellaneous Equipment (Lump Sum Allowance)	\$30,000
15.	Loose furniture, office equipment, waiting room furniture, storage shelving.	\$20,000
	Subtotal of Estimated Construction Cost	\$631,394
	Contingency @ 5%	\$31,570
	Total of Estimated Construction Cost	\$662,964

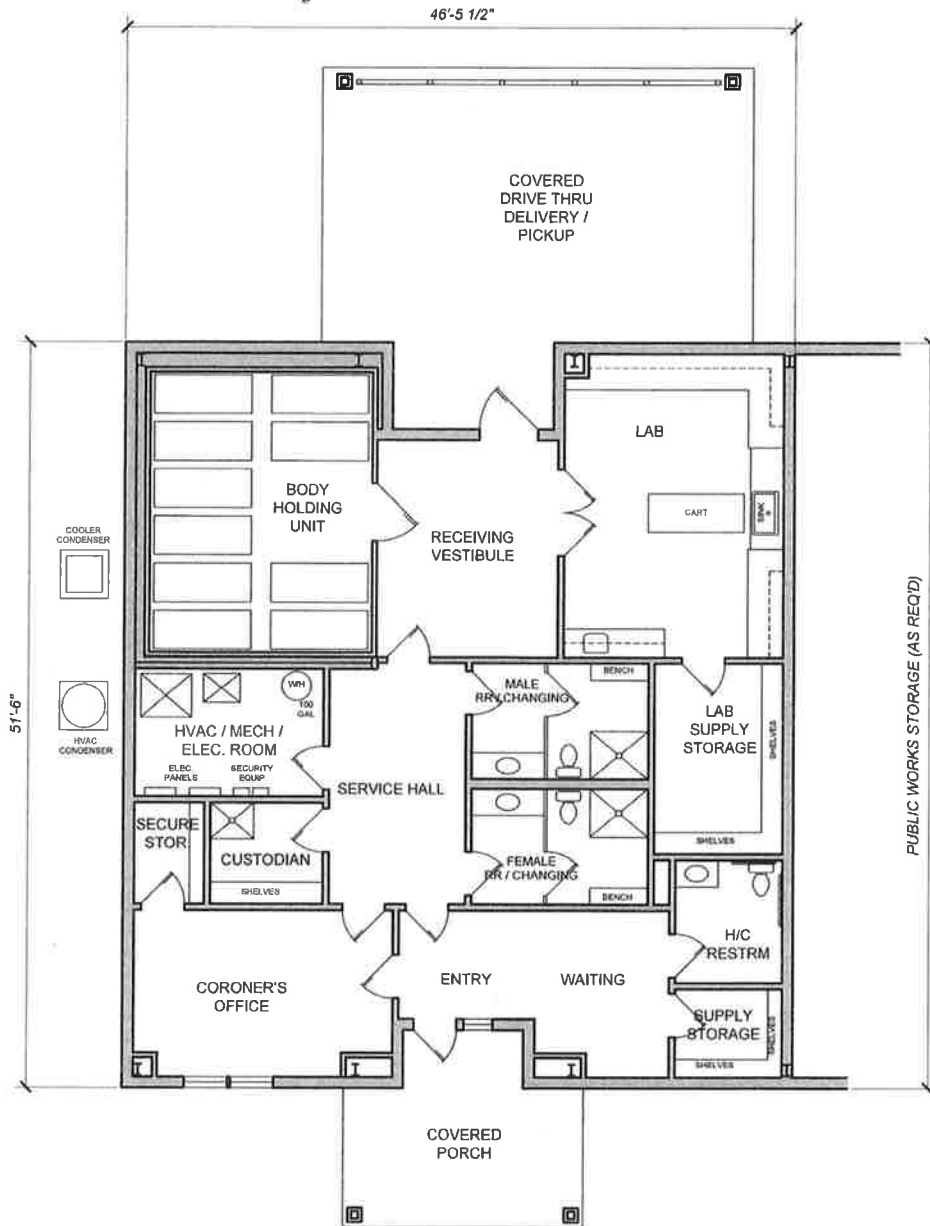
NOTES:

1. This estimate assumes the construction site to be on the east side of Habersham Road, south of the DOCO Police Station and Storage Yard access driveway (site of current empty metal building to be removed).
2. Building Construction Cost assumes pre-engineered metal building with brick front facade, side and rear facades with brick up to 40" and exposed metal panels above, metal panel roof, interior partitions of metal studs and drywall, vinyl floor coverings, suspended acoustical tile ceiling, standard finishes.
3. Costs are estimated based on current market conditions/pricing as of April, 2021.
4. Costs are estimated based on standard competitive bid process.
5. Costs are estimated on standard market condition wage and labor rates.
6. Construction Cost line Item costs include Contractor OH&P, insurance, permitting.
7. Items/Costs include Code-required items to obtain a Certificate of Occupancy (CoO).
8. Estimate does not include costs for existing building/slab removal, grading, site improvements, parking lot improvements, property fencing, landscaping and items noted to be performed by Dougherty County Public Works.
9. Estimate does not include construction cost for DoCo Public Works Storage Area (TBD).
10. Estimate does not include soil boring testing.
11. Estimate does not include design fees/related expenses.
12. Estimate does not include Survey or Civil Engineering fees.
13. Estimate does not include Special Approval Fees or legal fees.
14. Estimate does not include Moving-In costs.

Prepared by:

David Maschke, AIA

Option 1



CONCEPT FLOOR PLAN

FLOOR PLAN

SCALE: 1/8"=1'-0"
 DRAWN: VW CHECKED: DMGM
 PROJ. MGR.: DMGM DATE: 03.31.21

**Dougherty County
 Morgue Concept
 Dougherty County, GA**

ARCHITECT'S PROJECT NUMBER 2021-01



MASCHKE ASSOCIATES

206 1/2 WEST BROAD AVENUE
 ALBANY, GEORGIA 31701
 PHONE: (229) 888-3421

MEMBER, AMERICAN INSTITUTE OF ARCHITECTS - REGISTERED ARCHITECT / REGISTERED INTERIOR DESIGNER

Option 2

Dougherty County Morgue
East Side of Habersham Road (See Note 1)
Dougherty County, GA
Architects Project No. 2021-01



Conceptual Construction Cost Estimate &
Project Cost Estimate:

Concept A

April 9, 2021

Project Construction Cost Estimate based on Conceptual Floor Plan dated 4/09/2021 and Building Program #2 dated 2/15/2021.

ARCHITECTURE

PLANNING

SPACE PLANNING

INTERIORS

1.	Removal of existing metal building and slab/footings, removal of underground piping and utilities. (See Note 8)	By Do Co Public Works
2.	Grading/leveling of ground after slab removal leaving area with positive drainage and contractor ready. See Note 8)	By Do Co Public Works
3.	Construction cost for basic building for Morgue with partial brick facade. (See Note 2) 2,332 GSF (heated/cooled) x \$155/GSF	\$361,460
4.	Construction cost for front covered entry and rear covered delivery/pick-up. 584 GSF x \$90/GSF	\$52,560
5.	Sitework improvements, access driveway, parking lot striping, sidewalk, H/C signage, landscaping.	\$33,000
6.	Exterior Signage	\$2,500
7.	Privacy Screening	\$7,200
8.	Property Fencing	\$16,000
9.	Construction Cost Supplement for Special Systems, Security System with Cameras, Morgue required items: Lump Sum	\$30,000
10.	Body Storage Unit (10 bodies) including refrigeration unit, temperature recorder, taxes, delivery, installation and testing.	\$50,024
11.	Body carts (11) with tray tops (11)	\$60,612
12.	Autopsy sink with disposal, ventilation, leg frame, sink perimeter rinse, organ rinse basket, evidence screen, safety eye wash, scale stand (wall mount).	\$24,148

13.	Chemical resistant, non-staining counter tops (Allowance).	\$12,000
14.	Miscellaneous Equipment (Lump Sum Allowance)	\$30,000
15.	Loose furniture, office equipment, waiting room furniture, storage shelving.	\$20,000
	Subtotal of Estimated Construction Cost	\$699,504
16.	Soil Boring Testing of Site	\$4,000
17.	Property Survey, Staking and Civil Engineering	\$7,500
18.	Design Fees (Architect, Mechanical, Plumbing, Electrical Engineers <u>with</u> Related Expenses \$6,000 included).	\$72,750
	Project Contingency @ 5%	\$39,188
	Total of Estimated Project Cost	\$822,942

NOTES:

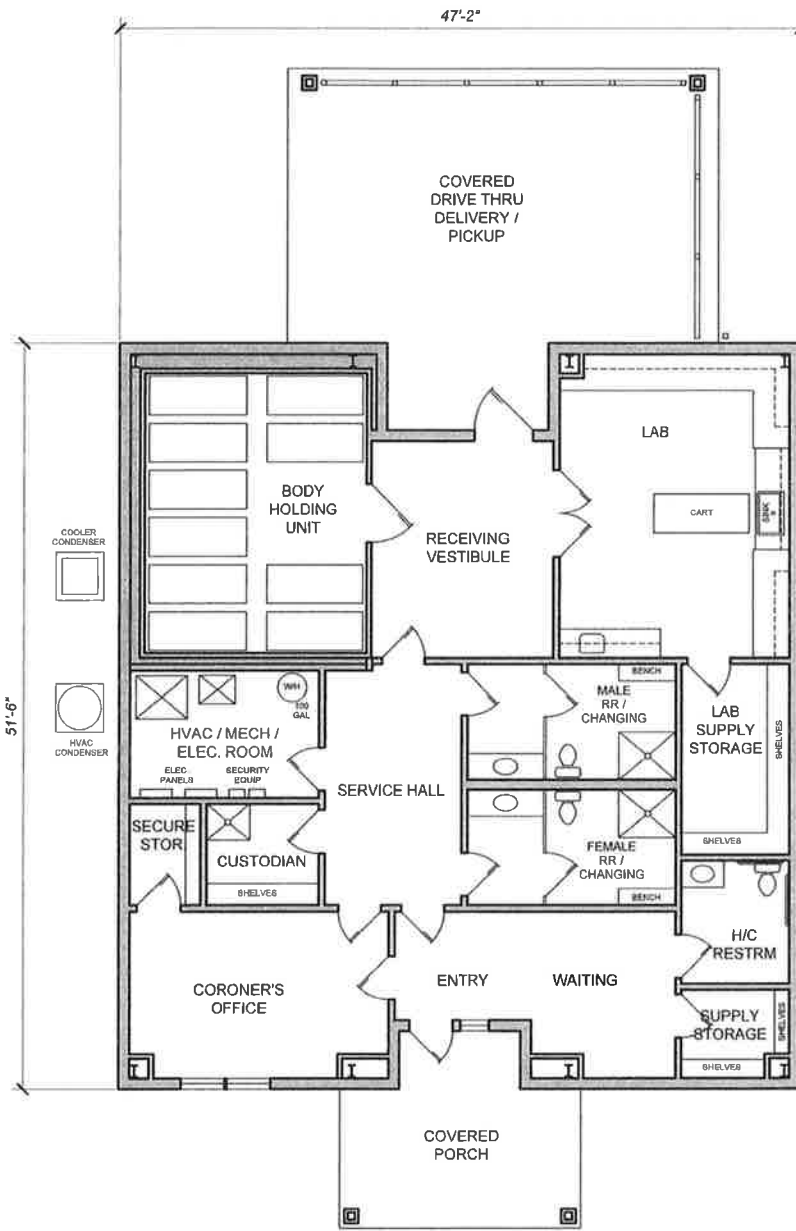
1. This estimate assumes the construction site to be on the east side of Habersham Road, south of the DOCO Police Station and Storage Yard access driveway (site of current empty metal building to be removed).
2. Building Construction Cost assumes pre-engineered metal building with brick front facade, side and rear facades with brick up to 40" and exposed metal panels above, metal panel roof, interior partitions of metal studs and drywall, vinyl floor coverings, suspended acoustical tile ceiling, standard finishes.
3. Costs are estimated based on current market conditions/pricing as of April, 2021.
4. Costs are estimated based on standard competitive bid process.
5. Costs are estimated on standard market condition wage and labor rates.
6. Construction Cost line item costs include Contractor OH&P, insurance, permitting.
7. Items/Costs include Code-required items to obtain a Certificate of Occupancy (CoO).
8. Estimate does not include costs for existing building/slab removal, and rough grading to be performed by Dougherty County Public Works.

Prepared by:



David Maschke, AIA

Option 2



CONCEPT FLOOR PLAN

FLOOR PLAN

SCALE: 1/8"=1'-0"
 DRAWN: YW CHECKED: DMGM
 PROJ. MGR.: DMGM DATE: 04.09.21

**Dougherty County
 Morgue Concept
 Dougherty County, GA**

ARCHITECT'S PROJECT NUMBER 2021-01



MASCHKEASSOCIATES

206 1/2 WEST BROAD AVENUE
 ALBANY, GEORGIA 31701
 PHONE: (229) 888-3421

MEMBER, AMERICAN INSTITUTE OF ARCHITECTS - REGISTERED ARCHITECT / REGISTERED INTERIOR DESIGNER

Dougherty County Morgue
West Side of Habersham Road (See Note 1)
Dougherty County, GA
Architects Project No. 2021-01



Conceptual Construction Cost Estimate &
Project Cost Estimate:

Concept B

April 9, 2021

ARCHITECTURE

Project Construction Cost Estimate based on Conceptual Floor Plan dated 4/09/2021 and Building Program #2 dated 2/15/2021.

PLANNING

SPACE PLANNING

INTERIORS

1.	Utilities to Site for Water (water line, tap, etc.) and Sewer (8" piping, manholes) – Estimated by DoCo Public Works.	\$52,900
2.	Additional Parking Lot Expansion - Estimated by DoCo Public Works.	\$40,000
3.	Construction cost for basic building for Morgue with partial brick facade. (See Note 2) 2,332 GSF (heated/cooled) x \$155/GSF	\$361,460
4.	Construction cost for front covered entry and rear covered delivery/pick-up. 584 GSF x \$90/GSF	\$52,560
5.	Sitework improvements, access driveway, parking lot striping, sidewalk, H/C signage, landscaping.	\$45,000
6.	Exterior Signage	\$2,500
7.	Privacy Screening	\$10,000
8.	Property Fencing	\$26,000
9.	Construction Cost Supplement for Special Systems, Security System with Cameras, Morgue required items: Lump Sum	\$30,000
10.	Body Storage Unit (10 bodies) including refrigeration unit, temperature recorder, taxes, delivery, installation and testing.	\$50,024
11.	Body carts (11) with tray tops (11)	\$60,612
12.	Autopsy sink with disposal, ventilation, leg frame, sink perimeter rinse, organ rinse basket, evidence screen, safety eye wash, scale stand (wall mount).	\$24,148

13.	Chemical resistant, non-staining counter tops (Allowance).	\$12,000
14.	Miscellaneous Equipment (Lump Sum Allowance)	\$30,000
15.	Loose furniture, office equipment, waiting room furniture, storage shelving.	\$20,000
	Subtotal of Estimated Construction Cost	\$817,204
16.	Soil Boring Testing of Site	\$4,000
17.	Property Survey, Staking and Civil Engineering	\$8,000
18.	Design Fees (Architect, Mechanical, Plumbing, Electrical Engineers <u>with</u> Related Expenses \$6,000 included).	\$72,750
	Project Contingency @ 5%	\$45,098
	Total of Estimated Project Cost	\$947,052

NOTES:

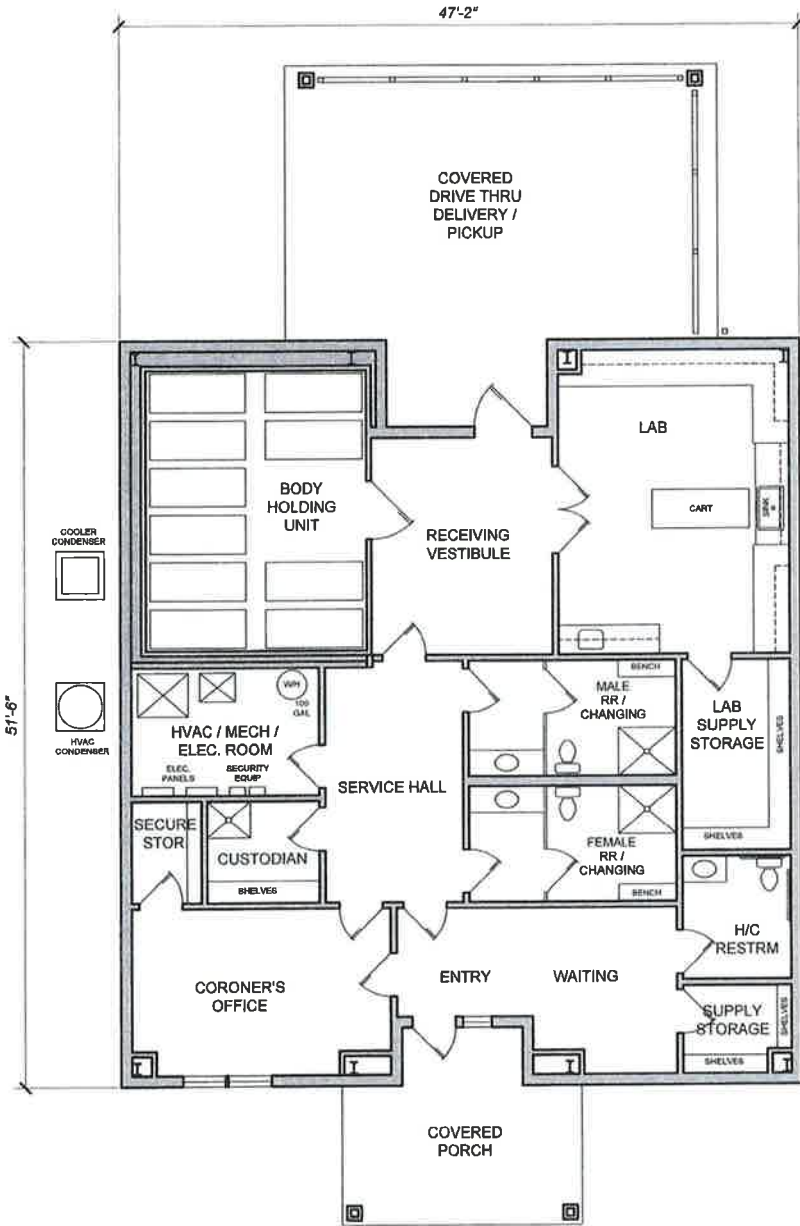
1. This estimate assumes the construction site to be on the west side of Habersham Road, north of the DoCo EMS Station and south of DoCo Public Works Building.
2. Building Construction Cost assumes pre-engineered metal building with brick front facade, side and rear facades with brick up to 40" and exposed metal panels above, metal panel roof, interior partitions of metal studs and drywall, vinyl floor coverings, suspended acoustical tile ceiling, standard finishes.
3. Costs are estimated based on current market conditions/pricing as of April, 2021.
4. Costs are estimated based on standard competitive bid process.
5. Costs are estimated on standard market condition wage and labor rates.
6. Construction Cost line item costs include Contractor OH&P, insurance, permitting.
7. Items/Costs include Code-required items to obtain a Certificate of Occupancy (CoO).

Prepared by:



David Maschke, AIA

Option 3



CONCEPT FLOOR PLAN

FLOOR PLAN

SCALE: 1/8"=1'-0"
 DRAWN: YW CHECKED: DMGM
 PROJ. MGR.: DMGM DATE: 04.09.21

**Dougherty County
 Morgue Concept
 Dougherty County, GA**

ARCHITECT'S PROJECT NUMBER 2021-01



MASCHKE ASSOCIATES

206 1/2 WEST BROAD AVENUE
 ALBANY, GEORGIA 31701
 PHONE: (229) 888-3421

MEMBER, AMERICAN INSTITUTE OF ARCHITECTS - REGISTERED ARCHITECT / REGISTERED INTERIOR DESIGNER



Dougherty County Morgue
West Side of Habersham Road (See Note 1)
Dougherty County, GA
Architects Project No. 2021-01

**Conceptual Construction Cost Estimate &
Project Cost Estimate**

Stand Alone Coroner's Office/Facility:

Concept F

September 23, 2021

ARCHITECTURE

PLANNING

SPACE PLANNING

INTERIORS

Project Construction Cost Estimate based on Conceptual Floor Plan and Front Elevation dated 9/20/2021.

1.	Utilities to Site for Water (water line, tap, etc.) and Sewer (8" piping, manholes) – Estimated by DoCo Public Works. (4/9/2021)	\$52,900
2.	Additional Parking Lot Expansion - Estimated by DoCo Public Works. (4/9/2021)	\$40,000
3.	Construction cost for basic building for Morgue with brick facades. (See Note 2) 3,699 GSF (heated/cooled) x \$160/GSF	\$591,840
4.	Construction cost for front covered entry and rear covered delivery/pick-up. 685 GSF x \$90/GSF	\$61,650
5.	Sitework improvements, access driveway, parking lot striping, sidewalk, H/C signage, landscaping.	\$45,000
6.	Exterior Signage	\$3,500
7.	Privacy Screening (at Delivery/Pickup)	\$10,000
8.	Property Fencing	\$26,000
9.	Construction Cost Supplement for Special Systems, Security System with Cameras, Restricted Access Keypad at Rear Door, Morgue required items: Lump Sum	\$35,000
10.	Body Storage Unit (10 bodies) including refrigeration unit, temperature recorder, taxes, delivery, installation and testing.	\$55,024
11.	Body carts (11) with tray tops (11) (4/9/2021)	\$60,612

12.	Autopsy sink with disposal, ventilation, leg frame, sink perimeter rinse, organ rinse basket, evidence screen, safety eye wash, scale stand (wall mount). (4/9/2021)	\$24,148
13.	Chemical resistant, non-staining counter tops (Allowance).	\$12,000
14.	Miscellaneous Equipment (Lump Sum Allowance)	\$30,000
15.	Loose furniture, office furniture, work room, office equipment, conference room furniture, waiting room furniture, storage shelving.	\$40,000
	Subtotal of Estimated Construction Cost	\$1,087,674
16.	Soil Boring Testing of Site	\$4,000
17.	Property Survey, Staking and Civil Engineering	\$8,000
18.	Estimated Professional Fees (Architect, Mechanical, Plumbing, Electrical Engineers <u>with</u> Related Expenses \$6,000 included).	\$96,000
	Project Contingency @ 5%	\$59,786
	Total of Estimated Project Cost	\$1,255,460

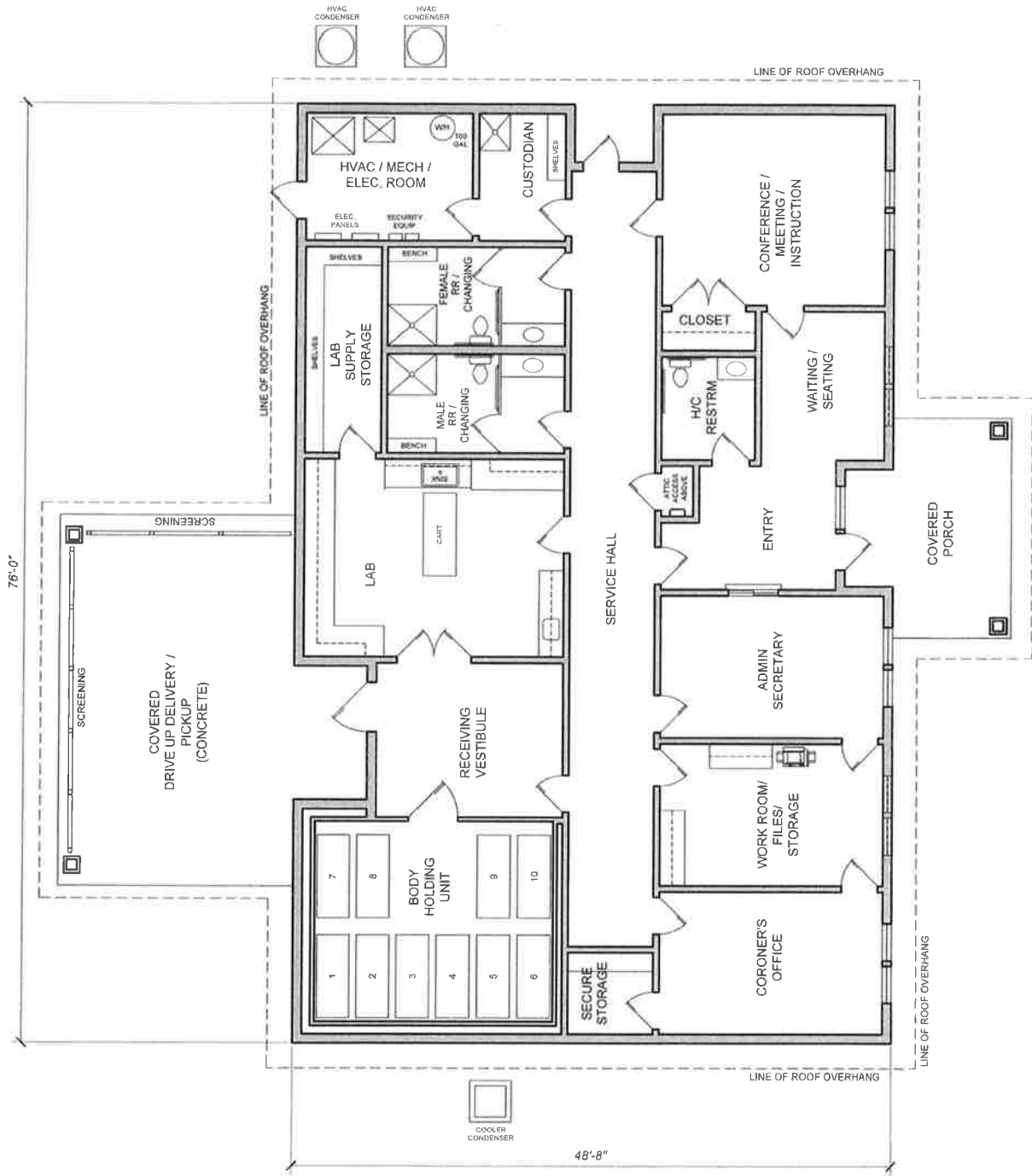
NOTES:

1. This estimate assumes the construction site to be on the west side of Habersham Road, north of the DoCo EMS Station and south of DoCo Public Works Building.
2. Building Construction Cost assumes wood framed building with pre-engineered wood roof trusses, building with brick facades, 50-year roof shingles, interior partitions of wood studs and drywall - painted, vinyl plank floor coverings, suspended acoustical tile ceiling, gypsum board sub-ceiling, standard finishes.
3. Costs are estimated based on current market conditions/pricing as of September 23, 2021 (unpredictable market).
4. Costs are estimated based on standard competitive bid process.
5. Costs are estimated on standard market condition wage and labor rates.
6. Construction Cost line Item costs include Contractor OH&P, insurance, permitting.
7. Items/Costs include Code-required items to obtain a Certificate of Occupancy (CoO).

Prepared by:

David Maschke

Option 4



CONCEPT FLOOR PLAN

STAND ALONE
SELF-CONTAINED
FLOOR PLAN

SCALE: 1/8"=1'-0"
DRAWN: VW CHECKED: DMGM
PROJ. MGR.: DMGM DATE: 09.20.21

**Dougherty County
Morgue Concept
Dougherty County, GA**

ARCHITECT'S PROJECT NUMBER 2021-01

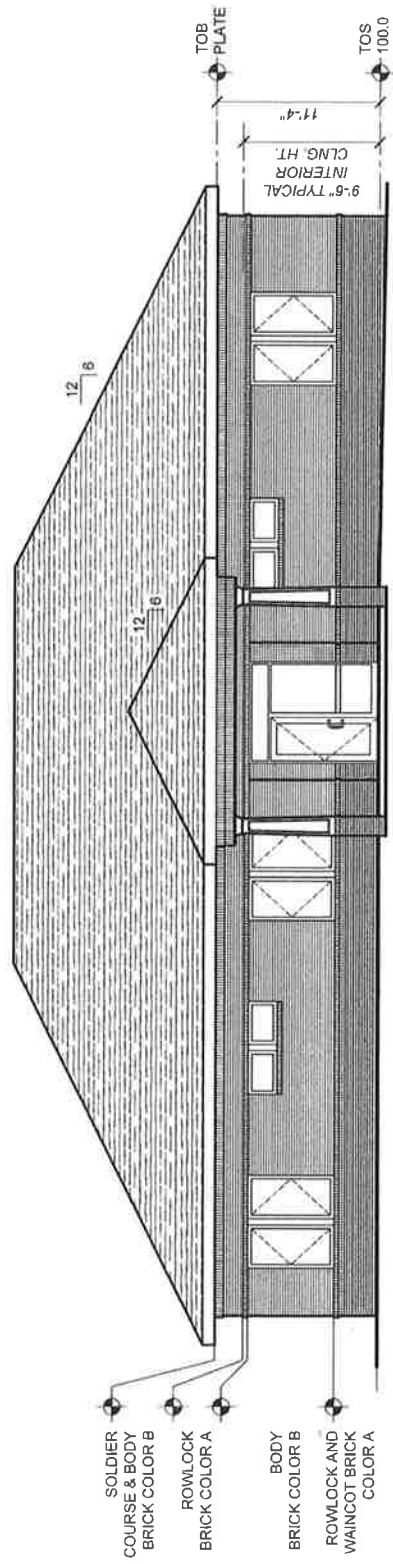


MASCHKE ASSOCIATES

206 1/2 WEST BROAD AVENUE
ALBANY, GEORGIA 31701
PHONE: (229) 888-3421

REGISTERED ARCHITECT / REGISTERED INTERIOR DESIGNER

SHEET
1 of 2



CONCEPT FRONT ELEVATION

STAND ALONE
SELF-CONTAINED
ELEVATION

SCALE: 1/8"=1'-0"
DRAWN: VW CHECKED: DMGM
PROJ. MGR.: DMGM DATE: 09.20.21

**Dougherty County
Morgue Concept
Dougherty County, GA**

ARCHITECT'S PROJECT NUMBER 2021-01



MASCHKE ASSOCIATES

206 1/2 WEST BROAD AVENUE
ALBANY, GEORGIA 31701
PHONE: (229) 888-3421

REGISTERED ARCHITECT / REGISTERED INTERIOR DESIGNER

SHEET
2 of 2



MEMORANDUM

Date: March 3, 2022
To: The Board of County Commissioners
From: Albany Dougherty Planning Commission
Subject: #22-008 Special Approval (2707 Upland Ct.)

Lanier Engineering, INC (22-008) has submitted an application to the Albany Dougherty Planning Commission requesting Special Approval to operate a Self-Storage Facility in a C-3 (Commercial District). The parcel is a .77-acre vacant lot. The property is located at 2707 Upland Ct (00306/00015/03A) The property owner is MUGGRIDGE & WIMBERLY LIMITED, LLC the Applicant is Lanier Engineering, Inc. **(District 2)**

Jimmy Hall offered a motion to **approve** the request for Special Approval to operate a Self- Storage Facility at 2707 Upland Ct.; seconded by Art Brown, the motion carried **9-0** with the following votes:

William Geer	Tie or Quorum
Billy Merritt	Yes
Art Brown	Yes
Jimmy Hall	Yes
Sanford Hillsman	Yes
Yvonne Jackson	Yes
Aaron Johnson	Yes
Charles Ochie	Yes
Helen Young	Yes
Willie Simmons	Yes

**STAFF ANALYSIS AND REPORT
APPLICATION #22-008 SPECIAL APPROVAL**



OWNER: Muggridge and Wimberly Limited, LLC

APPLICANT: Lanier Engineering, Inc.

LOCATION: 2707 Upland Court, Albany, GA

CURRENT ZONING/USE: C-3 (Commercial District)
Vacant Parcel

PROPOSED USE: Self-Storage Facility

MEETING INFORMATION:

Planning Commission: 03/03/2022, 2:00 P.M., Robert Cross Multipurpose Center, 3085 Martin Luther King, Jr. Dr.

Public Hearing: 03/15/22, 8:30 A.M., 222 Pine Avenue, Rm. 100

RECOMMENDATION: **Approval**

GENERAL INFORMATION:

The applicant is requesting Special Approval to develop a vacant parcel with a new self-storage

facility. The property is currently zoned C-3, and that zoning classification permits self-storage facilities by Special Approval.

SPECIAL APPROVAL CRITERIA

The Albany Dougherty Zoning Ordinance recommends that the Planning Commission consider the following factors for special approval requests:

1. The effect of the proposed activity on the adjacent transportation network.

Trip Generation:

Road Improvements: According to the **FY 2018-2021 Transportation Improvement Program** and the **Dougherty Area Regional Transportation Study: (DARTS 2045)**, for the Albany/Dougherty metro area, there are no state or federally funded projects taking place in this area.

Road Classifications: Street that provides access to the subject property is classified accordingly:

- Upland Court is considered a Local Road.

Trip Generation: Current traffic volumes on South Westover Blvd, the nearest point, are as follows.

- South Westover Blvd has an Average Daily Traffic (AADT) Count of 12,100.

According to the ITE Trip Generator, a self-storage facility would increase daily traffic counts by 37 to 101 vehicle trips per every 1,000 square feet of storage space.

Analysis: No adverse impact to the surrounding transportation network should result from the proposed use.

2. The location of off-street parking facilities.

Accessible parking spaces are required per code, but this proposal requires a very low amount of parking, and there will be no office proposed with this facility. According to the applicant, parking will be provided for loading and unloading only at the warehouse units themselves.

3. The number, size, and type of signs proposed for the site.

Signs must comply with the City of Albany Sign Ordinance. According to the applicant, this phase will include a site identification sign near the entrance to the site.

4. The amount and location of open space.

A 10' landscape strip is to be located around the site's perimeter that will be grassed.

5. Protective Screening.

The applicant proposes installing a perimeter fence and gate at the entrance.

6. Hours and manner of operation of the proposed use.

The applicant states the facility will be accessed by key code and operate daily Monday through Saturday from 7:00 AM to 8:00 PM. This is compatible with other businesses in the area.

7. Outdoor lighting.

According to the applicant, lighting will be provided, but it will be minimal and low intensity for security purposes only.

8. Ingress and egress to the property.

According to the applicant, the property will be accessed from a single driveway off of Upland Court. Sight distance is not a problem at this location.

9. Compatibility with surrounding land use.

The proposed use is suitable with adjacent land uses as well as the subject site itself. The adjacent land uses include commercial and vacant parcels are nearby as well.

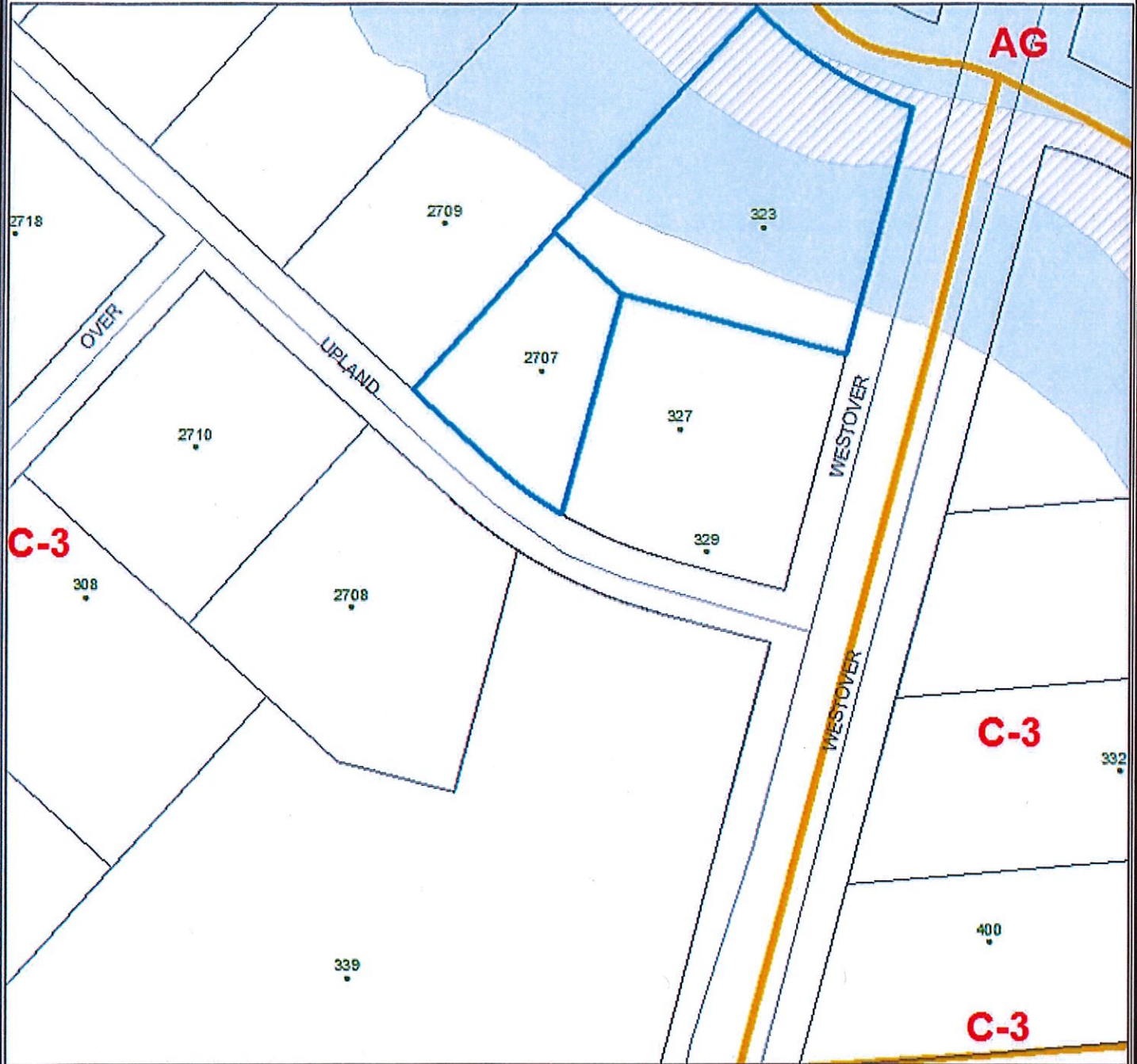
10. Consistency with the Comprehensive Plan.

The **Future Land Use Map** recommends High Density Residential uses on this site. The proposed use would conflict with this recommendation.

RECOMMENDATION

Staff recommends **approval** of this application

LOCATION



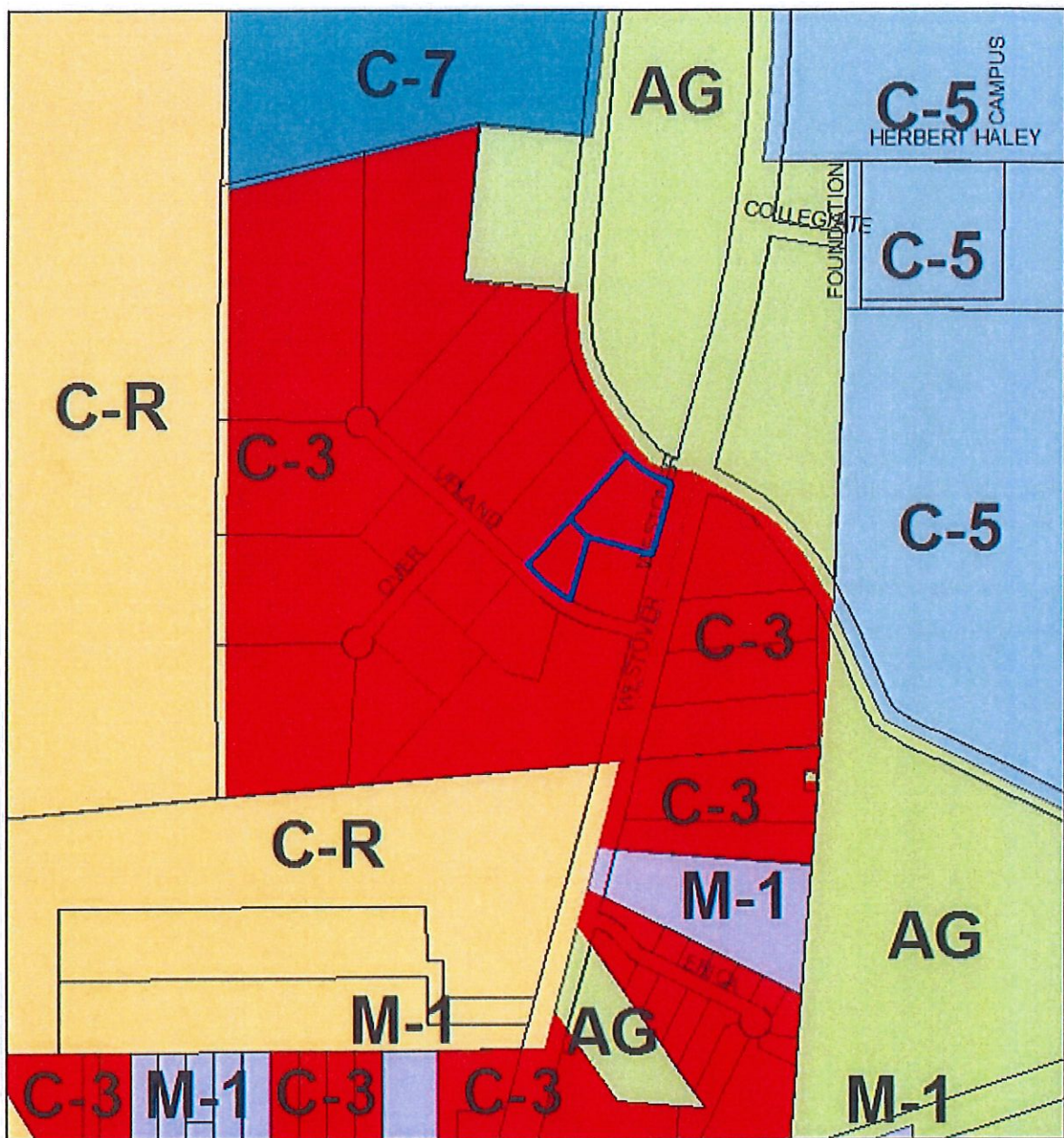
Address: 2707 Upland Ct
Special Approval
#22-008



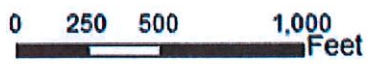
Disclaimer: Albany GIS makes every effort to produce the most accurate information possible. No warranties, expresses nor implied, are provided for the data herein, its use or interpretation. All data is subject to change.



ZONING



Address: 2707 Upland Court
 Special Approval
 #22-008



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AERIAL



Address: 2707 Upland Court
Special Approval
#22-008

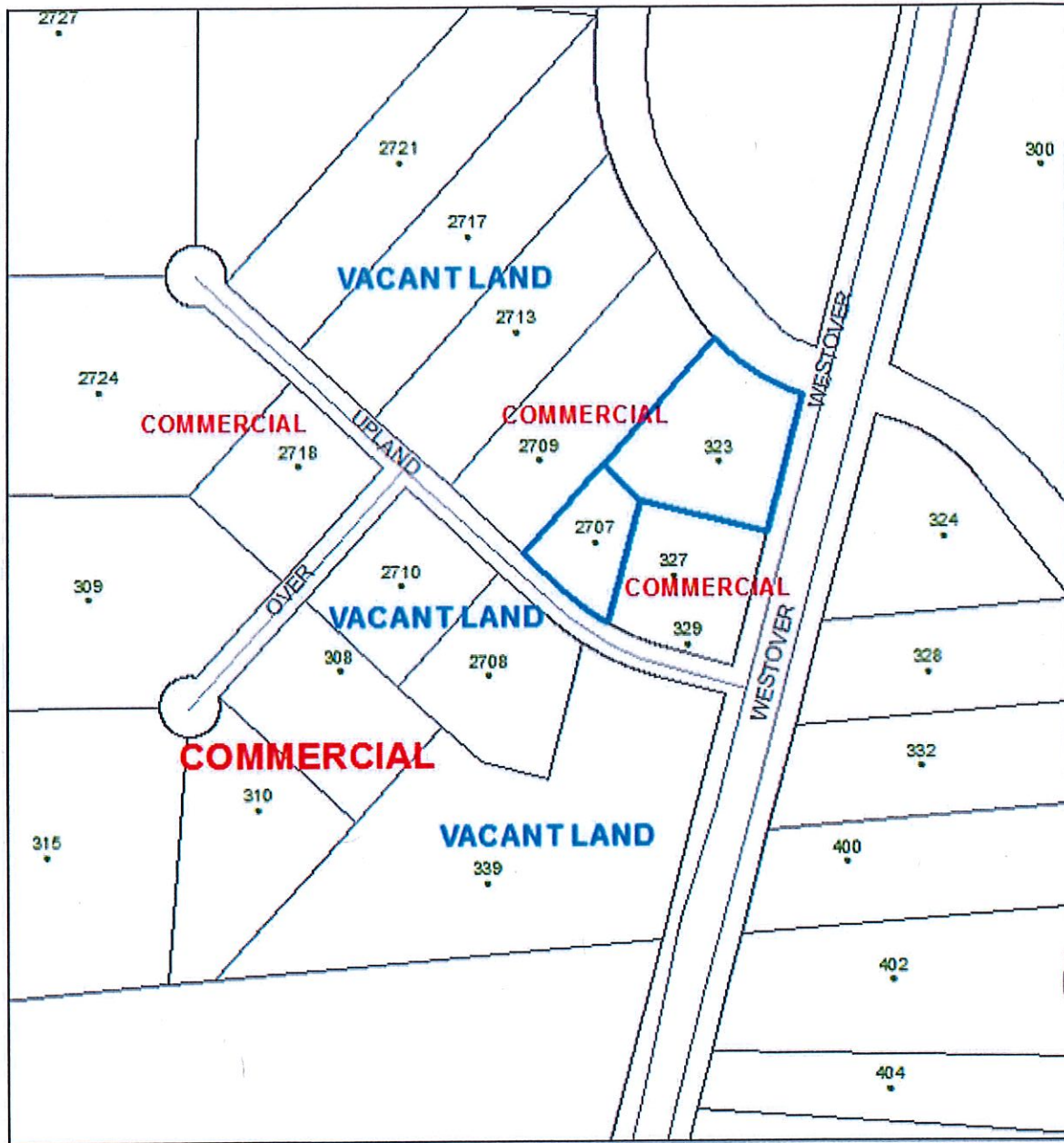
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Feet



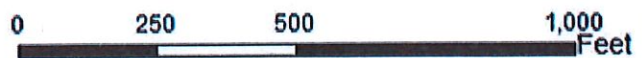
Disclaimer: Albany GIS makes every effort to produce the most accurate information possible. No warranties, express or implied, are provided for the data herein, its use or interpretation. All data is subject to change.



CURRENT USE



Address: 2707 Upland Ct
Special Approval
#22-008



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Special Approval Application

City of Albany Dougherty County

Property Address: 2707 UPLAND CT

Name of Property Owner(s): MUGGRIDGE & WIMBERLY LIMITED, LLC

Mailing Address: PO BOX 111

City: CAMILLA State: GA Zip Code: 31730 Telephone: (229) 921-3822

Name of Applicant: LANIER ENGINEERING, INC

Mailing Address: 1504 3RD AVE

City: ALBANY State: GA Zip Code: 31721 Telephone: (229) 438-0522

Current Use of Property: VACANT

Property owner requests special approval to allow the following special use: _____

SELF-STORAGE IN C-3 ZONE

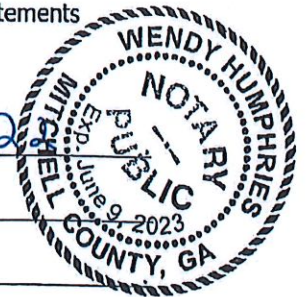
The applicant is required to provide a site plan, an 8" X 11" copy of the site plan, and a letter of intent with each application. In the event the applicant is someone other than the current owner, the applicant must attach a letter of authorization signed by the current owner(s) of the property authorizing the filing of the application. This application must be filed by the 10th of the month to be considered for the meeting of the following month.

I hereby authorize the Planning, Development Services & Code Enforcement Department staff to inspect the premises of the above described property and to place a public notice sign on the premises as required by law. I also hereby depose and say that all statements herein, and attached statements submitted are true and accurate to the best of my knowledge and belief.

Sworn to and subscribed before me this 10 day of February, 2022

Signature of Applicant: Ray T. Muggridge

Notary Public: Wendy Jopl My commission expires: 6-9-23



(Staff Use)

Posting fee: _____ Date paid: _____ Receipt: _____



VERIFICATION OF OWNERSHIP

Name of all owners: MUGGRIDGE & WIMBERLY LIMITED, LLC

Address: PO BOX 111

City/State/Zip Code: CAMILLA, GA 31730

Telephone Number: (229) 921-3822

Property Location (give description if no address):
2707 UPLAND COURT
LOTS 3B AND 3C, WESTOVER BUSINESS PARK

I am the owner of the property listed above, which is the subject matter of the attached application, as shown in the records of the City of Albany, or Dougherty County.

Ray T. Muggridge
Owner Signature (all owners must sign) Owner Signature (all owners must sign)

Personally appeared before me Ray Muggridge
has stated that the information on this form is true and correct.

Wendy Dupli
Notary Public

2-10-22
Date



In my absence, I authorize the person named below to act as the applicant in the pursuit of action for the attached application.

Name: LANIER ENGINEERING, INC

Address: 1504 3RD AVE

City/State/Zip Code: ALBANY, GA 31707

Telephone Number: (229) 438-0522



APPLICANT/AGENT DISCLOSURE
CAMPAIGN CONTRIBUTIONS
(Required by Title 36, Chapter 67A, Official Code of Georgia Annotated)

The applicant filed on this date: 02/10/2022, to apply for a rezoning approval affecting described property as follows:

LOTS 3B AND 3C, WILSTOVER BUSINESS PARK

Yes No

Within the last two years preceding the above filing date, the applicant has made campaign contributions aggregating \$250 or more to a member or members of the City Commission or County Commission who will consider application number _____.

(Please list the name(s) and official position of the local government official; the dollar amount; description, and date of each campaign contribution).

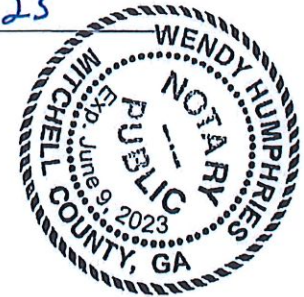
I hereby depose and say that all statements herein are true, correct, and complete to the best of my knowledge and belief.

Sworn to and subscribed before me this 10 day of February, 2022.

Ray T. Muggridge
Signature of Applicant

Wendy Humphries
Notary Public

Commission expires: 6-9-23





APPLICANT/AGENT DISCLOSURE
CAMPAIGN CONTRIBUTIONS
(Required by Title 36, Chapter 67A, Official Code of Georgia Annotated)

The applicant filed on this date: 02/10/2022, to apply for a rezoning approval affecting described property as follows:

LOTS 3B AND 3C, WESTOVER BUSINESS PARK

Yes No

Within the last two years preceding the above filing date, the applicant has made campaign contributions aggregating \$250 or more to a member or members of the City Commission or County Commission who will consider application number _____.

(Please list the name(s) and official position of the local government official; the dollar amount; description, and date of each campaign contribution).

I hereby depose and say that all statements herein are true, correct, and complete to the best of my knowledge and belief.

Sworn to and subscribed before me this 10th day of February, 2022.

Ted Lee, v.p.
Signature of Applicant
LANIER ENGINEER INC, INC.

Beth Pollock
Notary Public

Commission expires: 11/15/2025





February 10, 2022

Angel Gray
Albany Planning & Development Services
240 Pine Avenue
Albany, GA 31701

RE: Upland Self Storage
Albany, Ga. LE22001

Dear Angel:

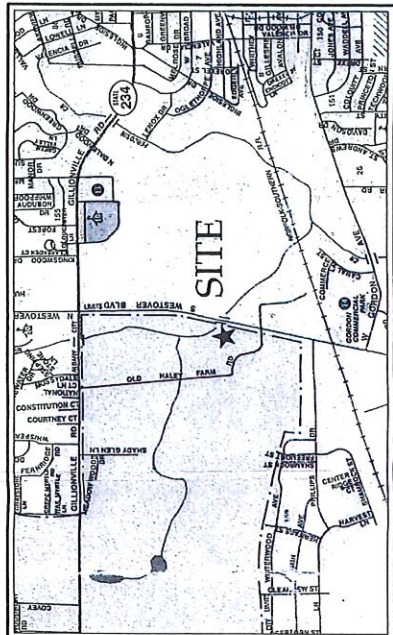
We are working with Ray Muggridge and Ernie Wimberly in an effort to develop a self-storage facility on a 2.912 acre tract of land located at 2707 Upland Court in Dougherty County, Ga. The property is currently zoned C-3. We are submitting a request to obtain special approval for the mini-warehouse use. This letter is to clarify the proposed intent for the property addressing items as required by the County's zoning ordinance. Plans include the construction of approximately 37,400 sf of storage space in multiple buildings. The buildings are proposed to house primarily climate-controlled units.

1. Traffic generated by a self-storage facility is generally low. The site is located just inside the entrance of Westover Business Park. Westover Drive is a four lane divided roadway at this location with ample capacity for the development of this project.
2. Self-storage facilities require very little onsite parking. This particular site is relatively small, and will not have an onsite office. Parking is provided for loading and unloading only at the warehouse units themselves.
3. There will be a site identification sign located near the entrance to the site. The sign will comply with the County Sign Ordinance.
4. A 10' landscape strip will be provided around the perimeter of the site aesthetically separating this development from the adjoining commercial properties.
5. A buffer is not required by code as the adjoining properties are commercial. However, the entire self-storage facility will be fenced and gated. The perimeter landscape strip will be grassed.
6. The facility will be accessed by key code and will operate during normal business hours daily from approximately 7:00 AM to 8:00 PM. This is compatible with other businesses in the area.
7. Site lighting will be minimal and low intensity for security purposes only.
8. Site access will be from a single driveway off of Upland Court. Sight distance is not a problem at this location.

Should you desire any additional information, please let me know.

Sincerely,

Tod Lanier, PE
Vice President



LOCATION MAP

NOTES:

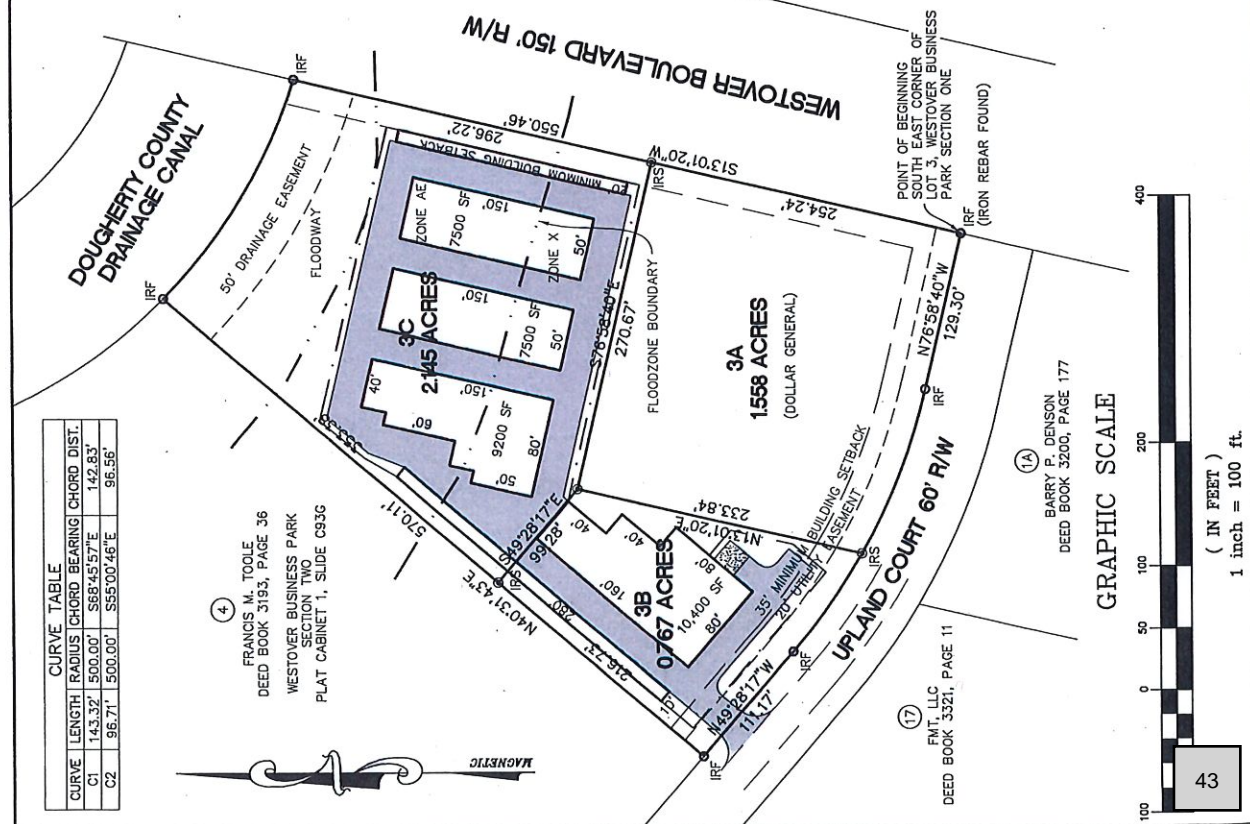
1. MUGGRIDGE & WIMBERLY LIMITED, LLC
ATTN: RAY MUGGRIDGE
P.O. BOX 111
CAMILLA, GA 31730
(229) 921-3822
2. PROPERTY IS ZONED - C3
FRONT YARD SETBACK - 25'
SIDE YARD SETBACK - 0'
REAR YARD SETBACK - 15'
3. SPECIAL APPROVAL BY THE DOUGHERTY COUNTY COMMISSION IS REQUIRED FOR THE DESIRED MINI-WAREHOUSE USE.

**CONCEPTUAL LAYOUT DRAWING
PROPERTY OF MUGGRIDGE & WIMBERLY
LIMITED, LLC**
BEING ALL OF LOTS 3B & 3C OF WESTOVER BUSINESS PARK SECTION ONE,
AS RECORDED IN PLAT CABINET 1, SLIDE C85G
PART OF LAND LOT 119, SECOND LAND DISTRICT
DOUGHERTY COUNTY, GEORGIA



LANIER ENGINEERING INC.
1504 W. THIRD AVENUE ALBANY, GEORGIA 31707
(229) 438-0522 FAX (229) 438-0921

SURVEYED	SCALE	1" = 100'	PROJ. NO.	21067	DATE	02/04/22	SHEET NO.	1
DRAWN	L.T.L.	CHECKED	DWG	21067/LAYOUT	SUR. DATE			1 OF



CURVE	LENGTH	RADIUS	CHORD BEARING	CHORD DIST.
C1	143.37	500.00'	S88°45'57"E	142.83'
C2	96.71	500.00'	S55°00'46"E	96.56'

FRANCIS M. TOOLE
DEED BOOK 3193, PAGE 36
WESTOVER BUSINESS PARK
SECTION TWO
PLAT CABINET 1, SLIDE C83G

17
FMT, LLC
DEED BOOK 3321, PAGE 11

1A
BARRY P. DENSON
DEED BOOK 3200, PAGE 177

GRAPHIC SCALE

(IN FEET)
1 inch = 100 ft.



Item 8a.

PROCUREMENT RECOMMENDATION

DATE: February 25, 2022

TITLE: Batwing Mower
REFERENCE NUMBER: N/A
OPENING DATE: N/A
BUYER: Corey Gamble

DEPARTMENT: 4110 Public Works
ACCOUNT NUMBER: 420025062
BUDGETED AMOUNT: \$25,000.00
DEPARTMENT CONTACTS: Russell Allenbaugh

Yvette Fields, Director

RECOMMENDATION:

Recommend the purchase of one (1) 2022 fifteen (15) foot Batwing Mower from Deere & Company for a total expenditure of \$24,252.36.

BACKGROUND INFORMATION:

This purchase will be made from Sourcewell Contract #110719-JDC. The local Flint Equipment Co. will be the delivering and servicing dealer. Estimated delivery is three (3) to four (4) months after receipt of order.

COUNTY ADMINISTRATOR ACTION:

APPROVED () DISAPPROVED () HOLD

COMMENTS:

3/3/22
DATE

COUNTY ADMINISTRATOR

List of Documents Attached:
Sourcewell Contract Quote ID #26000473



PROCUREMENT RECOMMENDATION

DATE: February 25, 2022

TITLE: John Deere Tractor & Mower

DEPARTMENT: 4110 Public Works

REFERENCE NUMBER: N/A

ACCOUNT NUMBER: 420025062

OPENING DATE: N/A

BUDGETED AMOUNT: \$77,000.00

BUYER: Corey Gamble

DEPARTMENT CONTACTS: Jawahn Ware

Yvette Fields

Yvette Fields, Director

RECOMMENDATION:

Recommend the purchase of one (1) 2022 John Deere 6105E 4x4 Tractor and one (1) 2022 John Deere HX7 Mower from Deere & Company for a total expenditure of \$76,466.52.

BACKGROUND INFORMATION:

This purchase will be made from Sourcewell Contract #110719-JDC. The local Flint Equipment Co. will be the delivering and servicing dealer. Estimated delivery is eight (8) to nine (9) months after receipt of order.

COUNTY ADMINISTRATOR ACTION:

APPROVED

DISAPPROVED

HOLD

COMMENTS:

3/3/22
DATE

[Signature]
COUNTY ADMINISTRATOR

List of Documents Attached:

Sourcewell Contract Quote ID #26000522

**A RESOLUTION
ENTITLED
A RESOLUTION DECLARING AS SURPLUS THE
ATTACHED LIST OF EQUIPMENT AND VEHICLES;
PROVIDING FOR DISPOSAL OF OR SALE OF SAME VIA
AN ONLINE AUCTION; REPEALING PRIOR RESOLUTIONS
IN CONFLICT; AND FOR OTHER PURPOSES.**

WHEREAS, Dougherty County, Georgia owns the attached list of equipment and vehicles; and

WHEREAS, the County has neither an immediate or foreseeable future use for said equipment and vehicles;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Dougherty County, Georgia and **IT IS HEREBY RESOLVED** by Authority of same:

SECTION I. That the equipment and vehicles specified in the list attached hereto are hereby declared surplus and the County Administrator is authorized to dispose of or to sell the same via an online auction.

SECTION II. That the County Administrator or County Clerk are authorized to execute documents necessary to effectuate sale of said equipment and vehicles.

SECTION III. All resolutions or parts of resolutions in conflict herewith are repealed.

BOARD OF COMMISSIONERS OF
DOUGHERTY COUNTY, GEORGIA

By: _____
CHAIRMAN

COUNTY CLERK
Adopted: March 21, 2022

Administration

Description	Unit Number	Condition
Dell Monitor	CN-OPVGRC-74445-439-34QM	Good

Clerk of Court

Description	Unit Number	Condition
HP LJ P2055DN Printers (2)		Poor
NCR Printers (4)		Poor
HP LJ Cp 4005DN Printer		Poor
HP LJ 4300DN		Poor

DA's Office

Description	Unit Number	Condition
Black Faux Leather Chairs (4)		Fair
Blue Chair		Fair
Black High Back Chair		Fair
Mahogany Conference Table		Fair
HP Design Jet 650C	USB4400467	Good
Panasonic 17" TV	A8AA11418	Fair

Facilities Management

Laptop (2)	NAV09SA, 58LGQ02	Poor

Human Resources

Description	Unit Number	Condition
Shelf Insert		Poor
Large Filing Cabinets (4)		Good
Small Filing Cabinet		Good

DCP		
Description	Unit Number	Condition
Fujitsu Scanners (4)		Poor
Shredders (2)		Poor
Heater		Poor
Telephone		Poor
Midland Weather Monitor		Poor
WD My Book		Poor
Gray Filing Cabinets (2)		Poor
Brown Rolling Chair		Poor
Red Rollig Chairs (7)		Poor
PUBLIC WORKS		
Description	Unit Number	Condition
Guardian 190-ES ULV (4)	551534, 551356, 551018, N/A	Poor
Guardian 160-GV ULV	551642	Poor
McPhearson Blower	51133	Poor
1985 Giant Wood Splitter	51119	Poor
5th Wheel Trailer		Poor
2012 Alamo Boom Mower		Poor
Ford Pickup Tailgates (4)		Good
Ford Rear Bumpers		Good
Solid Waste		
Description	Unit Number	Condition
2006 Ford F350	540836	Poor
STATE COURT		
Description	Unit Number	Condition
ActivTek Air Purifier	AP3000	Poor

TAX and TAG		
Description	Unit Number	Condition
Dell OptiPlex 3010 (2)		Poor
Dell OptiPlex 3020 (8)		Poor
HP Monitor		Poor
Dell Monitors (6)		Poor
Keyboards (4)		Poor
Dell Mouse		Poor
LexMark Printer		Poor
HP Printer		Poor
Monroe Calculators (4)		Poor
Casio Calculator		Poor
Stapler		Poor
Paper Sorter		Poor
Chairs (5)		Poor

Department of Family & Children Services

Incumbents

None

One new applicant

Barbara Johnson-Clark

barbara.clark3@mchsi.com

barbara.clark3 <barbara.clark3@mchsi.com>

Fri 1/28/2022 12:01 PM

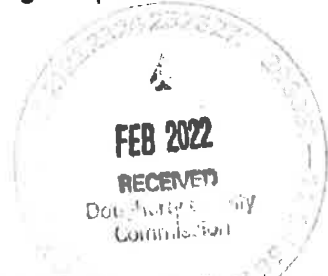
To: Clark, Bristria <BClark@dougherty.ga.us>

Dear Mrs. Clark,

I am Barbara Johnson-Clark, I am interested in becoming a Board Member for the Department of Family and Children Services. Please advise me on accomplishing this position.

Thanks in advance,

Barbara Johnson-Clark



Sent from my Verizon, Samsung Galaxy smartphone

PUBLIC RECORDS NOTICE: Georgia has a very broad public records law. Most written communications to or from City and County officials regarding City and County business are public records available to the public and media upon request. Your email communications may be subject to public disclosure.

2

Payroll Development Authority

Incumbents

None

Four new applicants

Will Davis

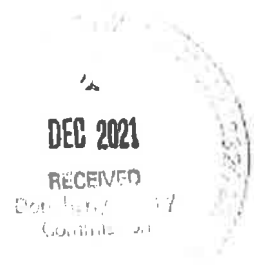
Roderick Garner

Jeretha Peters

William Wright

Clark, Bristria

From: Will Davis <dreams2destinationsllc@gmail.com>
Sent: Thursday, December 16, 2021 7:39 AM
To: Clark, Bristria
Subject: Payroll Development Board



C/o Bristeria Clark Hope, Dougherty County
Deputy County Clerk

Mrs. Hope,
I would like to submit my name for the position on the Payroll Development Authority Board. Although the board meets as needed, I'm committed to the time and energy required for this position as it relates to meetings, required follow-up and engaging the various entities that may have an interest in our area and service of the PDA.

If chosen, I would be honored to work with the present board members and be a team player. Please respond back if any other information is required.

Thank you for your assistance,

Will Davis

Semper Fi!
Mr. Albany
(229) 869-3330

PUBLIC RECORDS NOTICE: Georgia has a very broad public records law. Most written communications to or from City and County officials regarding City and County business are public records available to the public and media upon request. Your email communications may be subject to public disclosure.

Will Davis

Albany, GA 31721
(229) 869-3330 dreams2destinationsllc@gmail.com

PROFESSIONAL SUMMARY

Known for consistency and accuracy in completion of work activities. Enthusiastic Team Leader/Builder eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow. Excellent reputation for resolving problems and driving overall operational improvements.

SKILLS

- Organization
- Process improvement
- Operational improvement
- Team management
- Relationship development
- Problem resolution
- Customer service
- Troubleshooting skills

WORK HISTORY

CONVERTING MACHINE OPERATOR | 07/1989 to 01/2019

Procter & Gamble Albany [retired] - Albany, GA.

- Evaluated final products to verify compliance with work orders and detect defects.
- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
- Developed team communications and information for operational team meetings.
- As team H.R. representative I resolved conflicts and negotiated mutually beneficial agreements between team members.

MODULE SAFETY (OSHA) RESOURCE | 01/2003 to 06/2006

Procter & Gamble Albany [retired] - Albany, GA

As Safety Resource I was responsible for facilitating compliance with P&G specific and OSHA guidelines.

- Trained and lead employees on various safety-related topics
- Prepare educational seminars and training on a monthly basis
- Work with HR to set up a new employee on-boarding process for safety
- Conduct risk assessment
- Enforce preventative measures
- Oversee workplace repair, installations and any other work that could harm employees' safety

UNITED STATES MARINE | 08/1981 to 07/1986
United States Marine Corps, HQ - Washington, D.C.

EDUCATION

Terrell County High School [class of 1981] - Dawson, Ga. | High School Diploma

ACCOMPLISHMENTS

- * Georgia Haitian-American Chamber of Commerce
Outstanding contribution to the BEL Initiative and future leaders of
Haiti: 2018-2019 BEL initiative Fellows

AFFILIATIONS

- * Albany Police Department Community Advisory Board
- * American Legion Post 512 Joseph Odom
- *Leadership Albany Alumni-2004
- *Marine Corps League-Major Lawrence Des Jardines Detachment #1260

61

Clark, Bristria

From: R Garner <rodgarner@eaglecleanersalbany.com>
Sent: Wednesday, February 16, 2022 11:17 PM
To: Clark, Bristria
Subject: Payroll Development Authority Candidate
Attachments: Resume for PDA board 2022.doc



Hi Ms. Hope,

I have attached a copy of my resume for the vacant Payroll Development Authority position. Please let me know if there is any additional information needed.

Thanks so much.

Sincerely,

Rod Garner

R.R. Garner, CPD
EagleCleaners
1118-A Stuart Ave.
Albany, GA 31707
Ph: 229 878 6023
Fax: 229 878 0435
www.eaglecleanersalbany.com

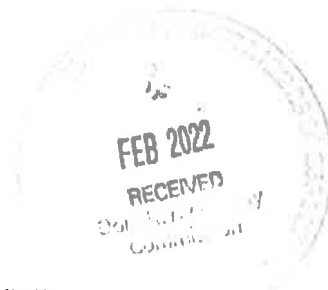
PUBLIC RECORDS NOTICE: Georgia has a very broad public records law. Most written communications to or from City and County officials regarding City and County business are public records available to the public and media upon request. Your email communications may be subject to public disclosure.

Roderick R. Garner, CPD

5023 Barrington Dr., Albany, GA 31721

229 878 6023 (Office); 229-436-6933 (Home); 229-343-6151 (Cell)

rodgarner@eaglecleanersalbany.com



Objective

To serve as an effective board member of the Payroll Development Authority through listening, observing and making recommendations to provide meaningful services.

Profile

- Current twenty-seven year Albany business owner
- Goal-oriented individual with strong leadership capabilities.
- 27 years experience in working with distributors, vendors, bankers and the public.
- Over 30 years of service in the Quality Services field
- Performed as MillerCoors Distributor Services Manager 2008-2013
- Five years of service as Supply Chain team member
- MillerCoors Beer Merchant
- Retired from MillerCoors in 2015

Education

B.S., Biology, Albany State University
Siebel Institute of Technology
Certified Beer Merchant
Completed Corporate Microbiology workshop
Certified Professional Drycleaner, Drycleaning and Laundry Institute

Relevant Experience & Accomplishments

- Performed annual quality distributor audits
- Managed all incoming distributor quality hotline contacts
- Coordinated and implemented the Southeastern Partnership Exchanges for MC distributors
- Served as a Beer Merchant in the demonstration and knowledge sharing of our brand portfolio
- Served as a qualified Advanced Taste Tester.
- Performed as trainer and teacher for Beer University at Albany plant.
- As acting **Product Lab Manager**, effectively collaborated with team members to assist the Brewing department with providing a key ingredient for an S9 soy trial. Deadline was ultimately met by using a hand mixer to accomplish goal.
- Provided support to local establishment with off taste keg product complaints by demonstrating proper cleaning procedures which resolved the problem.
- **Provided field service in the Destin, FL area** to investigate bottle breakage issues. Establishments were visited, information and evidence were gathered and summarized. The crowns were identified as the problem. Very favorable comments were received about the effectiveness of the investigation. Retail accounts were compensated and assured that Miller was taking care of the problem.
- Enhanced knowledge of various styles and tastes of beers through **Siebel Institute of Technology**; currently an active qualified **Advanced Taster**.
- Enhanced knowledge of the overall brewing process through **Siebel Institute of Technology**, applied technology in positions as Product Lab Chemist and Microbiologist.
- Served as an anchor for the **World Class Manufacturing** transition of lab duties to the brewing technicians. Technicians are effectively reacting to guidelines and limits while releasing package release tanks, fermenters and incoming wine trucks.
- **Twenty years experience** in working with distributors, vendors, bankers and the public through the development and startup of one of the finest locally owned drycleaners in our area.

Employment

- | | |
|---|-----------|
| Distributor Services Manager, MillerCoors (Retired) | 2008-2015 |
| Provides support and education to the plant, distributors, retailers and consumers on the qualities and benefits of MillerCoors products. | |
| Electron Spin Resonance Coordinator, Miller Brewing Co. | 2006-2008 |
| <ul style="list-style-type: none"> • Provides support to Brewing to establish guidelines to result in lower ESR values which translates to a more stable product. | |
| Plant Senior Microbiologist, Miller Brewing Co. | 1999-2006 |
| <ul style="list-style-type: none"> • Oversaw operations of both Brewing and Packaging in order to provide the necessary data and recommendations to track and address any potential areas of micro concerns. | |
| Product Lab Chemist, Miller Brewing Co. | 1990-1998 |
| <ul style="list-style-type: none"> • Served as a direct link to Brewing in regards to trends in Fermentation, Aging and Package release. Action plan recommendations made as necessary. | |
| Technical Packaging Analyst, Miller Brewing Co. | 1988-1989 |
| <ul style="list-style-type: none"> • Provided support to the packaging department in the areas of cans, bottles and cartons. • Worked directly with material vendors in assisting with troubleshooting various material problems. | |

Packaging Analyst, Miller Brewing Co.

1982-1987

Provided packaging support in monitoring the quality of product as well as using the Finished Goods Control System to isolate product as necessary.

Community Involvement

Albany Chamber of Commerce, member; Board of Directors

GBROS., Inc., CEO

New Property Development, LLC., President

Dougherty High School, CTAE Advisory Board Member

Albany Middle School, Partner in Excellence, LSGT Chairman

Boys and Girls Club, served on Board of Managers

Hidden Lakes Homeowners Association, served on Board of Directors

References

References provided upon request.

March 11, 2022

Jeretha H. Peters
3119 Savannah Ln.
Albany, Georgia 31721

Albany-Dougherty Payroll Dev. Auth.
Attn. Chris Cohilas, Chairman
125 Pine Ave.
Albany, Georgia 31701

Dear Mr. Chairman,

This letter is being submitted for consideration, as an indication of interest, in the open position on the Albany-Dougherty Payroll Development Authority.

I understand the importance of good governance and the impact it has in the creation and implementation of strategies that further the mission of an organization, adherence and compliance with regulatory bodies, along with supporting the economic vitality of the community. Furthermore, being a part of this body is a humbled way I can serve my community.

Included with this letter is my professional resume. It only begins to suggest the breadth of my professional experience; so, I welcome the opportunity to meet and further discuss how both my experiences and education help make me a viable candidate for the role.

Thank you for your time and consideration.

Sincerely,

Jeretha H. Peters

JERETHA PETERS

Albany, Georgia 31721
Jeretha.Peters@gmail.com

Experienced financial services professional with extensive experience coaching and supervising staff, managing risk, and overseeing the client service experience. Critical thinker with effective skill-sets necessary to define and align, analyze and effectively solve problems.

EXPERIENCE

DECEMBER 2019 – PRESENT

BRANCH MANAGER, WELLS FARGO ADVISORS /SOUTH GA REGION

- Daily Oversight of Branch Administration, Operations and Compliance
- Develop Annual Branch business plan
- Implement Strategic Financial Advisor Recruiting & Retention Activities
- Provide Financial Assistance and Planning to Existing Clients
- Grow branch revenue and expand client relationships
- Manage branch profit/loss statement
- Preserve integrity of the firm through community development

SEPTEMBER 2017 – DECEMBER 2019

FINANCIAL ADVISOR, WELLS FARGO ADVISORS

- Build rapport with Financial Advisors within Complex
- Create and Refine Client Engagement Process
- Implement firm client service standards consistently
- Update and monitor client investment strategy and client profiles
- Satisfy Firm and Industry Continuing Education Requirements
- Present firm community resources at Educational Fairs
- Facilitate Financial Literacy Workshops
- Meet with Investment and Insurance Partners to learn various financial strategies
- Source prospective clients

JANUARY 2011 – SEPTEMBER 2017

FINANCIAL ADVISOR, SUNTRUST INVESTMENT SERVICES, INC.

- Develop a portfolio of clients that meets company requirements
- Manage client assets in excess of \$52 million
- Increased revenue and exceed goals by at least 28% YOY
- Deliver customized investment and financial solutions
- Effectively source prospective clients, capitalize on bank referrals
- Assess client needs and deliver highly customized solutions
- Recommend suitable bank alternatives for prospects and clients
- Collaborate with retail teammates to identify leads

- Coach and Develop strategies for retail teammates on uncovering opportunities
- Create client conversation starters for retail teammates
- Organize client seminars and training sessions

OCTOBER 2002 – MAY 2003

INTERIM SALES TEAM LEADER, SUNTRUST INVESTMENT SERVICES, INC.

- Review daily trade blotters
- Organize client files for requested for random compliance audits
- Distribute NASD updates for team and discuss compliance updates weekly
- Resolve non-escalated client complaints
- Examine advisor notes and supporting documentation for annuity transactions
- Manage books and records log as well as incoming correspondence, seminar requests, and public appearances

MAY 2000 – DECEMBER 2010

INVESTMENT SALES ASSOCIATE, SUNTRUST SECURITIES, INC.

- Assist Investment Consultants and Licensed Bankers in sales process
- Master sales goals set by management
- Develop and implement business plans with Financial Advisors
- Generate daily sales opportunity reports
- Form strategies to reach deposit and loan referral goals
- Processing deposits, withdrawals, and other account transactions
- Update client and prospect data records within Salesforce, and other
- Organize and host client events
- Organize Licensed Banker events with wholesalers
- Manage client retention processes including handling complaints and research requests

EDUCATION & CREDENTIALS

Retirement Income Certified Professional (2020)

The American College of Financial Services, King of Prussia, PA

Bachelor of Science in Accounting (2004)

Albany State University, Albany, GA

Associate of Science in Business Administration (2000)

Darton College, Albany, GA

FINRA Series 7 - General Securities Representative

FINRA Series 66 – Uniform Combined State Law/ Investment Advisory

FINRA Series 9/10 – General Securities Sales Supervisor

State of Georgia Insurance License – Life, Health, and Variable Products

SKILLS

- Self-Motivated
- Flexible
- Creative/ Innovative
- CPR Certified
- Problem Solver/Critical Thinker
- Positive Attitude/Optimistic
- Effective Time Management Skills

LEADERSHIP & VOLUNTEER ACTIVITIES

Albany Chamber of Commerce, Board Member
Albany Community Together, Inc., Board Member
Phoebe Putney Memorial Hospital, Board Member
Feed Albany, Inc. – Homeless Nutrition Program, Volunteer
Dougherty County School System – Career Day Volunteer
SOWGA Project for Community Ed. – Financial Literacy Volunteer
Albany State University, Career Services – Professional Development Volunteer
Wells Fargo Engage - Mentor

AFRAM Tech, Inc.

2006 W. Waddell Avenue P O Box 4650, Albany, GA 31706-4650

Information and knowledge is power and money!
(729) 432-0404

WILLIAM BARRY WRIGHT

**CFR49-26 Workshop
for DBE's**

January 31, 2022

Mrs. Jewahn Ware.
County Clerk
Dougherty County Commission
P O Box 1827
Albany, GA 31702-1827



RE: Appointments to PDA Board

Greetings Madam Clerk:

Please find my attached vitae that properly convey my interest in the appointment process by the Governing body to the Albany-Dougherty County PDA Board (PDA). I am interested in such an appointment to perhaps consider the present rate structure to make the utilities less problematic to our customer base. This appointment may provide an opportunity toward our mutual benefit. I am interested in the position and believe that I can make a positive contribution to the Citizens of Albany-Dougherty County as well as the citizens of Albany.

I have served in higher education since 1987 on both a full-time as well as a part-time basis. Courses of instruction have included accounting, economics, finance, management as well as health insurance. My experiences have taken me to teach in Atlanta, middle Georgia as well as southwest Georgia.

Please review the attached vitae that provide a professional sketch of my background, training, and experiences in the in various capacities in education as well as management. For instance, in the manufacturing industry, I have served as a production manager, as well as plant coordinator. In the government arena, I have served as a commissioner for a municipally owned utility company with some 40,000 customers.

Please contact me by voice or email should you need any additional information for such an appointment

Thanking you in advance, for your consideration, I am

William Wright barwrigh2021@gmail.com

AFRAM Tech, Inc.

VITAE

2006 W. Waddell Avenue, P.O. Box 4650, Albany, GA 31706-4650
Information and knowledge is power and money!
(229) 432-0404

CFR49-26 Workshop Well trained in Total Quality Management

WILLIAM BARRY WRIGHT

for DBE's

I received the MBA Degree in Economics/finance at Albany State University. Post Graduate Studies: Accounting, Finance and Management. I have gained a variety of accounting experiences and training in managing business enterprises in management, retail and service-oriented enterprises.

**Education: Albany Technical College,
Georgia Southwestern State University,
Albany State University.**

MBA in Economics & Finance

Postgraduate:

**Albany State University
Georgia Southwestern State University.**

Professional Experience:

**Firestone Tire & Rubber Company,
University System of Georgia
Afram-Tech, Inc.**

**Plant Coordinator
Albany Firestone Tire Plant 1984-86**

**College of Business:
1987-1992**

**Instructor/Assistant Professor of Business Faculty
Atlanta Metropolitan College Complex
1994-1996**

**Instructor of Business Faculty
Fort Valley State University
Instructor of Business Faculty
1996-2006**

Albany State University.

P 2.

As a member of the business faculty at Albany State University, my duties included class instruction in accounting, economics, finance, management, insurance and medical coding. I served as student advisor for seniors, assisting students in planning and time management for degree completion. On a daily basis engaged students in applying various discipline models for individual success in life coping skills.

I served as an Instructor of Business Faculty with Fort Valley State University providing course of instruction for students in traditional agri-business economy. I provided students with the necessary skills for cognitive learning to enhance decision-making in a variety of business models. As such, my course of instruction focused on innovative Business Outreach services for the institution.

I served as an Instructor/Assistant Professor of Business as well as faculty advisor for an International student body at the Atlanta Metropolitan College Complex. Courses of instruction included: accounting, business law, finance, and business composition. On a routine basis, I provided students with the theoretical and practical applications of various disciplines. I also served as coordinator for the weekend college on campus. I often provided students with field experiences at various venues in Atlanta.

As an officer of the Afram-Tech, Inc., I provide professional technical assistance to individuals, government, not-for-profit as well as commercial enterprises from a theoretical framework to implementation phase of economic activity. Duties include training, analysis, designing, collection and reporting various models under consideration for decision makers.

Community & Public Service

Capacity Building during the Pandemic Advent 2020-Present

Assisting some 2,500 citizens with the SBA-PPP process, SBA-Targeted

Advance, SBA- 8(A) program assistance

Flood Plain Management Board-Dougherty County

NAACP

City of Albany, GA

Complete Count Committee-U S Bureau of Census

Homeless Coalition-Albany/Dougherty County

Small Business Council-Coordinator

Board of Zoning Appeals Commissioner

Albany Police Department-Citizen Review Board

A JOINT RESOLUTION OF THE CITY OF ALBANY AND DOUGHERTY COUNTY

ENTITLED

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF COMMISSIONERS OF DOUGHERTY COUNTY AND THE MAYOR OF THE CITY OF ALBANY TO EXECUTE FORMS PROVIDED BY THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS NECESSARY TO RECEIVE GRANT FUNDING FOR THE UPGRADE OF OVERHEAD ELECTRICAL LINES; REPEALING PRIOR RESOLUTIONS IN CONFLICT AND FOR OTHER PURPOSES.

WHEREAS, the City of Albany and Dougherty County must add a new agreement to the existing Service Delivery Strategy to receive grant funding for the upgrade of overhead electrical lines; and

WHEREAS, it would be in the best interest of the City of Albany and Dougherty County to approve the addition to the Service Delivery Strategy,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Albany, Georgia, and by the Board of Commissioners of Dougherty County, Georgia, and it is hereby resolved by authority of same:

SECTION 1. The Chairman of the Board of Commissioners of Dougherty County and the Mayor of the City of Albany are hereby authorized to execute any and all forms prepared by the Georgia Department of Community Affairs necessary to revise the Service Delivery Strategy.

SECTION 2. All resolutions, or parts of resolutions, in conflict herewith are repealed.

CITY OF ALBANY, GEORGIA

MAYOR

ATTEST:

CITY CLERK

Adopted:

Introduced By: _____

**BOARD OF COMMISSIONERS OF
DOUGHERTY COUNTY, GEORGIA**

CHAIRMAN

ATTEST:

COUNTY CLERK

Adopted:

**A RESOLUTION
ENTITLED**

A RESOLUTION PROVIDING FOR THE APPROVAL AND EXECUTION BY THE CHAIRMAN OF THE BOARD OF COMMISSIONERS OF DOUGHERTY COUNTY A PROFESSIONAL SERVICES AGREEMENT BETWEEN REDDISH EXECUTIVE SEARCH ASSOCIATES, LLC D/B/A MERCER GROUP ASSOCIATES HEREINAFTER (“REDDISH”) AND DOUGHERTY COUNTY, GEORGIA FOR THE PURPOSE OF HAVING REDDISH ASSIST THE COUNTY IN CONDUCTING A SEARCH FOR QUALIFIED ENTITIES TO PROVIDE LEGAL SERVICES TO DOUGHERTY COUNTY; REPEALING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

WHEREAS, the Board of Commissioners of Dougherty County, Georgia, is hereby desirous of approving and executing a Professional Services Agreement between Reddish Executive Search Associates, LLC d/b/a Mercer Group Associates hereinafter (“Reddish”) and Dougherty County, Georgia for the purpose of having Reddish assist the County in conducting a search for qualified entities to provide legal services to Dougherty County.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Dougherty County, Georgia and it is hereby resolved by Authority of same as follows:

SECTION I The attached Professional Services Agreement between Reddish Executive Search Associates, LLC d/b/a Mercer Group Associates (“Reddish”) and Dougherty County, Georgia for the purpose of having Reddish assist the County in conducting a search for qualified entities to provide legal services to Dougherty County is hereby approved and the Chairman of the Board of Commissioners of Dougherty County is hereby authorized to execute same. Any previous execution of said Professional Services Agreement by the Chairman of the Board of Commissioners of Dougherty County is hereby approved and ratified. The Chairman of the Board of Commissioners of Dougherty County is hereby authorized to execute any and all other documents necessary for the full implementation of the Professional Services Agreement.

SECTION II All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

This the 21st day of March, 2022.

BOARD OF COMMISSIONERS OF
DOUGHERTY COUNTY, GEORGIA

BY: _____
Christopher S. Cohilas, Chairman

ATTEST:

County Clerk

**MERCER GROUP ASSOCIATES**107 Indigo Lane
Athens, GA 30606 REDDISH EXECUTIVE SEARCH, LLC(706) 614 4961
alanreddish51@gmail.com

TO: Chris Cohillas, Chairman
Dougherty County Commission

FR: Alan Reddish, Senior Associate
Mercer Group Associates

RE: County Attorney Search

DT: March 11, 2022

Thank you for allowing Reddish Executive Search Associates, dba Mercer Group Associates to provide a proposal to assist Dougherty County with its search for a new County Attorney. This is an important decision that the County has not had to make for many decades; therefore, it is important that the right person is properly selected. Mercer Group Associates will provide a quality search process that focuses on the legal needs and expectations of the County and ensures that the person selected has the requisite experience and knowledge of local government law.

Mercer Group Associates has extensive experience conducting executive level searches for local governments across the country. The team specifically assigned to your project, Alan Reddish, Ellis Hankins and Lisa Ward, has conducted approximately 50 upper-level local government management searches in Georgia in the last five years and is currently conducting a City Attorney search for the City of Tucker. Ms. Ward and Mr. Reddish are former Georgia local government practitioners whose Georgia experience and knowledge base is unmatched by other search firms. Mr. Hankins is a North Carolina local government attorney and has previously served as the Executive Director of the North Carolina Municipal League. He brings a wealth of knowledge and experience that will be important as we identify Law Firms and Attorneys that may be a good fit for Dougherty County. Ms. Ward, Mr. Hankins, and I will be the professionals you interact with throughout the entire search process and are available for periodic meetings with the County as needed. You will find additional biographical information about our team members shown below.

W. Alan Reddish, Senior Associate

Mr. Reddish specializes in Executive Search for Mercer Group Associates and will serve as the Project Manager for your search. He has over 35 years of experience as a local government manager serving as Manager in three Georgia communities, most recently retiring as Manager of the Unified Government of Athens-Clarke County after 15 years of service. In that capacity Mr. Reddish was responsible for an operating budget exceeding \$190 million, 1700 employees,



and three capital programs totaling over \$500 million. During his tenure as Manager, Mr. Reddish conducted many national searches to recruit and hire a professional team of department directors to ensure efficient delivery of services to the Athens-Clarke County community of 123,000, which is home to the University of Georgia. Positions filled included Asst. County Manager, Finance Director, Information Technology Director, Leisure Services Director, Police Chief, Fire Chief, Solid Waste Director, Economic Development Director, and Human Resources Director.

Mr. Reddish's professional career also includes three years of service as the Associate Director of the Carl Vinson Institute of Government at the University of Georgia. In that role he was responsible for the management of faculty and support staff that delivered 500 training and professional development programs annually to local and state government officials throughout Georgia.

Mr. Reddish holds a Bachelor's degree in Political Science from the University of Georgia and a Master's degree in Public Administration from Troy State University. He has been very active in the Georgia City/County Management Association having served in virtually all elected offices including President of the Association. He received the first *Pillar of the Profession Award* from the Georgia City/County Management Association which annually recognizes a person that has demonstrated a sustained commitment to personal and professional development along with mentoring, coaching, and counseling peers and other local government officials.

Lisa A. Ward, Senior Associate

Lisa Ward will serve as the Senior Consultant for this project. Ms. Ward has 30 years of combined government and human resources experience. She worked for many years at the Director level in various Human Resources functions of local government. Prior to becoming a member of the Mercer team, Ms. Ward was responsible for developing, implementing, and administering programs and policies for the nation's second largest Electric Membership Corporation (EMC). Ms. Ward handled all employee benefits administration, recruiting and retention strategies, as well as employee performance management, training, and development. She has been responsible for self-funded insurance programs including, health, dental, short-term disability, general liability, and worker's compensation, managing millions of dollars annually.

Ms. Ward retired June 1, 2008, as an officer from United States Air Force with 23 years of active and reserve military service. During her military career she served in three branches of the armed forces: Navy, Army and Air Force which provided her an in-depth understanding of the importance of diversity, confidentiality, and leadership development.

Ms. Ward has a Master's Degree in Public Administration (MPA) from the University of North Florida in Jacksonville, Florida and a Bachelor's Degree in Psychology from the University of Nebraska. In July 2016, Lisa attended the Senior Executive Institute (SEI) at the University of Virginia focusing on high performing organizations. She is a Human Resources professional and



holds her PHR and SHRM-CP certifications. Ms. Ward served as the President of the Athens-Area Society for Human Resources Management (AASHRM) from 2016-2018 and recently served on the ICMA Veteran's Task Force. She serves as a volunteer Guardian Ad Litem in her community advocating for children in need for the local court system. Ms. Ward also serves as a Vice President for the non-profit organization, Veteran Garden Project of St. Augustine, FL serving local veterans and their families in the local community.

Ellis Hankins, Senior Associate

Mr. Hankins will serve as the Project Advisor and the subject matter expert for legal issues. In addition to working with Mercer Group Associates, Mr. Hankins' firm serves as the attorney for several North Carolina cities, counties and school boards. He is also a visiting professor in public policy and management programs at UNC-Chapel Hill, North Carolina State University, and Duke University. He served from 1997 until 2014 as Executive Director of the North Carolina League of Municipalities and previously as its General Counsel. His career has included practicing law with four law firms and he currently he serves as a member of the Raleigh-Durham Airport Authority Board. Mr. Hankins earned his Bachelor of Arts, Master of Regional Planning, and Law degrees from UNC-Chapel Hill. He is licensed to practice law in North Carolina and in federal courts.

The proposed Professional Services Agreement and Scope of Services for your search is attached below as Attachment "A". We look forward to working with Dougherty County on this important project. If you have any questions concerning our proposal, please give me a call at 706-614-4961 or email me at alanreddish51@gmail.com.

Sincerely,

W. Alan Reddish
Senior Associate
Mercer Group Associates



Attachment "A"

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT, made as of this 14th day of MARCH, 2022, by and between **REDDISH EXECUTIVE SEARCH ASSOCIATES LLC, dba Mercer Group Associates** and the **DOUGHERTY COUNTY, GEORGIA** a political subdivision of the state of Georgia.

WITNESSETH:

WHEREAS, the Dougherty County (hereinafter referred to as "County") has made a request for a final proposal from Reddish Search Associates LLC, dba Mercer Group Associates (hereinafter referred to as "Mercer") to assist the County in conducting a search for qualified entities to provide comprehensive contracted legal services (hereinafter referred to as "Law Firm"; and

WHEREAS, the County selected Mercer's proposal as the proposal that best meets its needs and the County desires to hire Mercer to perform the search; and

WHEREAS, Mercer desires to provide professional assistance to the County as it undertakes its responsibility of obtaining proposals and selecting a qualified entity to provide comprehensive legal services.

NOW THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties hereto, Mercer and County hereby agree as follows:

1. Mercer agrees to work with the County to conduct an effective search for a Law Firm to provide legal services in accordance with the Scope of Services outlined and attached (Appendix "A") and made a part of this agreement.
2. The County agrees to compensate Mercer for its services with a base fee of \$18,000 (eighteen thousand dollars). The County also agrees to reimburse Mercer for direct expenses incurred such as advertising, third-party background checks, consultant travel/lodging, report preparation and other reasonable incidentals. Cost for direct expenses will not exceed \$4200 (four thousand two hundred dollars) without written approval of the County. The cost for finalists to travel to interviews or other reasons required by the County is not included in this agreement. Those costs may be paid by the County directly to the finalists on a reimbursement basis and are difficult to estimate because they are dependent upon the number of finalists the County selects to interview, and the distance candidates must travel for the interviews.



3. The County agrees to pay one-third of the base fee (\$6,000) at the time notice to proceed is given to Mercer; one-third (\$6,000) when submittal of proposals is closed and Mercer provides a recommended list of semi-finalists to the County to be approved for more intensive review by Mercer; and the final one-third (\$6,000) when interview packages of the semi-finalists, recommended by Mercer and approved by the County, are delivered to the County and interview dates are established by Mercer in coordination with the County. All payments for agreed upon services shall be due and payable upon the submittal of an invoice by Mercer describing services completed.
4. The County and Mercer both agree that this Agreement shall be governed by the laws of the State of Georgia.
5. The Count and Mercer agree that Reddish Executive Search Associates LLC, dba Mercer Group Associates is an independent contractor to the County and Mercer acknowledges that it will not be the recipient of any benefits granted to employees of the County.
6. Mercer confirms that the firm presently is a member of the E-Verify program and will apply the E-Verify process during the entire duration of this contract to ensure the firm does not employ or sub-contract with persons who are illegal aliens or who otherwise cannot legally work in the United States.
7. Mercer confirms that the firm is an equal opportunity employer and assures equal opportunity based on ability and fitness for all employees, contractors, and applicants regardless of race, color, religion, sex or sexual orientation, age, marital or veteran's status, national origin, or the presence of any sensory, mental, or physical disability. Our equal employment policy is disseminated to all applicants, employees, and contractors. The intent of this policy applies to internal operations, recruitment, and consulting activities conducted by the firm.
8. The County and Mercer both agree that in the event any dispute arises between the parties, the complaining party shall promptly notify the other of the dispute in writing. Each party shall respond to the other party in writing within ten (10) working days of the receipt of such notice.
9. The County and Mercer both agree that any amendments to this Agreement shall be made in writing and executed by both parties. No proposed amendment which is not in writing and executed by both parties shall affect the terms of this agreement.
10. The parties shall have the right at either party's convenience to terminate this Agreement



following ten (10) days written notice to the affected party. Should either party terminate this agreement, the County shall only be obligated to pay Mercer for those services rendered as of the date of termination.

REDDISH EXECUTIVE SEARCH ASSOCIATES, LLC
dba Mercer Group Associates

W. Alan Reddish

W. Alan Reddish
Senior Associate

DOUGHERTY, GEORGIA

BY: *[Signature]*

(Name and Title)

*CHRISTOPHER S. COMIUS
CHAIRMAN, BOARD OF COMMISSIONERS*

Attest: *[Signature]*



Appendix "A"

Scope of Services: County Attorney Search**PROJECT TEAM**

The following Mercer team members will be responsible for assisting Dougherty with its search and selection of a Law Firm to provide comprehensive legal services.

W. Alan Reddish, Senior Associate

Mr. Reddish specializes in Executive Search for the Mercer Group and will serve as the Senior Consultant for this search. He focuses his work on the State of Georgia having completed dozens of Georgia local government executive searches over the past four years. Mr. Reddish has over 35 years of experience as a local government manager serving as Manager in three Georgia communities, most recently retiring as Manager of the Unified Government of Athens-Clarke County after 15 years of service. Mr. Reddish's professional career also includes three years of service as the Associate Director of the Carl Vinson Institute of Government at the University of Georgia. In that role he was responsible for the management of faculty and support staff that delivered 500 training and professional development programs annually to local and state government officials throughout Georgia.

Lisa Ward, Senior Associate

Lisa Ward will serve as Senior Consultant for this project. She has 30 years of combined government and human resources experience. Ms. Ward worked for many years at the Director level in various functions of local government related to Human Resources. Prior to becoming a member of the Mercer team, Ms. Ward was responsible for developing, implementing, and administering programs and policies for the nation's second largest Electric Membership Corporation (EMC). Ms. Ward handled all employee benefits administration, recruiting and retention strategies, as well as employee performance management, training, and development. She has been responsible for self-funded insurance programs including, health, dental, short-term disability, general liability, and worker's compensation, managing millions of dollars annually.

Ellis Hankins, Senior Associate

Mr. Hankins will serve as Project Advisor and subject expert for this Project. Mr. Hankins also serves as a county, city, and school board attorney, and teaches as a Visiting Professor in public policy and management programs at UNC-Chapel Hill, NC State University, and Duke University. He served seven years as Executive Director of the North Carolina League of Municipalities and previously as its General Counsel. He has practiced law with four law firms. Mr. Hankins earned B.A., Master of Regional Planning and Law degrees from UNC-Chapel Hill. He is licensed to practice law in North Carolina and in federal courts.



SCOPE OF SERVICES

Mercer Group will be interactive with the County throughout the entire process and will provide updates by email periodically to the County. Mercer will conduct a search focused on identifying Law Firms that have experience providing government legal services in Georgia. Specific services Mercer will provide under the terms of this Professional Services Agreement include:

- Interview members of the Commission and other stakeholders to understand the type and level of services required by the County. These interviews will be conducted by the Mercer Project Manager and Senior Consultant by phone or Zoom.
- Develop a Request for Proposal (RFP) to be used to solicit proposals from Georgia-based Law Firms/Attorneys to provide comprehensive contracted legal services to the County. The RFP will be reviewed and approved by the County before being used by Mercer to solicit proposals.
- Advertise the RFP on websites/listservs that Georgia-based legal entities are likely to view when seeking new projects. Mercer will make direct contact with attorneys/persons known to Mercer who provide Georgia local government legal services; contact persons who serve other local Georgia communities providing similar legal services; and solicit recommendations from Georgia city/county managers/administrators who may be familiar with entities that provide these types of legal services. Mercer will also contact any Law Firms/Attorneys the County may identify as possible providers of legal services required by the County that may be interest in responding to the RFP.
- Review and evaluate all proposals received based upon the Law Firms' knowledge of local government legal services, previous success in the delivery of local government legal services in Georgia, demonstrated support of professionalism in legal proceedings within a local government setting, and information gathered from references, financial viability of the entity and a social media/internet check.
- Compile a shortlist of proposals from Law Firms that most closely match requirements described in the RFP scope of services, will most likely be able to implement the goals of the County, and will provide objective well researched legal opinions in a format requested by the County. Mercer team members will facilitate a meeting with the County Commission to discuss the qualifications of each of these proposals and reach a consensus on a list of semi-finalists to be interviewed. Mercer team members will be present on site for this meeting.
- Arrange, coordinate, and assist with interviews of the finalists identified by the County. Mercer will provide its observations and insights about each candidate at the completion



of interviews. All Mercer team members will be onsite for the interviews.

PROJECT TIMELINE

It is Mercer's understanding that information concerning the possible use of a professional search firm will be discussed by the Dougherty County Commission at a March 13, 2022 meeting. If the County elects to use a search firm, this document will serve as Mercer's proposed Professional Services Agreement for said search and Mercer is prepared to begin the search within a reasonable time that meets the needs of the County and considers other commitments Mercer already has in place. The recruitment and selection process will require approximately 75 days. This does not include any additional time that maybe required for the County to comply with the Georgia Open Meetings and Open Records Act. Mercer will develop a work plan calendar for approval by the County before the search process begins.