

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Friday, August 6, 2021 ♦ 9:00 AM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation - Mrs. Judy Fain
4. Pledge of Allegiance (JW)
5. Special Presentation - Eatonton-Putnam Chamber of Commerce Bi-Annual Report

Regular Business Meeting

6. Public Comments
7. Consent Agenda
 - a. Approval of Minutes - July 2, 2021 Regular Meeting (staff-CC)
 - b. Approval of Minutes - July 12, 2021 Budget Work Session (staff-CC)
 - c. Approval of Minutes - July 13, 2021 Budget Work Session (staff-CC)
 - d. Approval of Minutes - July 20, 2021 Listening Session (staff-CC)
 - e. Approval of Minutes - July 20, 2021 Executive Session (staff-CC)
 - f. Authorization for Chairman to sign ACCG Group Self-Insurance Workers' Compensation Fund (GSIWCF) Safety Discount Verification Form (staff-HR)
 - g. Authorization for Chairman to sign ACCG Interlocal Risk Management Agency (IRMA) Safety Discount Verification Form (staff-HR)
8. Appointment to the Central Georgia Joint Development Authority (staff-CC)
9. Appointment of the Chairman of the Planning and Zoning Commission (staff-CC)

Reports/Announcements

10. County Manager Report
11. County Attorney Report
12. Commissioner Announcements

Closing

13. Adjournment

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. 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 Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

File Attachments for Item:

5. Special Presentation - Eatonton-Putnam Chamber of Commerce Bi-Annual Report

2021 SEMI-ANNUAL REPORT



EATONTON-PUTNAM
CHAMBER OF COMMERCE

As our community and economy are continuing to pursue post-pandemic recovery efforts, our office has remained constant in the journey to stay relevant, informed and be a valuable resource to businesses. We've been very intentional in sending out needed information such as the Restaurant Revitalization Program and countless webinars on how to promote your small business through any outlet in an evolving economy. We recognize that not only do our member businesses need our support and resources, but our drive also has to come from sharing the mission that we are here to support the community at large through the commitment of our members.

We've seen more visitors come into our Welcome Center than years past and the desire for walkable attractions is great. Our Tourism Coordinator has been hard at work ensuring we have the appropriate materials available and is transforming our Welcome Center to a new and modern environment, including branded Eatonton-Putnam Merchandise!

All-in-all, 2021 has been a fruitful year for the Chamber. Our staffing needs have been satisfied, we've begun a rebranding process to launch this Fall to include a new slate of programming, we're strategically marketing to communities throughout the Southeast, and developing a brand image that is attractive to both locals and tourists alike.



General Report



- Continued to maintain our designation as a Georgia Certified Chamber (only 51 in the state of Georgia).
- Continued our strong working relationships with our County Commissioners, Mayor and Council Members, School Board and Administration heads, as well as business members.
- Continued to work as an advocate for a positive business climate in our community by becoming a member of the Georgia Chamber's GBAN (GA Business Action Network). This allows the voice of a small business owner to be heard on a statewide and national level. We encourage our local businesses to contact their local representatives and senators to impact state legislation.
- Conducted and graduated our 26th Leadership Putnam Class. This class of 18 participants chose to take on renovating and upgrading the City Center Stage as their project and have already had initial concept renderings drawn up, a full budget proposal put together and raised almost \$4,000 among themselves to begin.
- Formed a Leadership Putnam Board of Directors and began planning and implementing a newly structured program to begin October 2021 and graduate 20 participants in April 2022.
- Continued to work closely with DOWNTOWN EATONTON (Eatonton Main Street), the Downtown Development Authority and the Putnam Development Authority to further economic development by bringing in business prospects, which includes working and promoting to state agencies.
- Promoted Chamber businesses and their growth through the quarterly publication, which moved to an in-house production. This also gives us the platform to inform the general public about what the Chamber is involved with throughout the year.
- Awarded 4 scholarships to local students from PCHS, Gatewood, CGTC and the child of a Chamber member or one of their employees.
- Continued our advocacy and work relationship with Central Georgia Technical College.
- Ensured Eatonton & Putnam County's representation throughout the area and state by the President's participation with the Georgia Association of Chamber of Commerce's Executives.
- Conducted the annual Board of Directs work retreat.
- Chamber staff and Board of Directors participated in GACCE sponsored workshops, training, and annual meetings.
- Continued our efforts to promote Eatonton and Putnam County among agencies including the Georgia Dept. of Community Affairs, the Georgia Dept. of Economic Development, UGA's Fanning Institute for Leadership, the Regional Commission and others.
- Continued relationship with GCSU by welcoming 2 interns for Summer 2021.
- Provided all new teachers in Putnam County with a welcome bag of member materials to be given at new teacher orientation.

Membership & Services Report

- Welcomed 13 new members since January 1st
- Renewed 188 current members in 2021
- Have held 6 ribbon cuttings for new and expanding businesses.
- Continued marketing the Chamber through various social media outlets, currently we have 2,054 likes and 2,467 followers on Facebook
- Continued our close working relationship with the SBDC (Small Business Development Center in association with the UGA Business School) and their consulting services to assist in entrepreneur start up operations
- Continued to facilitate the Drugs Don't Work Program for Eatonton-Putnam County which provides our members the ability to receive a 7 ½ % discount on their workers comp insurance. We currently have 24 members utilizing this program.
- The Chamber has teamed up with the Georgia Chamber of Commerce and Anthem Blue Cross and Blue Shield to administer the Georgia Chamber SMART Plan. This plan allows smaller employers to join together to share in the overall claims risk and will offer potential savings for members who have 2 to 50 employees. By being part of a larger, self-funded pool, employers have financial protection backed by Anthem. In addition to financial protection, the plan offers competitive rates, predictable, fixed monthly payments, flexibility to choose benefit plans and Anthem's broad Open Access POS network and Essential RX. We currently have 26 members utilizing this program.
- Worked with member business banks to each out to all restaurants (members and non-members) in Eatonton-Putnam County to discuss the Restaurant Revitalization Program and encourage them to apply for the grant. Four member Business Banks created a point person that I was able to recommend the businesses to. The banks were available to assist with the application process.
- Hosted the 42nd Annual Dinner and Awards Banquet at Rock Eagle
- Established a working relationship with the Middle Georgia SCORE Mentorship Program. The SCORE Mentor program provides free mentoring, no or low-cost workshops/events and an array of free templates and tools online for small businesses. We are proud to add the Middle Georgia SCORE program to our already robust offerings for small businesses and potential entrepreneurs.
- Redesigned the Quarterly Commerce Magazine to include information from Community Partners.
- Currently working on the new Chamber Engagement Guide for 2022 that will replace our current Membership Investment Menu. This will be an updated/all new Investment Menu and Sponsorship Opportunities. We aim to launch October 2021.
- Working on new programs for 2022 which will include a Diversity & Inclusion Summit
- Researching/working on an updated website for the Chamber



Tourism & Special Events Report

- Hired Lacey Cummings as Tourism, Marketing, and Special Events Coordinator in February. Lacey previously worked as an intern here in 2020.
- Continued to work as a "Film Ready Community." Worked with Tytan Productions to bring more projects to Putnam County.
- Continued geocaching sites.
- Ensured Eatonton and Putnam County's representation within the Historic Heartland's Travel Association Board of Directors, Georgia's Lake Country Trustees Board, and Georgia's Antebellum Trail Association (all marketing entities).
- Continued our tourism's social media campaign including Facebook, Twitter, Instagram, and Blogs along with features on the State of Georgia's website.
- Once again, created an 8 x 8 ft. exhibit to display Georgia's Lake County resources in the Augusta Welcome Center through March and April of this year.
- Continued to answer all telephone, email, Facebook, and Twitter inquiries wanting tourist information, as well as assisting walk-ins into our welcome center.
- Worked with County Commissioners on "short term rental housing agreement" for vacationers to our area. The Chamber will be promoting registered properties on our accommodation page on the Chamber website for FREE.
- A total of 471 visitors have come into the Welcome Center YTD.
- Held the 7th Annual Sweet Tee Off golf tournament on April 19th, 2021 at Cuscowilla. 100 golfers from our region played the course, the most in recent years of the tournament.
- Re-designed and updated the Alice Walker Driving Tour brochure
- Updated the Eatonton-Putnam Destination Guide and The Eatonton Bike Tour brochure
- Approved by the City of Eatonton to sit on the Mainstreet Eatonton Advisory Board and actively participate with projects in Downtown Eatonton
- Lacey Cummings attended Southeast Tourism Society's Marketing College for one week in Macon, GA
- Implemented a series of humanity-focused stories focusing on area residents called Porches of Putnam. The first of these were published in the Summer Quarterly Commerce
- Attended the Georgia Convention and Visitor Bureau Annual Conference in Savannah, GA
- Implemented Eatonton-branded merchandise with limited-order items including t-shirts, tumblers, towels, hats and canvas totes.





MURALS ON BUILDING ELEVATIONS

MOBILE VENDOR PARKING

CONTOURED SEATING AREAS

STREET FURNISHINGS WITH BANNERS

SAIL CANOPY FOR SHADING

SEAT WALLS AND PAVERS

SMALL AREAS OF ARTIFICIAL TURF

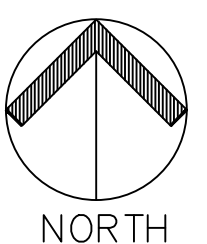
PERSONALIZED PAVERS

CONCEPTUAL SITE PLAN

Scale: As Noted
March 28, 2021
Rev May 30, 2021

This plan is conceptual in nature and is an approximate representation of potential land uses, sizes, locations and circulation patterns. The plan is intended to be developed over a period of time and should maintain flexibility to accommodate specific soil conditions, environmental concerns, physical constraints, market conditions and design parameters.

CITY CENTER STAGE
Leadership Putnam
Eatonton, Georgia 31024



Item No.	Estimated Quantity	Units	Description	Unit Price	Total Price
1.					
<u>SITE WORK</u>					
A.	1	ALLOW	Site Grading	\$ 5,000.00	\$ 5,000.00
B.	1	ALLOW	Fine Grading	\$ 2,500.00	\$ 2,500.00
C.	60	LF	Curb and Gutter	\$ 20.00	\$ 1,200.00
D.	60	SYD	Demo Curb and Gutter	\$ 40.00	\$ 2,400.00
E.	3	EA	Storm Inlets	\$ 3,000.00	\$ 9,000.00
F.	100	LF	12" HDPE Pipe	\$ 40.00	\$ 4,000.00
SITE WORK SUBTOTAL:					\$ 24,100.00
2.					
<u>HARDSCAPE /LANDSCAPE</u>					
A.	1	ALLOW	Site Grading	\$ 2,500.00	\$ 2,500.00
B.	1	ALLOW	Fine Grading	\$ 1,500.00	\$ 1,500.00
C.	2,320	SF	Concrete walk	\$ 5.00	\$ 11,600.00
D.	155	LF	Seat Walls	\$ 175.00	\$ 27,125.00
E.	1,800	SF	Pavers	\$ 15.00	\$ 27,000.00
F.	1,150	SF	Artificial turf	\$ 20.00	\$ 23,000.00
G.	1	ALLOW	Site Furnishings	\$ 10,000.00	\$ 10,000.00
H.	6,320	SF	Sod Lawn Area	\$ 1.00	\$ 6,320.00
I.	1	ALLOW	Planting	\$ 5,000.00	\$ 5,000.00
J.	1	ALLOW	Irrigation	\$ 3,000.00	\$ 3,000.00
HARDSCAPE /LANDSCAPE SUBTOTAL:					\$ 117,045.00
3.					
<u>MISC</u>					
A.	1	ALLOW	Relocate power transformer and service	\$ 5,000.00	\$ 5,000.00
B.	1	ALLOW	Rest rooms	\$ 15,000.00	\$ 15,000.00
C.	1	ALLOW	Sail Canopy	\$ 4,000.00	\$ 4,000.00
D.	1	ALLOW	Stage Improvements	\$ 5,000.00	\$ 5,000.00
MISC SUBTOTAL:					\$ 29,000.00
4.					
<u>CONSULTANTS</u>					
A.	1	ALLOW	Land scape Architect / Civil Engineer	\$ 12,000.00	\$ 12,000.00
B.	1	ALLOW	Survey	\$ 2,500.00	\$ 2,500.00
C.	1	ALLOW	Permitting	\$ 1,000.00	\$ 1,000.00
D.	1	ALLOW	Professional services	\$ 6,500.00	\$ 6,500.00
CONSULTANTS SUBTOTAL:					\$ 22,000.00
10% CONTINGENCY					\$ 19,214.50
GRAND TOTAL					\$ 211,359.50

File Attachments for Item:

- 7. Consent Agenda
 - a. Approval of Minutes - July 2, 2021 Regular Meeting (staff-CC)
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PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Friday, July 2, 2021 ♦ 9:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Friday, July 2, 2021 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Attorney Barry Fleming
- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 9:00 a.m.
(Copy of agenda made a part of the minutes on minute book page _____.)

2. Approval of Agenda

Motion to approve the Agenda.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

3. Invocation - Dr. Ford G'Segner

Rev. Dr. Ford G'Segner gave the invocation.

4. Pledge of Allegiance (BS)

Commissioner Sharp led the Pledge of Allegiance.

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Chairman Webster recognized Interim Economic Development Director Pat Topping and Mr. Topping introduced the new Executive Director of the PDA, Mr. Matt Poyner.

Zoning Public Hearing

5. Appeal by Josh & Lauren Sprayberry against a decision made by the Planning & Zoning Commission denying a rear setback variance for 149 Mags Path (staff-P&D)
County Attorney Fleming reviewed the Public Hearing rules.

Chairman Webster read the Planning & Development recommendation which was for denial of a 30-foot rear yard setback variance being 35 feet from the nearest point to the lake at 149 Mags Path [Map 104A, Parcel 102].

Mr. Doug Dillard spoke on behalf of the applicant and distributed documents. Mr. Cody Hale spoke in support of the appeal. Mr. Josh Sprayberry spoke in support of the appeal and had several display boards showing some other properties in Putnam County with pools close to the lake.

Ms. Kristie McLeod spoke against the variance request and showed two photos. Ms. Kathy Wardlaw spoke against the variance request.

Mr. Dillard used the remainder of his time for rebuttal.

Motion to overturn the decision made by the Planning & Zoning Commission and grant the rear setback variance request of 35 feet from water for 149 Mags Path.

Motion made by Commissioner Sharp, Seconded by Commissioner Brown.

Voting Yea: Commissioner Sharp

Voting Nay: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten

Motion failed, therefore the decision made by the Planning & Zoning Commission denying a rear setback variance for 149 Mags Path is upheld and the variance request is denied.
(Copy of documents made a part of the minutes on minute book pages _____ to _____.)

Meeting recessed at approximately 10:00 a.m.

Meeting reconvened at approximately 10:08 a.m.

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Code of Ordinances Public Hearing

6. Proposed adoption of changes to the Putnam County Code of Ordinances - Chapter 6 (Alcoholic Beverages) and Chapter 18 (Buildings and Building Regulations) (staff-CA-CC-P&D)

No one signed in to speak for or against either of the proposed code changes.

Motion to adopt the changes to the Putnam County Code of Ordinances - Chapter 6 (Alcoholic Beverages) and Chapter 18 (Buildings and Building Regulations) with the inclusion of 15,000 square feet in Section 6-130 (b)(2).

Motion made by Commissioner Brown, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of changes made a part of the minutes on minute book pages _____ to _____.)

Regular Business Meeting

7. Public Comments

None

8. Consent Agenda

a. Approval of Minutes - June 15, 2021 Regular Meeting (staff-CC)

Motion to approve the Consent Agenda.

Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

9. Approval of Right-of-Way Permit for Tim Camp (staff-CM)

County Manager Van Haute reviewed the request.

Motion to approve a Right-of-Way permit for Tim Camp.

Motion made by Commissioner Brown, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of permit made a part of the minutes on minute book pages _____ to _____.)

10. Request from Tax Commissioner to write off bad debts (TC)

Tax Commissioner Lancaster explained the request.

Motion to approve bad debt write-offs for the Tax Commissioner in the amount of \$10,244.13.

Motion made by Commissioner Sharp, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of list made a part of the minutes on minute book page _____ to _____.)

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11. Authorization for Chairman to sign Resolution Electing not to require Mobile Home Decals (TC & TA)

Tax Commissioner Lancaster explained the resolution.

Motion to authorize the Chairman to sign the Resolution electing not to require mobile home decals.

Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of resolution made a part of the minutes on minute book page _____.)

Reports/Announcements

12. County Manager Report

County Manager Van Haute asked Sheriff Sills to tell the board about a contract was submitted to him for the use of the courthouse for a movie production. County Attorney Fleming requested time to review the contract and suggested that the board could authorize the Chairman to sign the contract upon approval by the county attorney.

Motion to authorize the Chairman to sign a contract for use of the courthouse for a movie production pending the County Attorney's approval.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of contract made a part of the minutes on minute book pages _____ to _____.)*

*Note: 07-16-2021 – County Attorney Fleming spoke with Sheriff Sills and he said the movie company decided they did not need the contract.

County Manager Van Haute wished everyone a happy and safe 4th of July.

13. County Attorney Report

No report.

14. Commissioner Announcements

Commissioner McElhenney: none

Commissioner Brown: wished everyone a great 4th of July with the hope for no firework fires.

Commissioner Sharp: commented God bless America.

Commissioner Wooten: commended the Public Works department for their diligent work and best wishes for their hospitalized employee and wished everyone a happy 4th.

Chairman Webster: thanked the Fire Chief for helping clean up a muddy road and thanked the Public Information Officer for keeping us up to date on all the social media platforms and wished everyone a happy 4th.

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Closing

15. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Meeting adjourned at approximately 10:40 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

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PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Budget Work Session

Minutes

Monday, July 12, 2021 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam County Board of Commissioners met on Monday, July 12, 2021 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia for a Budget Work Session.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Manager Paul Van Haute
- County Clerk Lynn Butterworth
- Finance Director Linda Cook
- Accounting Technician Donna Todd

Opening

1. Call to Order

Chairman Webster called the Work Session to order at approximately 9:00 a.m. (Copy of agenda made a part of the minutes on minute book page _____.)

Vice Chairman Brown led the Pledge of Allegiance.

Chairman Webster went over the ground rules. This session is for listening to the various departments and offices review their FY22 budget requests.

Work Session

2. Budget Discussions

Various budget requests were discussed. Comments were made by Thomas McClain for Fire Stations; Trevor Addison for Clerk of Superior Court, Board of Equalization, State & Juvenile Court; Alan Horton, Tom Thompson and Pam Douglas for Putnam General Hospital; Stacy Brown for Eatonton Public Library (handouts); Keith Fielder for County Extension Service;

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Brandy Huskins for Probate Court (handouts); Michael Gailey for State Court Judge; Dorothy Adams for Magistrate Court; Russell Thomas for Solicitor's Office & Victim Witness Assistance Fund; Lynn Butterworth for District Commissioners; Paul Van Haute for Executive Officers and Solid Waste Fund, Chuck Anglin for Tax Assessors; Linda Cook for Finance Department and General Administration and Health Department; Stephanie McMullen for Public Relations and Public Buildings; Pam Lancaster and Terrell Abernathy for Tax Commissioner (handout). No action was taken.
(Copy of handouts made a part of the minutes on minute book pages _____ to _____.)

Closing

3. Adjournment

Chairman Webster adjourned the work session at approximately 3:42 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Budget Work Session

Minutes

Tuesday, July 13, 2021 ♦ 9:00 AM

Putnam County Administration Building – Room 204

The Putnam County Board of Commissioners met on Tuesday, July 12, 2021 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia for a Budget Work Session.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Manager Paul Van Haute
- County Clerk Lynn Butterworth
- Finance Director Linda Cook

Opening

1. Call to Order

Chairman Webster called the meeting to order at approximately 9:00 a.m. (Copy of agenda made a part of the minutes on minute book page _____.)

Commissioner Sharp led the Pledge of Allegiance.

Work Session

2. Budget Discussions

Various budget requests were discussed. Comments were made by Howard Sills for Sheriff, Jail, Emergency Management, & E911; Walt Rocker III for Putnam Development Authority; Brady Murphey for Ambulance Services; Hollis Harrison for Coroner; Christine Tillman for Animal Services; Michael Benton for Uncle Remus Golf Course (handouts); Tony Clack and Anthony Frazier for Public Works; Lynne Laseter for Board of Elections; Scott Haley for Recreation Department; Maggie Milner for Chamber of Commerce and Hotel Motel Tax Fund; Courtney Andrews for Planning & Development, P&Z Commission and Code Enforcement; Dianne

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Pounds for Public Transit System; Cynthia Miller for Human Resources, Paul Van Haute for Oconee Springs Park. No action was taken.

(Copy of handouts made a part of the minutes on minute book pages _____ to _____.)

Closing

3. Adjournment

Chairman Webster adjourned the work session at approximately 2:40 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

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PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Tuesday, July 20, 2021 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, July 20, 2021 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Attorney Barry Fleming
- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 6:34 p.m. (Copy of agenda made a part of the minutes on minute book page _____.)

2. Pledge of Allegiance

Commissioner Sharp led the Pledge of Allegiance.

Listening Session

3. Public Discussions

Chairman Webster welcomed everyone to the first ever listening session. He went over a few ground rules explaining that plans are to be as flexible as possible and there will not be a clock timer put up. He asked everyone to be mindful and respectful of other speakers time and advised that he will try to call speakers in order of subject matter.

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The following people spoke:

- Mr. Raymond Birt - South Steel Bridge Road culvert issue and low hanging trees along edges of road
- Mr. Oz Castro-Poveda - South Steel Bridge Road culvert issue and opposition to a commercial rezoning proposition in his residential neighborhood
- Ms. Erin Olson - aesthetics of the county, particularly Highway 44 near Greene County line, area looks junky and too many all-metal buildings
- Mr. Glen Merrell - echoed Ms. Olson's comments on the metal buildings, Putnam side of Highway 44 does not look as nice as Greene County, need to exert control over development near the lake to keep it nice
- Ms. Renee Burgdorf - transparency and communication need to be improved
- Mr. Tom Parham - Economic Development needs to be balanced with transparency and input from the constituents and there is a general distrust between the public and the commissioners
- Mr. Tommy Jefferson - Short Term Rental ordinance needs to be reviewed and requested more resources to maintenance of county roads - ROW - signs, mowing, tree overgrowth, line of sight, etc.
- Mr. Merle Sebald - question answered before the meeting
- Ms. Wanda Sebald - sign on corner of Pea Ridge Road and Scuffleboro Road is unsightly, larger than needed and creates a line-of-sight problem
- Mr. Steve Burgess - Collis Road timetable
- Mr. James Schreiber - opposition to a potential commercial rezoning in his neighborhood, water from the road already runs down to his property and that will increase with a new development
- Mr. Richard Garrett - Jimmy Davis Park is understaffed and poorly maintained and there is big difference between it and the Poole Recreation Center - he also shared a video
- Mr. Brandon Riley - Jimmy Davis Park is in poor condition and not like it was when he grew up
- Mr. David Erickson - Jimmy Davis Park is in poor condition, could some of the ARP funds be used for improvements

- Ms. Karen Henry-Garrett - Jimmy Davis Park is in poor condition, potholes and no paving, no lights, tables and chairs under the pavilion are broken, no nets in basketball hoops
- Mr. Sylvester Pennamon - Jimmy Davis Park is in poor condition
- Mr. Vonte Brown - Jimmy Davis Park is in poor condition
- Ms. Erin Keating - Jimmy Davis Park is in poor condition
- Rev. James Kilgore Sr. - Jimmy Davis Park is in poor condition
- Mr. Troy Daniel - Jimmy Davis Park is in poor condition
- Mr. Stanley Ford - Jimmy Davis Park is in poor condition
- Mr. Terence Stephens - Jimmy Davis Park is in poor condition
- Ms. Sandra Parham - Jimmy Davis Park is in poor condition
- Mr. Carl Stanley - Jimmy Davis Park is in poor condition

No action was taken during the Listening Session.

Chairman Webster advised that an Executive Session was needed.

4. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate

Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4 for Litigation and Real Estate

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Meeting closed at approximately 8:29 p.m.

5. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting

Motion to reopen the meeting

Motion made by Commissioner McElhenney, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

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July 20, 2021		

Meeting reopened at approximately 9:14 p.m.

Motion to authorize the Chairman to sign the Affidavit concerning the subject matter of the closed portion of the meeting

Motion made by Commissioner Wooten, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of affidavit made a part of the minutes on minute book page _____.)

6. Action, if any, resulting from the Executive Session

No action was taken.

Closing

Commissioner Wooten commented that the listening session was good thing.

Chairman Webster thanked the staff for putting the listening session together and thanked the commissioners for attending and listening.

7. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Meeting adjourned at approximately 9:15 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

Draft Minutes	Page 4 of 4	
July 20, 2021		

PUTNAM COUNTY BOARD OF COMMISSIONERS



Office of the County Clerk
117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 (main office) ♦ 706-485-1877 (direct line) ♦ 706-923-2345 (fax)
lbutterworth@putnamcountyga.us ♦ www.putnamcountyga.us

The draft minutes of the July 20, 2021 Executive Session are available for Commissioner review in the Clerk's office.



COUNTY
[159 COUNTY GOVERNMENTS]

GROUP SELF-INSURANCE WORKERS' COMPENSATION FUND

SAFETY DISCOUNT VERIFICATION FORM

If the organization is a member of the ACCG-GSIWCF [workers' comp] Insurance Program, complete this SAFETY DISCOUNT VERIFICATION FORM and return between August 2, 2021 and September 15, 2021

▪ The appointed ACCG-GSIWCF Safety Coordinator is Cynthia Miller
(Safety Coordinator is responsible for the Safety Program)
Position Human Resources Director Email: cmiller@putnamcountyga.us

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

TRAINING REQUIREMENTS

- SAFETY COORDINATORS
 COMPLETE SAFETY COORDINATOR MODULES I, II, OR III October 4-5, 2016
(COURSE / DATE)
- ANY MEMBER EMPLOYEE
 ATTEND LGRMS TRAINING COURSE OR WEBINARS GMA Workers Compensation Webinar 6-22-2021
(COURSE / DATE)

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

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

SAFETY ACTION PLAN [DUE APRIL 30TH to LGRMS] 3-25-2021
(DATE SUBMITTED)

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

County Chairman Signature

Date

Email accginsurance@accg.org



COUNTY
[159 COUNTY GOVERNMENTS]

INTERLOCAL RISK MANAGEMENT AGENCY

SAFETY DISCOUNT VERIFICATION FORM

If the organization is a member of the ACCG - IRMA [property & liability] Insurance Program, complete this SAFETY DISCOUNT VERIFICATION FORM and return between August 2, 2021 and September 15, 2021

▪ The appointed ACCG-IRMA Safety Coordinator is Cynthia Miller
(Safety Coordinator is responsible for the Safety Program)
Position Human Resources Director Email: cmiller@putnamcountygva.us

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

TRAINING REQUIREMENTS

- SAFETY COORDINATORS
 COMPLETE SAFETY COORDINATOR MODULES I, II, OR III October 4-5, 2016
(COURSE / DATE)
- ANY MEMBER EMPLOYEE
 ATTEND LGRMS TRAINING COURSE OR WEBINARS GMA Workers Compensation Webinar 6-22-2021
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DEPARTMENTAL SAFETY MEETINGS OCT-DEC JAN-MAR APR-JUN JUL-SEP

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

SAFETY ACTION PLAN [DUE APRIL 30TH to LGRMS] 3-25-2021
(DATE SUBMITTED)

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

County Chairman Signature Date

Email accginsurance@accg.org

File Attachments for Item:

8. Appointment to the Central Georgia Joint Development Authority (staff-CC)

NAME	ADDRESS	DISTRICT	BACKGROUND	APPLICATION DATE
B.W. "Bill" Sharp	103 Bulloch Hall Drive	3	Putnam County District 3 Commissioner; BS in Chem, Math, Physics; completed Economic Development training; past Chairman of PDA	6/16/2021
There is one vacancy:				
Bill Sharp	Term Expired 7/17/21			
Need one person to fill a full 4-year term				

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826
www.putnamcountyga.us

NOTICE

The Putnam County Board of Commissioners is seeking individuals interested in serving on the **Central Georgia Joint Development Authority (CGJDA)**. The CGJDA was created for the purpose of promoting the general welfare and economic prosperity of the Middle Georgia Region. CGJDA has provided assistance to many economic development efforts throughout its service region. The candidates should be dedicated, fair minded, not self-serving and willing to devote the time necessary for the position.

There is one vacancy on the CGJDA for Post 2. This is a four year term. The CGJDA meets on the second Wednesday of the last month of each quarter of the year at 4:30 p.m. The meetings are held at the Middle Georgia Regional Commission, 175 Emery Highway, Suite C, Macon, Georgia 31217.

Interested persons should submit an **application** to the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia 31024. Applications will be accepted until the position is filled. The board application form can be found on the county website at www.putnamcountyga.us (in the "How Do I..." or "Forms & Documents" sections) or by calling 706-485-5826.

06/24/2021 & 07/01/2021

PUTNAM COUNTY BOARD OF COMMISSIONERS



ll
JUN 16 21 4:04PM

117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: B. W. "Bill" Sharp Home Phone: 706-484-1386
Address: 103 Bulloch Hall Drive Work Phone: 706-485-5826
Eatonton, Georgia 31024 Cell Phone: [REDACTED]
Occupation: Putnam County 3rd Commissioner E-mail: [REDACTED]

I would like to apply for appointment to the following Board, Committee, or Authority:
Central Georgia Joint Development Authority

Which district do you live in? 1 2 3 4

Briefly explain your educational background BS in Chem, Math and Physics with Chem Engr
Completed Economic Development Training, Past chairman of PDA, current Putnam County Commissior

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____

Please explain any previous experience with State or Local Government: Putnam County 3rd District Corr

Briefly explain why you seek this appointment: Opportunity to complete existing project and hel future pr

If appointed, I agree to serve.

[Signature]
Signature

June 16, 2021
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

CENTRAL GEORGIA JOINT DEVELOPMENT AUTHORITY

<u>MEMBER</u>	<u>POST</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>
<u>BOC Appointments</u>			
Kevin Beasley** 191 Alexander Lakes Drive Eatonton, GA 31024	1	03/16/2021	07/17/2025
Bill W. Sharp* 103 Bulloch Hall Drive Eatonton, GA 31024	2	04/16/2019	07/17/2021
<u>PDA Appointments</u>			
Patty Burns 120 Nina Drive Eatonton, GA 31024	3	04/16/2019	04/15/2023
Walter C. Rucker, III 409 N. Madison Avenue Eatonton, GA 31024	4	04/16/2019	04/15/2023

*filling the unexpired term of Jennifer Rainey

**filling the unexpired term of Trevor Addison + full four-year term

Putnam County's Central Georgia Joint Development Authority Appointment Procedures

In accordance with the bylaws of the Central Georgia Joint Development Authority (CGJDA), the Putnam County Board of Commissioners shall appoint four members to serve on the board of the CGJDA. During the initial appointment, the board will appoint two members to serve a two-year term and two members to serve a four-year term. Thereafter, the members shall be appointed for terms of four years.

Members shall be selected in the following manner:

- (a) Two appointees shall be selected by the Putnam Development Authority from among the members of the Putnam Development Authority; these shall serve the initial two-year terms.
- (b) The Putnam County Board of Commissioners shall confirm the appointees of the Putnam Development Authority
- (c) The Putnam County Board of Commissioners shall also select two appointees under the procedures found in *Section 2-53. Appointment procedures* of the Putnam County Code of Ordinances.

- **Putnam County Code of Ordinances - Sec. 2-53. - Appointment procedures.**

Appointments to all boards, authorities, and commissions shall be conducted in accordance with the procedures contained in this section.

- (a) The county clerk shall cause to be published in the county's legal organ an advertisement announcing any vacancies at least 14 days prior to any appointment.
- (b) Following the appropriate advertising period, the county clerk, or designee, shall prepare and provide to the commission, a spreadsheet format list of all qualified candidates whose applications were received timely by the county clerk.
- (c) Immediately after the agenda item has been called, the clerk will verbally announce the qualified candidates and present their resume. A visually projected image of the spreadsheet prepared in subsection (b) above may be substituted.
- (d) For each vacant position, except as outlined in [chapter 14-4\(b\)](#) and [66-150\(b\)](#), each commissioner may nominate anyone on the qualified list. Each nomination must receive a second to be considered for a later vote. While it is desirable to have each district represented on all county boards, authorities, and commissions as well as to have as much representation across the entire county and its constituents as possible, the greater need is to have interested, qualified, and responsible applicants who will provide the greatest contribution to Putnam County in carrying out the necessary functions of these boards, authorities, and commissions. All candidates who have received a nomination and a second can be discussed by the commissioners. Following discussion, a roll call vote will be taken. The proper response, to the call for a vote, is the name of the preferred candidate. The person receiving the majority vote of the commissioners will be the candidate selected. In those cases where there is not a tie and no one has received a majority vote, a second round of voting may be directed by the chairman.
- (e) No member of any board, authority, or commission shall be an employee of Putnam County as defined in Section I.D. of the Putnam County Personnel Manual.

(Amend. of 9-15-2009; Amend. of 11-6-2009(1); Amend. of 11-30-2009(1); Amend. of 10-18-2011(1); [Amend. of 3-1-2013](#))

File Attachments for Item:

9. Appointment of the Chairman of the Planning and Zoning Commission (staff-CC)

NAME	ADDRESS	DISTRICT	CURRENT OCCUPATION	OTHER	APPLICATION DATE
Alan Foster	409 E. River Bend Dr.	3	Retired	2+ years post secondary and various vocational courses; 10 years Putnam County Board of Commissioners	7/7/2021
There is one vacancy:					
James P. Marshall	Term Expires 12/31/22				
Need one person to fill the remainder of this 2-year term					
<p>Each district commissioner on the board of commissioners shall nominate one member, in accordance with section 2-53, from the full-time residents of their district, for a term of two years except for the initial appointment which will terminate on December 31, 2010, and the chairman of the board of commissioners shall nominate, in accordance with section 2-53, from among the full-time residents of the county, one member for a term of two years except for the initial term which will terminate on December 31, 2010. Nothing shall prevent a member from succeeding him or herself, and, except as otherwise provided herein, all members of the planning and zoning commission shall hold office for the term specified and until the board of commissioners shall have appointed such member's successor. Any vacancy on the planning and zoning commission shall be filled in the same manner as the position was filled prior to the occurrence of the vacancy for the unexpired term of the member. Within three months of their initial appointment, each member must receive 12 hours of training in zoning procedures and/or comprehensive planning conducted and/or sponsored by ACCG or the University of Georgia's Carl Vinson Institute of Government or equivalent as determined by the director of planning and development. No member shall be allowed to vote on any zoning matter until at least six hours of the aforementioned training has been received. The appointed member may participate in all meetings, discussions, and activities, but may not vote until six hours of training has been received. Failure to receive 12 hours of training within three months of appointment will be automatic grounds for removal from office. Members are removable only for cause by the board of commissioners.</p>					

----- Original message -----

From: James Marshall

Date: 6/26/21 12:31 PM (GMT-05:00)

To: Lisa Jackson

Cc: Billy Webster

Subject: Resignation from P & Z Commission

Dear Lisa: It is with deep regret that I must submit my resignation effective June 30, 2021, as chairman of the Putnam County Planning and Zoning Commission. I have enjoyed working with you and the rest of the staff and commissioners and feel that we have done a remarkable service to our county. I am at present so stretched out with other responsibilities that I must simplify my commitments as much as possible. I especially want to thank you for your dedicated service both in your job as well as to GAZA. I am so proud of all that you have done to keep that organization moving forward. Sincerely, Jim Marshall

--

James P. Marshall, Jr.
104 Church Street
Eatonton, GA 31024

"Our World. Our chance to help make it better!"

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826
www.putnamcountyga.us

NOTICE

The Putnam County Board of Commissioners is seeking an individual to serve as the **Chairman of the Planning and Zoning Commission**. The individual selected will complete an unexpired term, ending December 31, 2022. The candidates should be dedicated, fair-minded, not self-serving, and willing to devote time for meetings several hours each month. Within three months of their appointment, the member must receive 12 hours of training in zoning procedures and/or comprehensive planning conducted and/or sponsored by ACCG or the University of Georgia’s Carl Vinson Institute of Government or equivalent as determined by the Director of Planning and Development. No member shall have any other position or office with the county.

Interested persons should submit an **application** to the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia 31024. Applications will be accepted until the position is filled. The board application form can be found on the county website at www.putnamcountyga.us (in the “How Do I?” section) or by calling 706-485-5826.

07/15/2021 & 07/22/2021

PUTNAM COUNTY BOARD OF COMMISSIONERS

[Handwritten signature]

JUL 7 2021 AM 9:29



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: ALAN FOSTER Home Phone: _____
Address: 409 E. RIVER BEND Work Phone: _____
DR. EATONTON GA Cell Phone: [REDACTED]
Occupation: _____ E-mail: _____

I would like to apply for appointment to the following Board, Committee, or Authority:
PLANNING AND ZONING COMMISSION

Which district do you live in? 1 2 3 4

Briefly explain your educational background 2+ years post secondary
AND VARIOUS VOCATIONAL COURSES

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____
RETIRED

Please explain any previous experience with State or Local Government: 10 yrs Putnam
County Board of Commissioners - various appointments.

Briefly explain why you seek this appointment: my experience and record
of service to the community enables my ability
to fulfill the responsibilities of this position.
I would like to continue my public service to Putnam
county.

If appointed, I agree to serve.
Alan Foster
Signature

7/5/21
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

PLANNING & ZONING COMMISSION

<u>MEMBER</u>	<u>TERM EXPIRES</u>
Maurice Hill, Jr. (District One) 152 Horton Drive Eatonton, GA 31024	12/31/2022
Martha Harris Farley (District Two) 105 Cooper Drive Eatonton, GA 31024	12/31/2022
Tim Pierson (District Three) 103 Cody Circle Eatonton, GA 31024	12/31/2022
John T. Mitchell* (District Four) 195 Lakeshore Drive Eatonton, GA 31024	12/31/2022
James P. Marshall, Jr., Chairman RESIGNED 06-30-21 104 Church Street Eatonton, GA 31024-3249	12/31/2022

*Filling the unexpired term of Joel Hardie + full 2-year term

2 year term
Appointed by BOC (one from each district and at-large chair)
(See Chapter 66, Section 66-150 of the “Putnam County Code of Ordinances”)
Need to provide information to HR

Last Updated 7/30/2021