



MORGAN COUNTY COMMISSION
A G E N D A
January 16, 2024
5:00 PM
150 East Washington Street, Madison, GA
2nd Floor Board Room

Pledge and Invocation

Agenda Approval

Minutes

1. January 02, 2024 BOC Meeting-**pg. #2**

New Business

2. Parcel 31 ROW City of Madison Signage-**pg. #5**
3. Public Safety Center HVAC Replacements-**pg. #15**
4. Purchase of ATV and Trailer-**pg. #16**
5. Personal Time off (PTO) Policy Revision-**pg. #19**
6. Public Comments on Agenda Items
7. Commissioner Comments

EXECUTIVE SESSION

8. Potential Litigation & Personnel

THE HONORABLE BOARD OF COUNTY COMMISSIONERS, MADISON, GEORGIA,
MET THIS DAY IN REGULAR SESSION.

MEETING WAS HELD ON THE SECOND FLOOR OF THE ADMINISTRATION BUILDING.

PRESENT: Chairman Bill Kurtz, Vice-Chair Blake McCormack, Commissioners Philipp von Hanstein, Donald Harris, and, Ben Riden, Jr.

STAFF: County Manager Adam Mestres, Assistant County Manager Mark Williams, County Attorney Christian Henry, and County Clerk Leslie Brandt.

The meeting was called to order at 10:00 a.m., followed by the Pledge of Allegiance and Invocation.

ELECTION OF CHAIRMAN FOR 2024

MOTION by Commissioner Riden, Seconded by Commissioner Harris to nominate Commissioner Kurtz as Chair for the year 2024. Unanimously Approved.

ELECTION OF VICE-CHAIRMAN FOR 2024

MOTION by Commissioner Riden, Seconded by Commissioner Harris to nominate Commissioner McCormack as Vice-Chair for the year 2024. Unanimously Approved.

AGENDA APPROVAL

Motion by Commissioner Harris, Seconded by Commissioner von Hanstein to approve the agenda as presented. Motion Passed Unanimously.

MADISON-MORGAN CVB ANNUAL REPORT

Madison-Morgan CVB Executive Director, Jennifer Rosa León presented the CVB’s annual report for FY2023.

MINUTES

December 19, 2023 BOC Meeting

Motion by Commissioner McCormack, Seconded by Commissioner Riden to approve the minutes as presented. Motion Passed Unanimously.

CONSENT AGENDA

Motion to accept as information the December 2023 payables and financials.

MOTION by Commissioner McCormack, Seconded by Commissioner Harris to approve the consent agenda as presented. Motion Passed Unanimously.

PLANNING COMMISSION BOARD VACANCY

This item was tabled at the December 19, 2023 BOC meeting for further consideration.

The term of Tara Dillard expired on 12/31/2023 on the Planning Commission Board. Tara submitted an application to be considered for reappointment. Applications were also received from Chas Moore and Bob McCauley for consideration.

MOTION by Commissioner Riden, Seconded by Commissioner McCormack to reappoint Tara Dillard to the Planning Commission Board with a term ending 12/31/2026. Motion Passed Unanimously.

2024 QUALIFYING FEES-RESOLUTION 2024-RES-001

As required by O.C.G.A. 21-2-131, the Board of Commissioners must set and publish qualifying fees to be paid by candidates for elections in Morgan County in 2024. The qualifying fees are listed below.

OFFICE	QUALIFYING FEE
Board of Education (Districts 1, 2 and 3)	\$113.00
County Commissioner (Districts 3, 4 and 5)	\$394.00
Coroner	\$348.00
Clerk of Superior Court	\$1,779.00
Judge, Magistrate Court	\$1,782.00
Judge, Probate Court	\$1,779.00
Sheriff	\$2,123.00
Tax Commissioner	\$1,779.00

MOTION by Commissioner Harris, Seconded by Commissioner von Hanstein to approve the 2024 qualifying fees and resolution 2024-RES-001 as presented. Motion Passed Unanimously. (COPY: Resolution Book)

2024 COUNTY PHYSICIAN APPOINTMENT

Per the Morgan County Code of Ordinance, the Board of Commissioners must appoint a County Physician each year. Dr. Zant has filled this position for many years and is willing to serve once again for the year 2024.

MOTION by Commissioner Riden, Seconded by Commissioner McCormack to appoint Dr. Dan Zant as the County Physician for the year 2024. Motion Passed Unanimously.

COUNTY MANAGER REPORT

County Manager, Adam Mestres, presented a monthly overview of Morgan County government's current projects and/or issues.

PUBLIC COMMENTS ON AGENDA ITEMS

No public comments were made.

COMMISSIONER COMMENTS

Commissioners made comments and gave updates on Liaison assignments.

MOTION by Commissioner Riden, seconded by Commissioner Harris to exit regular session at 10:41 a.m. Motion Passed Unanimously.

EXECUTIVE SESSION- PERSONNEL

MOTION by Commissioner Riden, seconded by Commissioner Harris to enter Executive Session to discuss personnel at 10:50 a.m. Motion Passed Unanimously. (Original signed Affidavit in Executive Session Legal Requirement Book).

MOTION by Commissioner Riden, seconded by Commissioner Harris to exit Executive Session at 12:52 p.m. Motion Passed Unanimously.

MOTION by Commissioner McCormack, seconded by Commissioner Harris to re-enter Regular Session at 12:52 p.m. Motion Passed Unanimously.

MOTION by Commissioner Riden, seconded by Commissioner Harris to add County Manager’s Contract to the agenda as new business. Motion Passed Unanimously.

COUNTY MANAGERS CONTRACT

County Manager, Adam Mestres presented an updated County Manager contract. The proposed contract is based on terms negotiated between the Morgan County Board of Commissioners and Adam Mestres for service as County Manager. The term of the contract shall commence upon execution of the agreement and end on June 30, 2027, and thereafter shall be renewed on an

annual basis from July 1 through June 30 of the following year unless either party provides notice of its intent not to renew.

MOTION by Commissioner Riden, seconded by Commissioner Harris to approve the County Manager’s Contract as presented. Motion Passed 3-1, with Commissioner von Hanstein voting in favor of the motion and Commissioner McCormack voting in opposition. (COPY: Electronic Documents)

MOTION by Commissioner Riden, seconded by Commissioner Harris to exit Regular Session and adjourn at 12:54 p.m. Motion Passed Unanimously.

Bill Kurtz, Chairman

ATTEST:

Leslie Brandt, County Clerk

From: [Helton, Michelle G.](#)
To: [Chuck Jarrell](#)
Subject: 0013617 Parcel 31 Welcome to Madison Sign
Date: Thursday, January 11, 2024 5:00:28 PM
Attachments: [image001.png](#)

Good afternoon Mr. Jarrell,

Per our conversation earlier...

Since the City of Madison owns the "Welcome to Madison" sign on the corner of Parcel 31 (Morgan Co. property), GDOT will need to pay them directly for the relocation of their sign. The \$14,800.00 cost to relocate the sign was included in the Fair Market Value/settlement funds for Parcel 31 and was paid to Morgan County at the closing on 11/01/2023.

In order to properly pay The City of Madison for their sign, we need for Morgan County to reimburse GDOT (via the GDOT closing attorney, Greg Sowell's office listed below) the above mentioned value of the sign; instructions for doing this is as follows,

Can you please have Morgan County issue a check to the GDOT closing attorney's office for this amount & send the check to the address listed below:

Please remit the \$14,800.00 check to: James Bates Brannan & Groover, LLP

It can be mailed to their office in Athens:

James Bates Brannan & Groover, LLP
ATTN: Blake Ogden
One Press Place, Suite 200
Athens, GA 30601

Thank you for your assistance with this

Michelle Helton

Assistant Right of Way Team Manager



District 2 Tennille
643 Highway 15 South
Tennille, GA 31089
478-553-3420 office
478-232-8152 mobile

Human trafficking impacts every corner of the globe, including our state and local communities. Georgia DOT is committed to end human trafficking in Georgia through education enabling its employees and the public to recognize the signs of human trafficking and how to react in order to help make a change. To learn more about the warning signs of human trafficking, visit <https://doas.ga.gov/human-resources-administration/human-trafficking-awareness/trafficking-in-georgia>. To report any suspicious activity, call the Georgia Human Trafficking Hotline at 866-363-4842. Let's band together to end human trafficking in Georgia.

Georgia Open Records Act: Under Georgia law, all information, including e-mail, written letters, documents and phone messages, sent to the County Board of Commissioners and County offices and employees is subject to Public Records law. This includes the sender's e-mail address, home address or phone number if shown in the message, the content of the message and any associated attachments to the mail.



Russell R. McMurry,
P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

DATE: July 6, 2023

Morgan County Board of
Commissioners
Attn: Chuck Jarrell
P.O. Box 168
Madison, GA 30650

RE: PROJECT: 0013617 **COUNTY:** Morgan/Oconee
PARCEL: 31 **P.I. #:** 0013617

Dear Property Owner:

The Department is in the process of purchasing property to improve the roadway designated above. In order to make this project possible, 0.576 acres or 25,104.37 square feet of your property in fee will be needed. This is more particularly shown on the plat attached to the option provided with this letter.

Your property has been valued by qualified appraisers who, after careful consideration, have found the Fair Market Value of the property and/or rights to be purchased, and damages to the remainder, if any, to be \$25,700.00. The attached form, entitled "Summary Statement Basis for Just and Adequate Compensation", separates certain elements comprising the above listed value.

Our Right of Way Specialist, Michelle G. Helton located at 643 Highway 15 S., Tennille, GA 31089, Email: mhelton@dot.ga.gov Phone: (478) 553-3420 office / (478) 232-8152 cell; representing the Department, is authorized to explain this and discuss the full effect of the purchase and your rights as provided by law. They will also provide you with a brochure, which comprehensively outlines the procedures used in purchasing rights of way.

If you will agree to the terms expressed herein by signing the enclosed "Option for Right Of Way" and returning it to the Right of Way Specialist, it will be promptly submitted for closing and payment.

Sincerely,

Corbett Reynolds
District Engineer

BY: Diane Roberson
District Right of Way Team Manager

Attachment(s)
cc:

ROW-515-A (Federal Aid) Revised: 2/10/20



Summary Statement Basis For Just and Adequate Compensation

1. PROJECT #: 0013617		County: Morgan/Oconee	Parcel: 31
2. OWNER NAME/MAILING ADDRESS:		Morgan County Board of Commissioners P.O. Box 168 Madison, GA 30650	
3. PROPERTY ADDRESS: 2480 Athens Highway, Madison, GA 30650			
4. FAIR MARKET VALUE (see attached Market Data Information):			

Right of Way; 0.576 AC/SF X \$7,500.00 AC/SF =	\$4,320.00	
Permanent Easement: <u>N/A</u> AC/SF X <u>\$N/A</u> AC/SF X <u>N/A</u> % =	\$0.00	
Temporary Easement: <u>N/A</u> AC/SF X <u>\$N/A</u> AC/SF X <u>N/A</u> % =	\$0.00	
Estimated Value of Improvement(s): Paving and Landscaping	\$6,500.00	
Cost to Cure:	\$N/A	
Damage to Trade Fixtures: Sign 31-S-2	\$14,800.00	
Estimated Value of all consequential or severance damages:	<u>\$N/A</u>	
Estimated Value of REMAINDER:		\$ N/A

TOTAL ESTIMATED FAIR MARKET VALUE: Without the Remainder	\$ N/A
Including the Remainder	\$ 25,700.00

(This value is the amount approved by the State for the purchase of the required property and does not contain conjectural decreases or increases in value caused by this project).

5. Division of Interests

<u>NAME</u>	<u>KIND OF INTEREST</u>	<u>ESTIMATED VALUE</u>
<u>Morgan County Board of Commissioners</u>	<u>Fee</u>	\$25,700.00 (rounded)

Total Estimated Fair Market Value: **\$ 25,700.00 (rounded)**

6. If you wish to retain and remove the items listed in the Special/Other Provision section on the Option for Right of Way GDOT will:

(a) Deduct at Closing \$ N/A (Retention Value)

(b) Deduct at Closing \$ N/A (Performance Bond)

Total Withheld at Closing \$ N/A

You may be entitled to certain benefits under our Relocation Assistance Program. As these benefits are of a special nature, they will be explained separately.

DATE: July 6, 2023 PREPARED BY: Michelle G. Helton
Staff Negotiator



Right of Way Acknowledgement Form

Date

PI# 00131617 COUNTY Morgan/Oconee PARCEL 31

OWNER NAME/BUSINESS: Morgan County Board of Commissioners

PROPERTY ADDRESS: 2480 Athens Highway, Madison, GA 30650

MAILING ADDRESS: P.O. Box 168, Madison, GA 30650

I, the above named, do hereby certify that I have this date received a copy of GDOT offer package containing the following:

☐ I, the above named, do hereby certify that I have this date received a copy of the State of Georgia's Brochure "**What Happens When Your Property is Needed for a Transportation Facility**".

☐ Right of Way Plans/Cross-sections and Driveway Profile detailed below:

Right of Way plans, dated: 12/09/2020 , Last revised: 02/18/2022

Roadway cross-section plans dated, N/A

(Negotiator to initial and date bottom right corner of plans on date given to property owner.)

Driveway profiles (if applicable) dated: N/A

(Negotiator to initial and date bottom right corner of plans on date given to property owner.)

- ☐ GDOT Official Offer Letter
- ☐ Summary Statement Basis for Just and Adequate Compensation
- ☐ Market Data Information
- ☐ Availability of Incidental Payments: Claim Form
- ☐ Option for Right of Way with Plans attached

I (We) also acknowledge that the Right of Way Specialist, representing the Department, has satisfactorily explained the above documents to me (us).

(SIGNATURE)

GDOT REPRESENTATIVE: Michelle G. Helton PHONE #: (478) 232-8152 EMAIL: mhelton@dot.ga.gov

Date: May 18, 2022



Availability of Incidental Payments: Claim Form

		PROJECT #		0013617	
PI#	0013617	COUNTY	MORGAN	PARCEL	13
OWNER NAME/MAILING ADDRESS		Bennie M. Binns and the Estate of Emma Marie Binns, 2020 Athens Highway, Madison, GA, 30650		DATE:	
PHONE #:		SOCIAL SECURITY # OR FEI# (include SSN for each property owner)			
PROPERTY ADDRESS:		2020 Athens Highway, Madison, GA 30650			

This is to advise you that due to the acquisition of the above project and parcel, you are eligible for reimbursement for expenses you may have incurred due to the Georgia Department of Transportation purchasing your property. These expenses may include: 1. Pro-rata portion of taxes, and 2. Survey work. Pro-rata tax deductions are normally handled at closing on a total acquisition situation. However, if they are not, or in the event of condemnation, it will be **your** responsibility to provide to the Department of Transportation copies of your paid receipt(s) as described in Property Tax Payments section below.

1. Property Tax Payments are handled as follows:

- A. **For Total Acquisition of your property (by GDOT)**, a deduction for your pro-rata share of the taxes will be withheld at closing. Then, upon your receipt of your property tax bill for the current year of acquisition, you should immediately forward the property tax bill to the Department (at the address below) along with this letter for the Department's proper payment to the tax authority.
- B. **For Partial Acquisition of your property (by GDOT)**, the Department will reimburse you for the pro-rata share of taxes on the portion of property acquired by the Department. In order to apply for this reimbursement, you will need to send a copy of your paid tax bill receipt to the Department, along with this letter and a completed W9 to the address below.

Mr. John Greenwood
Georgia Department of Transportation
Office of Rights of Way, 14th Floor – Relocation Unit
600 West Peachtree Street, N.W.
Atlanta, Georgia 30308

2. Survey Work Reimbursement is handled as follows:

You may be eligible for reimbursement for **reasonable** survey fees to re-establish **existing** property corner pins that were removed as a result of construction of the project. Please note that it is your responsibility to obtain pre-approval from your assigned Right of Way Agent and to confirm construction completion prior to going forward with affected pin replacement. Your assigned Right of Way Agent for survey incidental benefits is:

Right of Way Agent: Michelle G. Helton **Phone:** 478-553-3420 **Email:** mhelton@dot.ga.gov

- (1) Contact your Right of Way Agent **before** proceeding with survey; send estimate and obtain pre-approval.
- (2) Your Right of Way Agent will need this completed claim form, approved survey estimate, and paid receipt in order to submit claim to the Right of Way General Office for reimbursement.

Survey Pre-Approval: For Department Use Only
Survey Estimate Amt: \$ _____ Date of Estimate: _____ Survey Reimbursement Amt Approved: _____
Pre-approved Signature (for Reimbursement): _____, GDOT Right of Way Project Manager

In order to file claim for payment of the above expenses, you must have paid receipt(s) to support your claim and the attached W9 is required. You must file within eighteen (18) months of the date your property was acquired, except survey fees, which must be filed within six (6) months after construction on the project is completed.

Sincerely,

Troy Hill
Right of Way Administrator

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									

or

Employer identification number									

Part II Certification
 Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶	Date ▶
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General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.
Purpose of Form
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

 Use Form W-9 **only** if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Option for Right of Way

GEORGIA, Morgan

COUNTY

PI#: 0013617

PARCEL: 31

Received of The Department of Transportation, the sum of One (\$1.00) Dollar, the receipt whereof is hereby acknowledged, and in consideration thereof, and in consideration of the benefits derived by me from the proposed project mentioned herein, I bind myself, my heirs, executors and assigns as follows:

If the said Department of Transportation, shall within 60 days after date hereof pay me the sum of \$ 25,700.00 when the undersigned agrees to execute and deliver to the Department of Transportation fee simple title and easements to the land owned by the undersigned, which is shown reflected in color on the right of way map attached hereto and made a part hereof by reference, to be used for highway purposes on the Widening of S.R. 24 / U.S. 441 Athens Highway from Madison Bypass to North of Apalachee River being Parcel 31 consisting of 0.576 acres in fee and N/A square feet of easement and N/A Linear Feet of Access Rights on Georgia Highway Project Identification Number 0013617.

It is agreed and understood that all TEMPORARY EASEMENTS are limited to the period required for the construction of said project and upon completion and acceptance of same by the Department of Transportation from the contractor, said TEMPORARY EASEMENT will terminate.

It is agreed and understood that I, or any tenant now in possession or any other persons having a claim or interest in subject property, will have not less than two (2) months from date of execution of a deed and easements or for residential properties three (3) months from the date replacement housing is available, whichever is greater to vacate the premises and that on vacating of said premises, only items of personal property will be removed, all items attached to the property and being classed as realty to remain. The above agreement to apply unless otherwise provided in Special Provision. If the Department of Transportation agrees to allow the Grantor or tenant in possession to occupy the subject premises beyond the two month period stated above, the person will be required to pay a rental fee of \$, payable each month in advance. Subsequent to the date of transfer of title to the Department of Transportation and prior to vacation of subject premises, the person in possession will hold the Department harmless as to any claim in connection with the occupancy of said premises. The above option price includes payment for the right of way above described, together with all improvements wholly or partially situated thereon and the right to enter upon the adjacent lands not included in said required Right of Way and Easements for the purpose of removing or demolishing such improvements.

The undersigned further agrees that the Department will be designated an authorized agent for the removal of underground storage tank systems located wholly or partially in said right of way or easement.

SPECIAL PROVISIONS (Realty Items ONLY)

Grantor may retain title to N/A for sum of \$ N/A (**40% of improvement value**) which shall be deducted from the option price at the time of closing; PROVIDED, he will obligate and firmly bind himself and his successors in title to strictly and faithfully comply with each of the following conditions:

1. Grantor will demolish or remove the above described improvements from the right of way, easements and set back area and clear said right of way, easements and set back area from the right of way sufficient to comply with County Building Code requirements; however, in the absence of County requirements, a minimum set back of 50 feet is required. All rubbish and debris must be removed to the satisfactions of authorized personnel of the Department of Transportation within 30 calendar days after notice to proceed.
2. Grantor will comply with all laws, ordinances, and regulations of building codes applicable to demolition or removal of buildings in Georgia and hold the Department of Transportation and the county of N/A harmless as to any claim in connection therewith.
3. It is understood and agreed that no utility connections shall be made or allowed to relocated structures across or from a limited access right of way, and it is understood and agreed that grantor has agreed to bargain, sell and convey to the Department of Transportation all existing utility rights, and the Department will not be liable in any way for utility reconnections adjacent to acquired rights of way or any subsequent location of improvements.
4. Grantor will leave on deposit with the Department of Transportation the additional sum of \$ N/A (**20% of improvement value**) which will be deducted from the aforesaid option price at closing. This sum will be held as a cash performance bond conditioned on the strict and faithful performance of the aforesaid obligations.

Time is expressly made of the essence of this Special Provision, and in the event grantor fails to comply with aforesaid obligations, all sums held by the Department of Transportation shall be retained as liquidated damages, and title to and the right to remove said structure shall vest in the Department of Transportation. **I (We) do (do not) elect to retain improvements as set out in this Special Provision.**

OTHER PROVISIONS (Non-realty Items - Cost to Cure and Trade Fixtures)

This Offer includes a Cost to Cure payment of \$ N/A. If the Cost to Cure compensates for: 1) replacement of necessity (well or septic) or 2) removal of items from the acquisition, then a Performance Bond of \$ **20% per item** will be withheld. This amount will be returned upon satisfactory replacement or removal of N/A

This Offer includes a Trade Fixture payment of \$ 14,800.00 for certain non-realty items located in the acquisition. If I wish to relocate any of these items (yes or no), a Performance Bond of \$ **20% per item** will be withheld. This amount will be returned upon satisfactory removal of **brick Welcome to Madison Sign.**

I, the undersigned, understand that I will have no current nor future "property interests" in any median-cut constructed on this project. That this, or any other median-cut, may be closed, relocated, or otherwise modified before, during or after the initial installation. This paragraph is not applicable unless median-cut construction pertains to this project.

The undersigned herein agrees for the same consideration, to provide, without cost to the Department of Transportation, a quit claim deed or such other releases as may be required by the closing attorney from any tenant now in possession of subject property and any other parties having a claim or interest in subject property.

It is further agreed for said consideration to convey and relinquish to the Department of Transportation all rights of access between the Limited Access Highway and approaches thereto on the above numbered Highway and all of the remaining real property of the undersigned except at such points as designated by the Department of Transportation. This paragraph is not applicable unless access rights are indicated on the attached plat.

The said parcel of land as above indicated is shown upon plans on file in the office of the Department of Transportation, Atlanta, Georgia, and said plans being identified as Project Identification Number 0013617.

Grantor may execute and deliver fee simple title to the Department of Transportation to the above referenced right of way and an additional N/A acres of land owned by the undersigned adjacent to and abutting on the above numbered highway for the total consideration of \$ N/A which includes payment for the above referenced right of way requirements, other rights and conditions described herein and additional lands. This additional land is shown on the attached plat as the remainder of Parcel No. N/A. I (We) do (do not) elect to execute and deliver Parcel N/A R deed.

Witness my hand and seal this _____ day of _____, 20 _____.

Morgan County Board of Commissioners

BY: _____ (L.S.)
Ben Riden, Board Chairman

Signed, Sealed and Delivered
in the presence of:

Notary Public

ACCEPTED: DEPARTMENT OF TRANSPORTATION

BY: _____
District Right of Way Team Manager (Date)



MORGAN COUNTY AGENDA REQUEST

Department:

Administration

Presenter(s):

A. Mestres

Meeting Date: mm/dd/yyyy 1/16/2024

Type of Request: New Business

Wording for the Agenda:

Parcel 31 ROW City of Madison Signage

Background/History/Details:

On 08/15/2023 the BOC accepted an offer from GDOT for purchase of ROW on Hwy 441 at the Public Works Facility and Transfer Station. Part of the offer package included \$14,800 for the value of the "Welcome to Madison" sign on the far corner of county parcel at the transfer station. The City of Madison is in negotiations with GDOT to increase the value of the signage in order from them to move and/or rebuild the sign. As such, GDOT has requested that the county reimburse the \$14,800 slated for the "Welcome to Madison" sign back to GDOT's closing attorney James, Bates, Brannan & Groover, LLP. GDOT will handle direct negotiations with the City of Madison and issue them any funding directly to the city when they agree upon a settlement.

What action are you seeking from the Board of Commissioners?

Motion for the county to reimburse GDOT the fair market value of the "Welcome to Madison" sign in the amount of \$14,800.

If this item requires funding, please describe:

Yes; Reimbursement of GDOT funds already received.

Has this request been considered within the past two years? No

If so, when?

Is Audio-Visual Equipment Required for this Request?*

No

Backup Provided with Request?

Yes

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance Yes

Approved by Purchasing Not Applicable

Manager's Approval Yes

Staff Notes:



MORGAN COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date: mm/dd/yyyy

Type of Request:

Wording for the Agenda:

Public Safety Center HVAC Replacements

Background/History/Details:

Replacement of rooftop HVAC units at the Public Safety Complex were planned to be completed in upcoming fiscal years from SPLOST funding. However due to age and current repair needs, nine of the units need replacing now. An RFP has been issued and bids are due January 19, 2024. Request motion to approve the replacement of the units not to exceed \$300,00 from SPLOST funds.

What action are you seeking from the Board of Commissioners?

Motion to approve replacement of HVAC units at the Public Safety Center not to exceed \$300,000 from SPLOST funds.

If this item requires funding, please describe:

SPLOST

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance

Approved by Purchasing

Manager's Approval

Staff Notes:



MORGAN COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date: mm/dd/yyyy

Type of Request:

Wording for the Agenda:

Purchase of ATV and trailer

Background/History/Details:

Requesting approval to purchase a Kawasaki Mule 4010 and a trailer to help with inspections for erosion and sediment control and other inspections of large developments in the County. The mule will be have more accessibility and speed up the time to inspect areas that are inaccessible via truck. Bids were obtained. Request a motion to approve purchase of ATV and trailer from Youngblood for \$14,670 from SPLSOT funding.

What action are you seeking from the Board of Commissioners?

Motion to approve purchase of ATV and trailer from Youngblood for \$14,670 from SPLOST funding.

If this item requires funding, please describe:

SPLOST

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Approved by Purchasing

Manager's Approval

Staff Notes:

**PURCHASE ORDER REQUEST FORM
MORGAN COUNTY, GEORGIA**

Vendor Quotation Requirements

\$5,000.00 - \$99,999 - Three quotes required
\$100,000 & up - Sealed bid required

			VENDERS					
			Youngblood		Mountain Motor Sports			
ACCOUNT NUMBER	QTY	DESCRIPTION	UNIT \$	EXTENDED \$	UNIT \$	EXTENDED \$	UNIT \$	EXTENDED \$
320.7200.54.2200	1	Kawasaki Mule 4010 4 x 4	\$12,575.00	\$12,575.00	\$14,254	\$14,253.94		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
Totals				\$12,575.00		\$14,253.94		\$0.00

COMMENTS

Six additional vendors were contacted but they did not respond to request for a quote.

Recommended Vendor:

Youngblood

Requesting Department

Planning and Development

Elected Official/Department Head:

Date

For Purchases Exceeding \$25,000

Date approved by Commission: _____

Any stipulations of the Commission:

Approved for preparation of purchase order



1-12-24

Purchasing Officer

Date

**PURCHASE ORDER REQUEST FORM
MORGAN COUNTY, GEORGIA**

Vendor Quotation Requirements

\$5,000.00 - \$99,999 - Three quotes required
\$100,000 & up - Sealed bid required

			VENDERS					
			Youngblood		Max Built Trailer		Big Tex	
ACCOUNT NUMBER	QTY	DESCRIPTION	UNIT \$	EXTENDED \$	UNIT \$	EXTENDED \$	UNIT \$	EXTENDED \$
320.7200.54.2200	1	6 x 10 Trailer	\$2,095.00	\$2,095.00	\$2,482	\$2,482.40	\$2,587.46	\$2,587.46
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00
Totals				\$2,095.00		\$2,482.40		\$2,587.46

COMMENTS

Six additional vendors were contacted but they did not respond to request for a quote.

Recommended Vendor:

Youngblood

Requesting Department

Planning and Development

Elected Official/Department Head:

Date

For Purchases Exceeding \$25,000

Date approved by Commission: _____

Any stipulations of the Commission:

Approved for preparation of purchase order



Purchasing Officer

1-12-24

Date



MORGAN COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date: mm/dd/yyyy

Type of Request:

Wording for the Agenda:

Personal Time Off (PTO) Policy Revision

Background/History/Details:

On 01/04/2023 the BOC approved the PTO policy. Upon a recent review of the policy, it was noted that a carryover provision from the PTO Conversion policy adopted on the same day related to PTO accruals for 24-hour fire personnel was not laterally transferred. This update provides for the same verbiage from the PTO conversion policy. Section N(v) is highlighted with the necessary addition.

What action are you seeking from the Board of Commissioners?

Motion to approve the revision to the Personal Time Off (PTO) policy as presented.

If this item requires funding, please describe:

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?


**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance

Approved by Purchasing

Manager's Approval

Staff Notes:


 MORGAN COUNTY BOARD OF COMMISSIONERS POLICIES AND PROCEDURES			SUBJECT: PERSONAL TIME OFF	
POLICY NUMBER:	NO. OF PAGES: 3	Policy Section:	EFFECTIVE DATE: 01/04/2023	REVISION DATE: 01/12/2024

Personal Time Off (PTO): It is the policy of the Morgan County Board of Commissioners to afford employees paid time off to be used when the employee is absent from work due to employee (or someone whom the employee is providing care) sickness or medical needs, vacation, appointments, or any other personal purpose(s) or reason(s) that requires or results in the employee being absent from work when otherwise scheduled to be there.

- A. Eligibility: All full-time employees in the personnel system shall be entitled to earn and accrue paid Personal Time Off (PTO). Part -Time, probationary, temporary, and seasonal workers are not eligible for annual leave.
- B. Accruals: January through December is the Personal Time Off accrual period. Eligible Employees accrue Personal Time Off each month based on the total years of current credible service. Employees begin accruing Personal Time Off from the date of hire. Accruals are posted on the last regular payroll of each month.
- C. Usage: Employees shall utilize PTO when the employee is absent from scheduled work due to employee: (1) sickness (or sickness of someone whom the employee is providing care); (2) vacation; (3) appointments; and/or (4) any other personal purpose or reason that requires or results in the employee being absent from work when otherwise scheduled to be there. Employees will be charged for PTO leave for absences only on days when such employee would otherwise work and receive pay. When the employee is granted time off for sickness, vacation, or any other personal reasons beyond his/her available PTO balances, the additional requested hours will be charged to leave without pay (upon approval by the Department Head) or to accrued Catastrophic Leave, if applicable. No PTO leave will be charged on days when the employee is not scheduled to work (e.g., weekends, paid holidays, any other non-workdays established by the Board of Commissioners).
- D. Regular Full Time Employees accrue Personal Time Off as follows:

Years of Service	Accrual Per Month	Days Per Year @ 8 Hours
Hire Date-5	12 hours/month	18 days/year
6-10	14 hours/month	21 days/year
11-15	16 hours/month	24 days/year
16-20	18 hours/month	27 days/year
21+	20 hours/month	30 days/year

- E. Directors and Managers: County Manager, Asst. County Manager, Department Directors, and the County Clerk shall accrue leave per the following schedule:


 MORGAN COUNTY BOARD OF COMMISSIONERS POLICIES AND PROCEDURES			SUBJECT: PERSONAL TIME OFF	
POLICY NUMBER:	NO. OF PAGES: 3	Policy Section:	EFFECTIVE DATE:	REVISION DATE:

Years of Service	Accrual Per Month	Days Per Year @ 8 Hours
Hire Date-20	18 hours/month	27 days/year
21+	20 hours/month	30 days/year

- F. Twenty-four (24) hour fire personnel shall accrue Personal Time Off at 150% of the normal rate based on years of service. Eligible employees will accrue leave per the following schedule:

Years of Service	Accrual Per Month	Days Per Year @ 24 Hours
Hire Date-5	18 hours/month	9 days/year
6-10	21 hours/month	10.5 days/year
11-15	24 hours/month	12 days/year
16-20	27 hours/month	13.5 days/year
21+	30 hours/month	15 days/year

- G. Contract Employees: Contract Employees will receive Personal Time Off in accordance with the terms of his/her contract, if applicable.
- H. Excess Personal Time Off Annual Contributions:
- Employees are encouraged to use at least eighty (80) hours Personal Time Off during the calendar year.
 - Employees will be eligible to roll the balance of excess PTO leave at the end of the calendar year to his/her personal Catastrophic Leave balance at the beginning of the succeeding calendar year. Employees may carry up to a total of 1,040 hours of Catastrophic Leave.
- I. Request for Leave: Any Regular Full-time Employee must request scheduled PTO leave from his/her supervisor with approval from the Department Head in advance of the date to be used. Failure to receive prior PTO approval for vacation or other types of planned absences, or PTO approval for emergencies or other unexpected events within thirty (30) minutes after the beginning of the workday, may result in denial of compensation for the absence and/or disciplinary action. Employees shall report an absence from work due to unexpected illness or disability prior to the employee's scheduled work time, if possible; provided, however, if advance notice is not possible, the absence is to be reported by the employee within thirty (30) minutes after the time that work is scheduled to begin. Department heads may require employees to report illness two (2) hours prior to beginning a shift as department policy.
- J. Terminated Employee Personal Time Off Compensation: A Regular Full-time Employee, who resigns or whose employment is terminated, will be compensated for his/her unused Personal Time Off up to 350 hours on his/her final pay period if notification of the separation is received by Human Resources prior to the end of the terminated employee's last pay period. Employees, who are terminated for cause, or for failure to return County owned equipment or property, or for other policy violations considered unacceptable by the County, may not be eligible to be compensated for unused Personal Time Off. Exceptions must be approved by the Department Head, Human Resources Director, or County Manager.

 MORGAN COUNTY BOARD OF COMMISSIONERS POLICIES AND PROCEDURES			SUBJECT: PERSONAL TIME OFF	
POLICY NUMBER:	NO. OF PAGES: 3	Policy Section:	EFFECTIVE DATE:	REVISION DATE:

- K. Non-eligible Employee: Part-Time, temporary, and seasonal employees are not considered to be a Regular Full-time Employee and are not entitled to any payment for Personal Time Off because such person accrues no Personal Time Off.
- L. Transfers: If an Employee transfers from one County department to another, the accumulated Personal Time Off shall also transfer.
- M. Exceptions: Probationary employees may be allowed to use Personal Time Off accruals prior to completion of his/her probationary period. Approval of exceptions to the policy are at the discretion of the Department Head, however, the Human Resources Director must be advised of the exception or terms of the special arrangement.
- N. General Information:
- i. Personal Time Off earned by a Regular Full-time Employee may not be transferred among Employees. Exceptions to such policy may be made under the provisions and guidelines of a Medical Leave Sharing Policy, if one is adopted by the Board of Commissioners.
 - ii. Personal Time Off will not accrue while a Regular Full-time Employee is on leave of absence without pay.
 - iii. Paid holidays that occur during periods of Personal Time Off are not charged to the employee Personal Time Off balance.
 - iv. It is recommended that a Department Head and the next ranking Department Manager not take Personal Time Off at the same time.
 - v. At the end of each calendar year, a maximum of 350 PTO hours for regular full-time personnel and 525 hours for 24-hour fire personnel may be carried over into the new calendar year. Any PTO leave in excess of 350 hours for regular full-time personnel and 525 hours for 24-hour fire personnel at the end of the calendar year will be converted to Catastrophic Leave.